



City Council Agenda

Monday, January 8, 2024

6:00 PM

City Council Chambers

(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**
- 6:10 p.m. **5. Recognitions and Donations**
a. Martin Luther King Jr. Day Proclamation
b. Human Trafficking Awareness and Prevention Month Proclamation
- 6:15 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
a. Consider request to amend City Code Chapter 304: Lawful Gambling
b. Approve Public Works 2024 Work Plan
c. Consider Entering into a Professional Services Agreement for Referendum Communication Services for the City of Roseville
d. Consider Commission Reappointments and Process for 2024
e. Consider Approval of Roseville's 2024 Legislative Priorities
f. Appoint Acting Mayor for 2024
g. Designate City Council Liaisons to various Groups and Committees
h. Consider City Council and Advisory Commission Rules of Procedure
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 8:20 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from December 4, 2023 City Council Meeting
b. Approve Minutes from November 27, 2023 City Council Meeting
- 8:25 p.m. **10. Approve Consent Agenda**
a. Approve Payments
b. Approve 2 Temporary Liquor Licenses, 1 Temporary Gambling License, and 1 Massage Therapy Establishment License
c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
d. Designation of Official Bank Depositories and Electronic Funds Transfers Authority for 2024
e. Designate the 2024 Legal Newspaper

- f. Annual City Sign Permits for 2024
- g. Adopt a resolution appointing the Building Official as Assistant Weed Inspector for 2024
- h. Authorization to Seek Donations for Various City Functions and Events
- i. Adopt a Resolution to Approve 2024 Reapportionment of Assessments
- j. Approve Amended Professional Services Agreement with Metro-INET
- k. Approve Annual Contracts with Northeast Youth and Family Services
- l. Approve First Amendment to Critical Corridors Grant Agreement for County Road B and Snelling Avenue (TH 51) Pedestrian Traffic Study 23-11
- m. Approve Agreement for Metropolitan Council's 2024 Private Property Inflow and Infiltration Grant
- n. Approve the Labor Agreement between the City of Roseville and Law Enforcement Labor Services Local 112 for 2024-2025

8:30 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:35 p.m. **12. Adjourn**



Martin Luther King Jr Day January 15, 2024

Whereas: The City of Roseville recognizes and honors the work of Rev. Dr. Martin Luther King Jr.; and

Whereas: Rev. Dr. Martin Luther King Jr. was the chief spokesperson for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law; and

Whereas: Rev. Dr. Martin Luther King Jr. was jailed and arrested numerous times for speaking out against racism and discrimination and for trying to help African Americans to register and vote; and

Whereas: Rev. Dr. Martin Luther King Jr. was awarded the Nobel Peace Prize in December, 1964; and

Whereas: Rev. Dr. Martin Luther King Jr. was assassinated on April 4, 1968 because of his fight for equality and civil rights for all; and

Whereas: An Act of Congress of the United States in 1983, declared the third Monday in January to officially honor Rev. Dr. Martin Luther King Jr.; and

Whereas: Rev. Dr. Martin Luther King Jr. said "Life's most persistent and urgent question is what are you doing for others;" and

Whereas: Each year, Americans across the country answer that question by coming together on Martin Luther King Day to serve their neighbors and communities.

Now, Therefore Be It Resolved, that the City Council hereby declare January 15, 2024, to be Martin Luther King Jr. Day in the City of Roseville and urges all citizens to join together to honor Dr. King by committing to volunteering in the community.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 8th day of January, 2024.

Mayor Daniel J. Roe



Human Trafficking Awareness and Prevention Month January 2024

Whereas: Human trafficking is a nationwide public health and civil rights crisis. Its victims and survivors are everywhere, with Roseville being no exception.

Whereas: Human Trafficking includes both labor and sex trafficking, with both international and domestic victims.

Whereas: Anyone can become a victim of trafficking. While women and girls are the primary victims, victims/survivors come from every background, race, gender, sexual orientation, and economic status. Traffickers target individuals who, for any reason, are vulnerable.

Whereas: Young people are particularly vulnerable to trafficking and exploitation but face many barriers in reporting what has happened to them. Minnesota's Safe Harbor Law recognizes that any youth under the age of 18 who comes forward will no longer face criminal prosecution and will instead receive comprehensive and trauma-informed services. Safe Harbor also seeks to provide communities across Minnesota with the knowledge, skills and resources to effectively identify and work with sexually exploited and at-risk youth.

Whereas: All communities must seek to prevent human trafficking before it can occur, by, promoting safe, healthy, and supportive environments.

Whereas: The City of Roseville is striving to become a place where human trafficking does not exist, where people have opportunities available to them, and where all people are treated as fully human and worthy of a supportive community and freedom.

Now therefore be it Resolved that the city of Roseville declares January as Human Trafficking Awareness and Prevention month.

In Witness whereof, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 8th of January, 2024.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.a.

Department Approval

City Manager Approval



Item Description: Consider request to amend City Code Chapter 304: Lawful Gambling

Background

At the November 27, 2023, meeting, the City Council considered and discussed the request by the Roseville Area Youth Hockey Association (RAYHA) to amend Chapter 304 Lawful Gambling of the City Code (Attachment 1) to allow local non-profit organizations to have up to five separate locations within city limits to conduct lawful gambling activities. Current City Code allows a non-profit to operate at up to three locations and caps the overall number of lawful gambling permits to 12. After discussion, a majority of the City Council felt comfortable in considering a simple ordinance to change the number of locations one entity may have from 3 to 4. An ordinance making that change is included as Attachment 2.

However, the City Council also indicated that they might be willing to consider increasing the number of locations one entity may have as long as it did not exceed more than 50% of the lawful gambling permits currently issued. Based on suggested language from the Mayor, the City Attorney drafted an ordinance that does not allow issuance of an additional lawful gambling permit if the entity holds more than 50% of the existing licenses. (See Attachment 3). In addition, the City Attorney took the opportunity to clean up and update other language in Chapter 304 for clarity and readability.

Staff has included both draft ordinances as part of this case for City Council review. Both ordinances have been published on the City's website and either ordinance is eligible to be adopted on January 8, 2024.

As a reminder, below is a listing of the current lawful gambling premises permit holders and their locations:

Charity Name	Location Name	Address
B-Dale Club	B-Dale Club	2100 Dale St
Roseville Area Youth Hockey	Lucky 13	2480 Fairview Ave
American Legion Post 542	Rosetown American Legion	700 W County Road C
Midway Speed Skating Club	Roseville Bingo Hall	2525 Snelling Ave Ave
Roseville Area Youth Hockey	Roseville Bingo Hall	2525 Snelling Ave Ave
VFW POST 7555	VFW POST 7555	1145 Woodhill Dr
Roseville Area Youth Hockey	High Pines Brewing Co	2704 Snelling Ave N
MN Fastpitch	Bent Brewstillery	1744 Terrace Dr

Policy Objectives

Through the issuance of lawful gambling permits and the resulting investment into the community by local non-profits, the City is furthering the aspirations of having the community physically and mentally active and healthy and is engaged in the community's success of its residents and volunteers.

Racial Equity Impact Summary

A racial equity analysis has not been done as part of this request, but it should be noted that lawful gambling, generally speaking, has the potential to have negative social and economic impacts, such as addiction and financial strain on individuals and communities. These impacts may disproportionately affect disadvantaged communities at a higher rate.

Budget Implications

As only 8 of the 12 available lawful gambling premises permits are issued, allowing a non-profit to have additional locations would conceivably increase the revenue from lawful gambling sales and therefore increase the fees collected by the City and the funds available to the non-profits to reinvest in the community. Staff does not have an estimate on what this impact would be.

Staff Recommendations

Consider adopting an ordinance to allow for non-profit entities to have up to 4 separate premise permits at different locations to conduct lawful gambling activities as shown in Attachment 2.

-or-

Consider adopting an ordinance that would limit the amount of premise permits that non-profit entities may have at separate locations to no more than 50% of the existing amount of premise permits issued by the City as shown in Attachment 3 and the ordinance summary as shown in Attachment 4.

Requested Council Action

Motion to adopt an ordinance to allow for non-profit entities to have up to 4 separate premise permits at different locations to conduct lawful gambling activities as shown in Attachment 2.

-or-

Motion to adopt an ordinance that would limit the amount of premise permits that non-profit entities may have at separate locations to no more than 50% of the existing amount premise permits issued by the City as shown in Attachment 3.

-and-

Motion to adopt the ordinance summary as shown in Attachment 4.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments:

1. Chapter 304 Lawful Gambling
2. Draft Ordinance Amending Chapter 304.02
3. Draft Ordinance Amending Chapter 304
4. Ordinance Summary

CHAPTER 304 LAWFUL GAMBLING

SECTION:

- 304.01: Lawful Gambling Permitted
- 304.02: Number of Licenses and Permits
- 304.03: Approval of Licenses
- 304.04: Contributions
- 304.05: Law Enforcement and Administrative Costs
- 304.06: Gambling Exempt from State Licensing Requirements

304.01: LAWFUL GAMBLING PERMITTED:

Lawful gambling as regulated in Minnesota Statutes Chapter 349 is permitted in the City if the organization conducting such activities meets the following criteria:

- A. Is licensed by the Minnesota Gambling Control Board.
 - B. Complies with all of the provisions of this Chapter.
- (Ord. 1114, 8-24-1992) (Ord. 1518, 3-13-2017)

304.02: NUMBER OF LICENSES AND PERMITS:

- A. No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at more than three locations within the city.
 - B. The maximum number of premises permits issued pursuant to Minnesota Statutes Chapter 349 shall be twelve. Gambling activities shall be confined to the types defined and regulated under Minnesota Statutes Chapter 349.
 - C. An organization in existence and qualified under section 501(c)7 or section 501(c)19 of the internal revenue code and which had its principal place of business or place of conducting meetings in the City prior to and continuing since 1980 may be granted a premises permit to conduct all lawful gambling operations on their own premises.
- (Ord. 1138, 4-25-1994) (Ord. 1412, 7-11-2011) (Ord. 1518, 3-13-2017)

304.03: APPROVAL OF LICENSES:

- A. Required Documentation: Any organization applying to the Gambling Control Board for a premises permit or for the renewal of the same to conduct lawful gambling in the city shall, within ten days of making such application, file a copy of all application materials submitted to the State.
- B. Investigation: Upon receipt of the materials required by subsection A of this section, City staff shall investigate the applicant and based upon said investigation, the City Council shall act on the application.

- C. Resolution: The action of the City Council to approve an application for a premises permit within the city shall be by resolution. Failure to receive a majority affirmative vote of the City Council shall constitute a denial of the application.
- D. Additional Documents: Copies of any other reports or documents which are required to be subsequently filed by such organization with the Gambling Control Board, including monthly financial statements, shall be filed with the City within ten days of filing such materials with the Gambling Control Board.
- E. Compliance: to assure compliance with this Chapter, the City may require a premises permit holder to provide copies of records as allowed under Minnesota Statutes.
- F. Suspension: Approval of a premises permit issued by the City under any part of this Chapter may be suspended by the City for violation of Chapter or revoked or any renewal delayed, for failure to meet the qualifications set out in subsection A or a willful violation of any part of this Chapter or a failure to comply, for any reason, with any provision, guarantee or claim made in an applicant's original license application to either the City or the State of Minnesota.
- G. Liability of City: No license or permit issued by the City grants the licensee a property right or entitlement to the license or permit. The City may not issue, renew nor revoke the license or permit for any reason and will not incur liability for any damages including, but not limited to, direct, consequential or incidental damages, deprivation of property, loss of income, loss of profits or loss of livelihood.
(Ord. 1114, 9-24-92) (Ord. 1327, 10-10-05) (Ord. 1518, 3-13-2017)

304.04: CONTRIBUTIONS:

- A. Each organization conducting lawful gambling within the City shall contribute at least 10% of its net profits derived from lawful gambling in the City to a Fund administered and regulated by the City. This contribution shall be for the purposes defined in Minnesota Statutes Chapter 349. Except for disbursements for police, fire, and other emergency or public safety-related services, as provided for in Minnesota Statutes Chapter 349, which shall be made directly from the Fund by action of the City Council, the City then shall make disbursements from the Fund to the Roseville Area Community Foundation a Minnesota nonprofit corporation, which shall maintain the funds for further disbursement as charitable contributions. The City's directive to the Roseville Area Community Foundation as to the use of the funds shall be provided for in a written formal agreement executed between the City and the Foundation, and approved by the City Council, as amended from time to time. (Ord. 1327, 10-10-05) (Ord. 1412, 7-11-2011)
- B. The Roseville Area Community Foundation shall provide an annual report to the City Council in writing and by oral presentation, outlining the financial condition of the City funds, including changes since the previous report, and the names of the recipients, purposes, and, as available, outcomes of charitable contributions from the City funds since the previous report.
- C. Excluding amounts contributed to the Roseville Community Fund, 90% of the remaining net profits shall be expended in the City's trade area as defined in Mn Statutes 349.213, subd. 1(g). Roseville's trade area includes: Roseville, Arden

Hills, Falcon Heights, Lauderdale, Little Canada, Maplewood, Minneapolis, New Brighton, St. Anthony, St. Paul, and Shoreview. (Ord. 1537, 12-11-2017)

- D. In the event any organization contributes to the City any sum in excess of the 10% as required in subsection A above, said funds will be deposited and allocated to the Roseville Area Community Foundation as set forth in subsection A above. (Ord. 1114, 9-24-92) (Ord. 1412, 7-11-2011) (Ord. 1506 08-08-16) (Ord. 1518, 3-13-2017)

304.05: LAW ENFORCEMENT AND ADMINISTRATIVE COSTS:

All organizations conducting lawful gambling within the City shall, within 30 days of the end of each month, pay to the City an amount up to 3%, as established by the Fee Schedule of the gross receipts from lawful gambling conducted in the City in such month, less amounts actually paid for prizes, to cover the City's law enforcement and administrative costs in regulating lawful gambling. (Ord. 1114, 9-24-92) (Ord. 1518, 3-13-2017)

304.06: GAMBLING EXEMPT FROM STATE LICENSING REQUIREMENTS:

- A. Organizations which conduct lawful gambling which is exempt from State gambling licensing requirements may conduct such gambling within the City upon receipt of a permit from the City, except this requirement does not apply to door prizes or raffles and bingo where total prizes are less than \$1,500 in a calendar year. (Ord. 1327, 10-10-05)
- B. An application for such a permit, along with a fee as prescribed by the Fee Schedule, shall be made at least 30 days prior to the date such gambling is to be conducted. The application shall contain the following:
1. The name of the organization.
 2. The address of the organization.
 3. The place where such gambling will occur.
 4. The total prizes to be awarded.
- (Ord. 1327, 10-10-05)
- C. Within 30 days of filing any reports with the Gambling Control Board, the organization shall file a copy of such reports with the City.
- D. The provisions relating to law enforcement and administrative costs set forth in Section 304.05 shall not apply to gambling permitted pursuant to this Section. All other provisions of this Chapter apply to such organizations. (Ord. 1114, 9-24-92)

City of Roseville
ORDINANCE NO. XX

AN ORDINANCE AMENDING

TITLE 3 SECTION 304

AN ORDINANCE AMENDING TITLE 3 OF SECTION 304 ENTITLED
LAWFUL GAMBLING TO REGULATE THE NUMBER OF PREMISES
PERMITS THAT MAY BE HELD BY ONE ORGANIZATION

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Section 304 of the Roseville City Code is amended to read as follows:

304.02: NUMBER OF LICENSES:

- A. No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at more than ~~three~~ four locations within the city.
- B. The maximum number of premises permits issued pursuant to Minnesota Statutes Chapter 349 shall be twelve. Gambling activities shall be confined to the types defined and regulated under Minnesota Statutes Chapter 349.
- C. An organization in existence and qualified under section 501(c)7 or section 501(c)19 of the internal revenue code and which had its principal place of business or place of conducting meetings in the city prior to and continuing since 1980 may be granted a premises permit to conduct all lawful gambling operations on their own premises.

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this 8th day of January 2024.

39 **Signatures as follows on separate page:**

40
41 *Ordinance – Amending Chapter 304 of City Code*

42
43
44 (SEAL)

45
46
47 CITY OF ROSEVILLE

48
49
50 BY: _____
51 Daniel J. Roe, Mayor

52
53 ATTEST:

54
55
56 _____
57 Patrick Trudgeon, City Manager

City of Roseville
ORDINANCE NO. XX

AN ORDINANCE AMENDING

TITLE 3 SECTION 304

AN ORDINANCE AMENDING TITLE 3 OF SECTION 304 ENTITLED
LAWFUL GAMBLING TO REGULATE THE NUMBER OF PREMISES
PERMITS THAT MAY BE HELD BY ONE ORGANIZATION AND TO
UPDATE LANGUAGE IN GENERAL

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Section 304 of the Roseville City Code is amended to read as follows:

304.01: LAWFUL GAMBLING PERMITTED:

Lawful gambling ~~as regulated in~~ is subject to the terms, provisions, and regulations contained in Minnesota Statutes Chapter 349, as may be amended from time to time, and is permitted in the city if ~~the~~ provided that any organization conducting such activities meets the following criteria:

- A. Holds a license issued ~~Is licensed by the Minnesota Gambling Control Board;~~
or is excepted from such licensing requirement by Minnesota Statutes Chapter 349.
- B. Complies with all the provisions of this Chapter.

304.02: NUMBER OF LICENSES AND PREMISES PERMITS:

- A. No organization licensed pursuant to Minnesota Statutes Chapter 349 may conduct lawful gambling at any ~~more than three~~ locations within the city without a premises permit.
- B. The number of premises permits for an individual organization may not exceed fifty (50) percent of the then-total number of premises permits issued by the city (the "Fifty Percent Threshold"). No new premises permit will be issued to an organization that already exceeds the Fifty Percent Threshold or that will cause such organization to exceed the Fifty Percent Threshold. No organization holding more than one permit will be required to forfeit an active premises permit and will not be denied renewal of a premises permit.

44 due solely to the fact that the then-total number of premises permits issued
45 by the city has declined causing that organization exceed the Fifty Percent
46 Threshold.

47
48 ~~B-C.~~ The maximum number of premises permits issued by the city pursuant to
49 Minnesota Statutes Chapter 349 ~~shall be~~ is twelve. Gambling activities shall
50 be confined to the types defined and regulated under Minnesota Statutes
51 Chapter 349.

52
53 ~~C-D.~~ An organization in existence and qualified under section 501(c)7 or section
54 501(c)19 of the internal revenue code and which had its principal place of
55 business or place of conducting meetings in the city prior to and continuing
56 since 1980 may be granted a premises permit to conduct all lawful gambling
57 operations on their own premises.

58
59 **304.03: APPROVAL OF LICENSES PREMISES PERMITS:**

60
61 A. Required Documentation: Any organization applying to the Gambling
62 Control Board for a premises permit or for the renewal of the same to conduct
63 lawful gambling in the city shall, within ten days of making such application,
64 file with the City Manager, or their designee, an executed copy of all
65 application materials submitted to the Board State.

66
67 B. Investigation: ~~Upon receipt of the materials required by subsection A of this~~
68 ~~section, City staff shall investigate the applicant and based upon said~~
69 ~~investigation, the City Council shall act on the application. Applications for~~
70 premises permits will be reviewed by the City Manager, or their designee,
71 and may be subject to review by the Police Department or other qualified
72 service providers to conduct and complete an investigation which may
73 include a criminal background check. The city may conduct a background
74 check on any an application for a renewal if it is in the public interest to do
75 so.

76
77 C. Resolution: ~~Failure to receive a majority affirmative vote of the City Council~~
78 ~~shall constitute a denial of the application. The City Council may either~~
79 approve or deny the application for a premises permit, or it may delay action
80 for a reasonable period of time as necessary to complete any investigation of
81 the application or the applicant it deems necessary. The action of the City
82 Council to approve or deny an application for a premises permit within the
83 city shall be by resolution and, in the case of a denial, shall state the basis for
84 denial.

86 D. ~~Additional Documents: Copies of any other reports or documents which are~~
87 ~~required to be subsequently filed by such organization with the Gambling~~
88 ~~Control Board, including monthly financial statements, shall be filed with~~
89 ~~the City within ten days of filing such materials with the Gambling Control~~
90 ~~Board.~~ Basis for denial. The Council may deny an application for issuance
91 or renewal of a premises permit for any of the following reasons:

92
93 1. Violation by the organization of any state statute, state rule, or city
94 ordinance relating to gambling within the last three (3) years.

95
96 2. Violation by the on-sale establishment or organization leasing its
97 premises for gambling of any state statute, state rule, or city ordinance
98 relating to the operation of the establishment, including, but not
99 limited to, laws relating to alcoholic beverages, gambling, and
100 protection of public safety within the last three (3) years.

101
102 3. Lawful gambling would be conducted at premises other than those for
103 which an on-sale liquor license has been issued.

104
105 4. Issuance of the premises permit would cause an organization to
106 exceed the Fifty Percent Threshold.

107
108 5. Operation of gambling at the site would be detrimental to health,
109 safety, and welfare of the community.

110
111 E. ~~Compliance: to assure compliance with this Chapter, the City may require a~~
112 ~~premises permit holder to provide copies of records as allowed under~~
113 ~~Minnesota Statutes. Copies of any other reports or documents which are~~
114 ~~required to be filed an organization holding a premise permit with the~~
115 ~~Gambling Control Board, including monthly financial statements, shall be~~
116 ~~filed with the city within ten days of filing such materials with the Gambling~~
117 ~~Control Board.~~

118
119 F. ~~Suspension: Approval of a premises permit issued by the City under any part~~
120 ~~of this Chapter may be suspended by the City for violation of this Chapter or~~
121 ~~revoked or any renewal delayed, for failure to meet the qualifications set out~~
122 ~~in subsection A or a willful violation of any part of this Chapter or a failure~~
123 ~~to comply, for any reason, with any provision, guarantee or claim made in an~~
124 ~~applicant's original license application to either the City or the State of~~
125 ~~Minnesota.~~

126
127 G. ~~Liability of City: No license or permit issued by the City grants the licensee~~
128 ~~a property right or entitlement to the license or permit. The City may not~~

129 ~~issue, renew nor revoke the license or permit for any reason and will not incur~~
130 ~~liability for any damages including, but not limited to, direct, consequential~~
131 ~~or incidental damages, deprivation of property, loss of income, loss of profits~~
132 ~~or loss of livelihood.~~

134 **304.04 PENALTY FOR VIOLATION**

- 135
- 136 A. Any violation by the organization of any state statute, state rule, or city
137 ordinance relating to gambling may be penalized by issuance of a fine,
138 imposition of reasonable conditions on the premises permit, suspension of
139 the premises permit, or revocation of the premises permit. Such a penalty
140 may only be imposed following full notice of the allegations, the proposed
141 penalty, and an opportunity to be heard regarding the allegations and the
142 imposition of the penalty.
- 143
- 144 B. In addition, violations shall be reported to the Board and a recommendation
145 shall be made by the city for suspension, revocation, or cancellation of an
146 organization's license.

148 **304.045: CONTRIBUTIONS:**

- 149
- 150 A. Each organization conducting lawful gambling within the city shall
151 contribute at least 10% of its net profits derived from lawful gambling in the
152 city to a Fund administered and regulated by the city without cost to the fund.
153 ~~This contribution shall be for the purposes defined in Minnesota Statutes~~
154 ~~Chapter 349. Except for Disbursements for police, fire, and other emergency~~
155 ~~or public safety-related services, as provided for in Minnesota Statutes~~
156 ~~Chapter 349, which shall be made directly from the Fund by action of the~~
157 ~~City Council, The city then shall will make disbursements of the remaining~~
158 amounts from the Fund to the Roseville Area Community Foundation a
159 Minnesota nonprofit corporation, which shall maintain the funds for further
160 disbursement as charitable contributions permitted under Minnesota Statute
161 Chapter 349. The city's directive to the Roseville Area Community
162 Foundation as to the use of the funds shall be provided for in a written formal
163 agreement executed between the city and the Foundation, and approved by
164 the City Council, as amended from time to time.
- 165
- 166 B. The Roseville Area Community Foundation shall provide an annual report to
167 the City Council in writing and by oral presentation, outlining the financial
168 condition of the city funds, including changes since the previous report, and
169 the names of the recipients, purposes, and, as available, outcomes of
170 charitable contributions from the city funds since the previous report.
- 171

C. Excluding amounts contributed to the city for purposes of police, fire, and other emergency or public safety-related services, and to the Roseville Area Community Fund Foundation, 90% of the remaining net profits shall be expended in the city's trade area as defined in Mn Statutes 349.213, subd. 1(g). Roseville's trade area includes Roseville, Arden Hills, Falcon Heights, Lauderdale, Little Canada, Maplewood, Minneapolis, New Brighton, St. Anthony, St. Paul, and Shoreview. Organizations shall file a report with the city proving compliance with the trade area spending requirements imposed by this Section. The report must be made on a form prescribed by the city and shall be submitted annually.

D. In the event any organization contributes to the city any sum in excess of the 10% as required in subsection A above, said funds will be deposited and allocated to the Roseville Area Community Foundation as set forth in subsection A above.

304.056: LOCAL GAMBLING TAX LAW ENFORCEMENT AND ADMINISTRATIVE COSTS:

~~All organizations conducting lawful gambling within the City shall, within 30 days of the end of each month, pay to the City an amount up to 3%, as established by the Fee Schedule of the gross receipts from lawful gambling conducted in the City in such month, less amounts actually paid for prizes, to cover the City's law enforcement and administrative costs in regulating lawful gambling.~~

In order to cover the costs incurred by the city to regulate lawful gambling, a local gambling tax of up to three (3) percent per year, as established by the Fee Schedule, is imposed on the gross receipts of any organization holding a premises permit from all lawful gambling less prizes actually paid out by the organization. The tax must be paid by the organization monthly and must be reported on a copy of the monthly gambling activity summary and tax return filed with the Minnesota Department of Revenue. The report must be an exact duplicate of the report filed with the Department, without deletions or additions, and must contain the signatures of organization officials as required on the report form. The tax return and payment of the tax due must be postmarked, or, if hand-delivered, received in the office of the city clerk, on or before the last business day of the month following the month for which the report is made. An incomplete tax return will not be considered timely filed unless corrected and returned by the due date for filing. Interest will be charged at a rate of eight percent (8%) on all overdue taxes owed by the organization under this Section.

304.07: SEVERABILITY

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

217
218 SECTION 2: Effective date. This ordinance shall take effect upon its
219 passage and publication.

220
221 Passed by the City Council of the City of Roseville this ____ day of _____ 2024.
222
223

224 **Signatures as follows on separate page:**

225
226 *Ordinance – Amending Chapter 304 of City Code*

227
228
229 (SEAL)

230
231
232 CITY OF ROSEVILLE

233
234
235 BY: _____
236 Daniel J. Roe, Mayor

237
238 ATTEST:

239
240
241 _____
242 Patrick Trudgeon, City Manager

1 City of Roseville
2 ORDINANCE SUMMARY NO. [REDACTED]
3

4 APPROVING PUBLICATION OF AN ORDINANCE SUMMARY OF THE
5 AMENDMENT TO TITLE 3, SECTION 304 OF THE
6 ROSEVILLE CITY CODE.
7

8 SECTION 1: The City Council of the City of Roseville, on January 8, 2024 adopted
9 Ordinance No. [REDACTED]. Minnesota Statutes, section 412.191, subd. 4,
10 allows publication by title and summary in the case of lengthy ordinances or those
11 containing charts or maps.
12

13 The City Council has determined that the following summary would clearly inform
14 the public of the intent and effect of the ordinance.
15

16 SECTION 2: The following is the official summary of Ordinance No. [REDACTED]
17 entitled "An ordinance amending Title 3 of Section 304 entitled 'Lawful Gambling'
18 to regulate the number of premises permits that may be held by one organization
19 and to update language in general" which was approved by the City Council of
20 Roseville on January 8, 2024 and directs the City Clerk to publish the title and
21 summary as follows in the official newspaper in lieu of the entire ordinance:
22

23 On January 8, 2024, the City Council of the City of Roseville adopted
24 Ordinance No. [REDACTED], an ordinance amending Title 3, Section 304 of
25 the Roseville City Code in order to increase and cap the number of
26 lawful gambling premises permits that can be held by one
27 organization, to update language, to define grounds for denial of
28 issuance or renewal of a premises permit, and establish penalties for
29 violation.
30

31 SECTION 3: A printed copy of the full ordinance is available for inspection
32 by any person during regular office hours in the office of the City Manager at the
33 Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy
34 of the ordinance and summary shall also be posted on the Internet web page of the
35 City of Roseville (www.cityofroseville.com).
36

37 ATTEST:
38
39
40

41 _____
42 Patrick Trudgeon, City Manager
43

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Approve Public Works 2024 Work Plan

Background

Each year, Public Works staff monitors and evaluates the condition of City infrastructure systems to develop capital improvement plans. Staff also work closely with other agencies, including watersheds, Ramsey County, and MnDOT, to make improvements to our systems as part of their projects within Roseville. The following construction projects (Attachment 1) and initiatives are recommended for 2024. The proposed work plan is consistent with the 20-year capital improvement plan and pavement management program policies.

The overall construction cost of the Public Works 2023 Work Plan is approximately \$6.9 million.

Staff presented the Public Works 2024 Work Plan to the Public Works, Environment and Transportation Commission on November 11, 2023. The draft meeting minutes are included in Attachment 2.

1. Pavement Management Program: Each year, the Public Works Department evaluates street pavement needs based on the City's Pavement Management Program. Streets in marginal condition are recommended for mill and overlay. This year, 3.9 miles of roads are proposed to be milled and overlaid with the Pavement Management Project (PMP) if bid prices are favorable. Spot curb replacements are also done at the same time. The latest turnback from Ramsey County, County Road B west of Cleveland Avenue, will also be reconstructed in 2024. The reconstruction project plans will return to Council prior to advertising for bids.

2. Pathways and Parking Lots: Five new pathways are proposed: Along Lexington Avenue, from Sandhurst Drive to Sherren Street; a short segment along Dale Street between the TH36 ramps (by MnDOT); within Tamarack Park; between the Wagner Avenue and Western Avenue cul-de-sacs; and Twin Lakes Trail Phase 2, south of Oasis Pond. Additionally, the existing on-road pathway along County Road B west of Cleveland Avenue will be reconstructed as an off-road path with the roadway reconstruction project. Resurfacing projects will improve the pathways in Owasso Hills Park and the parking lots at Howard Johnson Park and the Oval. Pedestrian ramps within the Pathway Projects, PMP, and County Road B Reconstruction Project will be brought up to ADA compliance standards. Staff intends to begin development of a bike plan, to supplement the Pathway

Master Plan, in 2024.

3. Lighting: Streetlights along County Road B2 over I35W will be replaced to restore lighting on the pathway side. Existing light poles in the City Hall parking lot will be replaced. Staff intends to revisit and update the lighting policy in 2024.

4. Sanitary Sewer System: The City will resume sewer lining with a moderately-sized project in 2024 and retain a consultant to assist in development of a larger 2025 sewer lining project to address some of the large or critical segments. Minor sewer repairs will be performed with the PMP and County Road B Reconstruction Project. A consultant has been retained to design upgrades to the Dale/Owasso Lift Station for construction in late 2024 or 2025.

5. Water Distribution System: Watermain along County Road B will be replaced from Snelling Avenue to Merrill Street in coordination with Ramsey County's County Road B pavement project. As a part of the City's County Road B reconstruction west of Cleveland Avenue, new watermain is proposed at Cleveland Service Drive to allow for a loop to improve the system. On Hamline Avenue, watermain will be upsized from Josephine Road into Arden Hills at the request of Arden Hills; Arden Hills will be responsible for the majority of the costs for the watermain upsizing. The agreement to sell water to Arden Hills will be updated and renewed in 2024.

6. Storm Sewer System: Much of 2024's storm water funds will be used for storm sewer upgrades and pond improvements associated with the County Road B Reconstruction, nearby PMP, and the Twin Lakes Trail Phase 2 projects. Additionally, staff will begin project planning for City Ditch 2 improvements.

7. Retaining Walls: Portions of the retaining wall on South McCarrons Boulevard, between Glenwood Ave and Woodruff Avenue, will be replaced with a soil nail reinforced wall. Bids received in 2023 were high so modifications to the project have been made so it can be rebid for 2024 construction. Staff has begun a city-wide audit of retaining walls which they hope to complete in 2024.

8. Environmental: City staff plans to work on the following programs and initiatives over the next year to help support sustainability and increase recycling:

- Develop a Climate Action Plan using Energy Efficiency and Conservation Block Grant funds.
- Implement Energy Action Plan goals.
- Conduct Less Mow May education and outreach.
- Promote Roseville Sustainable Steward program.
- Maintain GreenStep reporting and B3 energy usage tracking.
- Prepare engagement plan for possible Green to Go Ordinance.
- Host Energy Resource Fair in partnership with Lauderdale and Falcon Heights.
- Host Residential EV Ride and Drive in partnership with the American Lung Association.
- Implement Environmentally Preferable Purchasing Policy.

- Maintain high levels of outreach and education including community events, bi-monthly sustainability newsletters, articles for Roseville printed newsletters, and other mailings.
- Prepare for Ramsey County curbside organics pickup program.
- Evaluate and expand educational opportunities for recycling in parks.
- Start the Comprehensive Recycling RFP Process for 2025 implementation.
- Expand recycling opportunities at the Annual Clean Up Day Event with increased partnerships with Ramsey County.

9. Other Agency Projects:

- **MnDOT**
 - TH36 Mill & Overlay from I-35W to Edgerton Street in Little Canada
 - TH36 Multimodal Study from I-35W to English Street in Maplewood
- **Ramsey County Public Works**
 - County Road B reconstruction from Snelling Avenue to Lexington Avenue
 - Dale Street 4 to 3 lane conversion from TH36 to Como Avenue
 - County Road C design from Lexington Avenue to 35E
 - Rice Street design from Larpenteur Avenue to County Road B
- **Metro Transit**
 - G Line Planning and Design in Roseville on Rice Street, from Larpenteur Avenue to County Road C2
- **Capitol Region Watershed District**
 - Trout Brook Interceptor Flood Modeling Project
 - Targeted Watershed Program

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition.

Racial Equity Impact Summary

Most construction projects identified in the 2024 Public Works Work Plan have been selected based on asset condition; new pathways were selected with reference to the Pathway Master Plan. Projects are not anticipated to negatively impact disadvantaged populations. Street projects will improve pedestrian curb ramps within the project area to provide better access for individuals with disabilities. Development of new or revised ordinances, policies and plans will consider equity criteria and impacts.

Budget Implications

The estimated total work plan construction costs are currently \$6.9 million. City contribution to these construction costs are around \$6.2 million and account for City participation in the County's projects. 2024 projects contained in this council action are funded as noted below and consistent with the approved Capital Improvement Plan (CIP). Prior to contract award, staff will bring individual contracts to the City Council for approval. A detailed cost breakdown will be included with those Council Actions.

127
128 **Municipal State Aid (MSA):**

- 129 • County Road B, from Fulham Street to Cleveland Avenue (also funded with
130 special assessments)
131 • PMP on Roselawn Avenue
132 • McCarrons Retaining Wall
133 • Lexington Avenue pathway from TH36 to County Road B (also funded by County)
134 • County Road B reconstruction from Snelling Avenue to Lexington Avenue (also
135 funded by County)
136 • Dale Street 4 to 3 lane conversion from TH36 to Larpenteur Avenue (also funded
137 by County)
138 • County Road C design from Lexington Avenue to 35E (also funded by County)
139 • Rice Street design from Larpenteur Avenue to County Road B (also funded by
140 County)

141 **Street Fund:**

- 142 • PMP mill and overlays
143 County Road B reconstruction from Eustis Street to Fulham Street (also funded
144 with special assessments)

145 **Pathway & Parking Lot Fund:**

- 146 • Lexington Pathway
147 • Twin Lakes Trail Phase 2 (also funded with developer funds)
148 • Wagner Avenue/Western Avenue pathway
149 • Owasso Hills Park pathway resurfacing
150 • Howard Johnson Park and the Oval parking lot resurfacing
151 • Dale Street between the TH36 ramps (funded by MnDOT)
152 • Tamarack Park pathway (funded with Park Renewal Funds)

153 **Lighting Fund:**

- 154 • County Road B2 Bridge over TH 36
155 • City Hall Parking Lot

156 **Utility Enterprise Funds (water, storm, sanitary):**

- 157 • Various respective utility improvements, which are standalone projects, such as
158 sewer lining or part of larger projects such as the watermain on County Road B
159 from Snelling Avenue to Merrill Street.

160
161
162 **Staff Recommendations**

163 Staff recommends Council approve the Public Works 2024 Work Plan. By taking action
164 now, the Council will be authorizing staff to work on plans for the projects as described and
165 to advertise for bids once plans are finished. Additional improvements may be identified at

a later date and brought to the Council for authorization. All contracts will come back to the City Council for further action.

Requested Council Action

Motion to approve the Public Works 2024 Work Plan.

Prepared by: Jennifer Lowry, Assistant Public Works Director / City Engineer

Attachments:

1. 2024 All Projects Map
2. PWETC Draft Minutes
3. Presentation

2024 All Projects



Prepared by: Engineering Department
12/27/2023

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

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

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

0 700 1000 2000 3000 Feet

Proposed2024_AllProjects



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

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

1. Introduction / Roll Call

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

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

Absent: Member Sarah Rudolf (Excused)

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

7. 2024 Public Works Plan

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

Chair Ficek asked how roads are selected for replacement.

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

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

Chair Ficek thanked staff for the review of the plan.

2024 Work Plan

Public Works Department



2024 Public Works Work Plan

2023 Accomplishments

Developments/Permits

- Right of Way Permits: 197
- New/Open Erosion Control Permits: 33/44
- Erosion Control Inspections: 477
- Building Permits Reviewed: 322
- Development Reviews/Agreements: 4

Miscellaneous

- Boiler Plate Agreement Updates
- Lead Free Roseville
- Cell Tower Agreement Clean Up
- Easement & ROW Vacations: 14
- Engineering Services for Falcon Heights: 1500+ hours

Construction

- Resurfaced 5.8 miles of roadway
- Resurfaced 1.15 miles of pathways
- Added 2 new pathway segments (0.3 miles)
- Made drainage improvements at 6 locations
- Resurfaced 1 parking lot

Maintenance

- Water Tower Painting & Upgrades
- Meter Replacements: 521
- Watermain Break Repairs (since 12/6/22): 26
- Completed Service Requests: 1283
- Central Garage Work Orders: 847
- Plow Events (2022-2023 winter): 33 and 94" of snow

2024 Public Works Work Plan

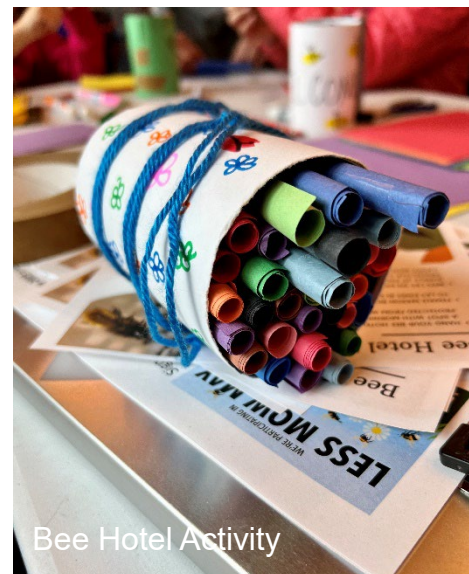
2023 Accomplishments

Sustainability

- LMC Sustainable City & Home Energy Squad Intercity Challenge Awards
- GreenStep Step 5 & Gold Leaf Pilot Program
- EV Smart Communities Program
- EV Ordinance approved in March 2023
- RCWD Community Resilience Plan
- Ramsey County-City Collaborative work

Recycling

- Eureka Recycling: 2729 tons in 2022
- Clean Up Day: 265 visits
 - 3.86 tons scrap metal, 1.16 tons tires, 105 mattresses
- Shredding Day: 533 visits
 - 10.3 tons of paper



Bee Hotel Activity



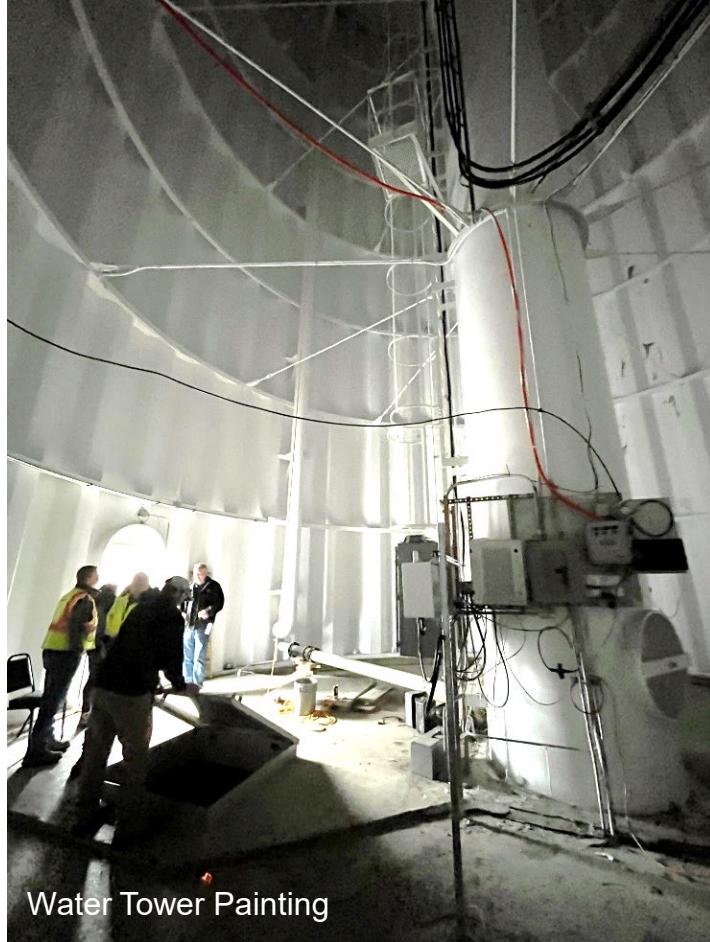
Wild Rice Festival



LMC Sustainable City Award

2024 Public Works Work Plan

2023 Construction Projects



Water Tower Painting



Lake Johanna Storm Sewer



Concordia Pond



Merrill Street - before



Merrill Street - after

2024 Public Works Work Plan

2023 Construction Projects



Marion Street Path



Lexington Ave Path



Cleveland Ave Path



Lexington Ave Path



Garden Ave in Falcon Heights

2024 Public Works Work Plan

People Who Make Projects Happen



PWET Commission Tour of Eureka



CR B Reconstruction Public Meeting



PW Intern Tours



Snelling & CR B Pedestrian Study

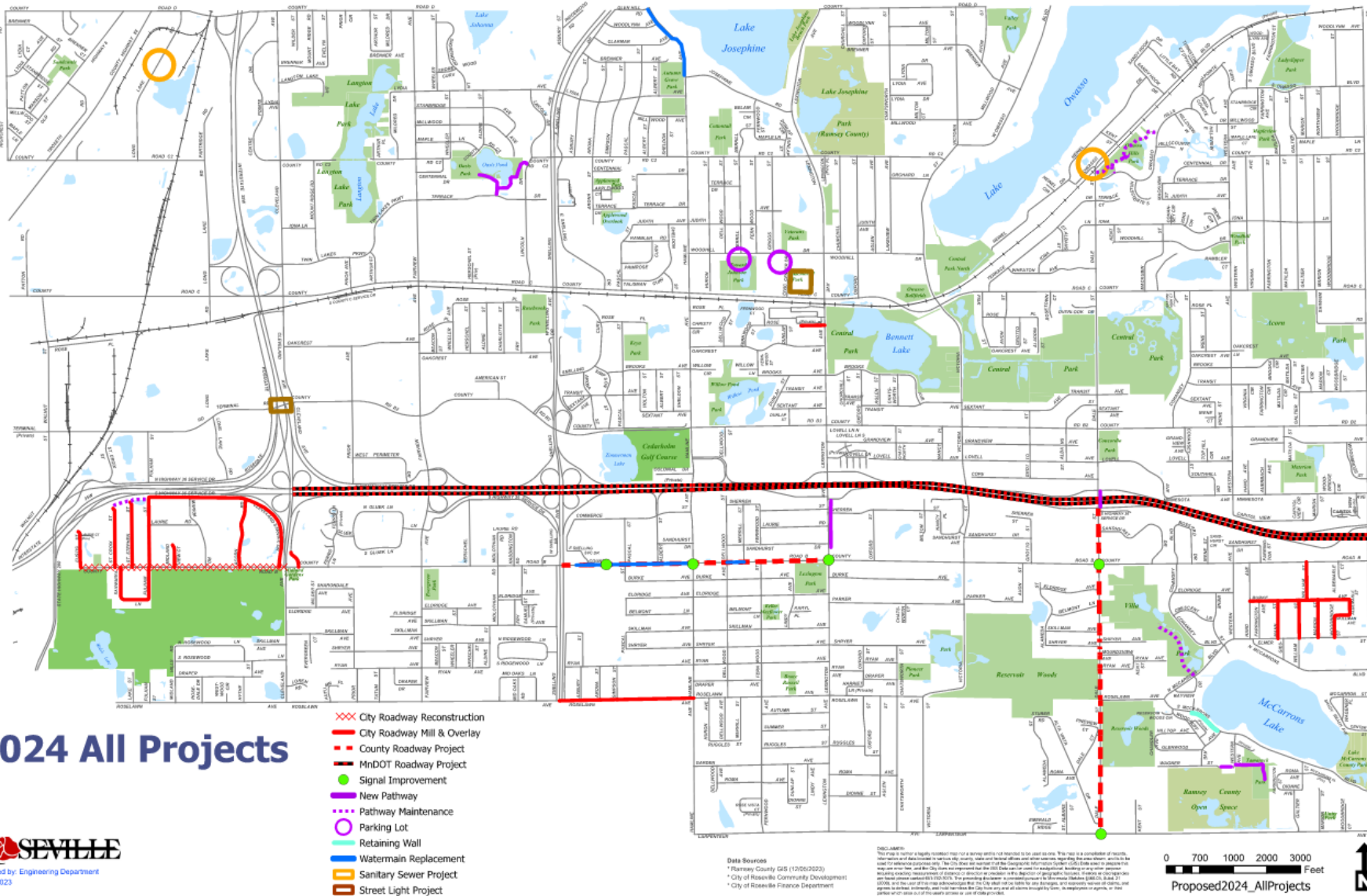
2024 Public Works Work Plan

Work Plan Introduction

Work Plan

The work plan addresses infrastructure maintenance needs and improvement needs in all functional groups within public works;

- Pavement Management Plan
- Pathways & Parking Lots
- Lighting
- Sanitary Sewer System
- Water Distribution System
- Storm Water System
- McCarrons Retaining Wall
- Environmental
- Ordinances
- Other Agency Projects in Roseville



2024 Public Works Work Plan

Pavement Management Plan

Reconstruction

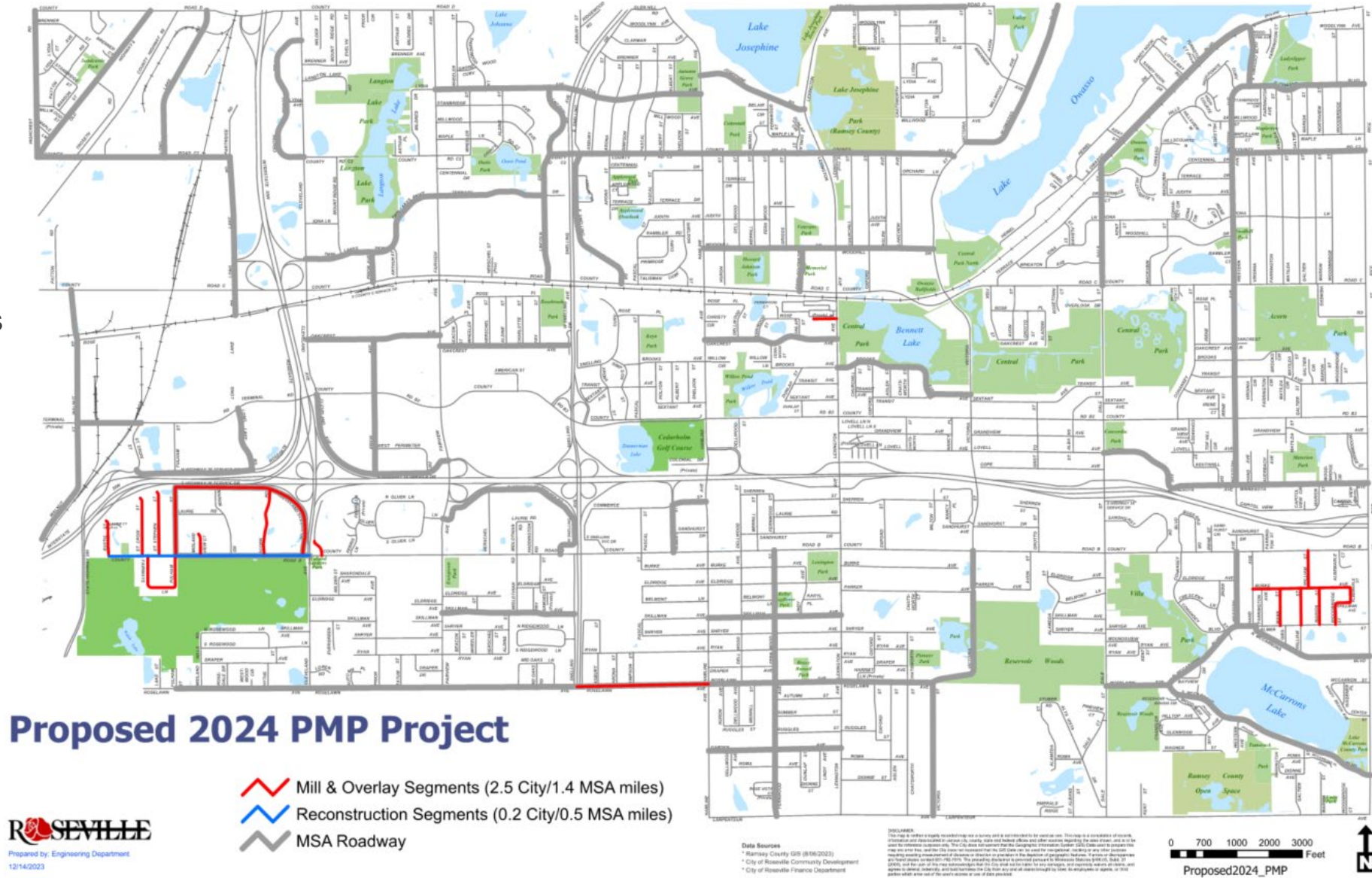
- 0.7 miles of County Road B

Mill & Overlay

- 3.9 miles of local & MSA roads

Other

- ADA ped ramp upgrades



2024 Public Works Work Plan

Pathways

Pathways

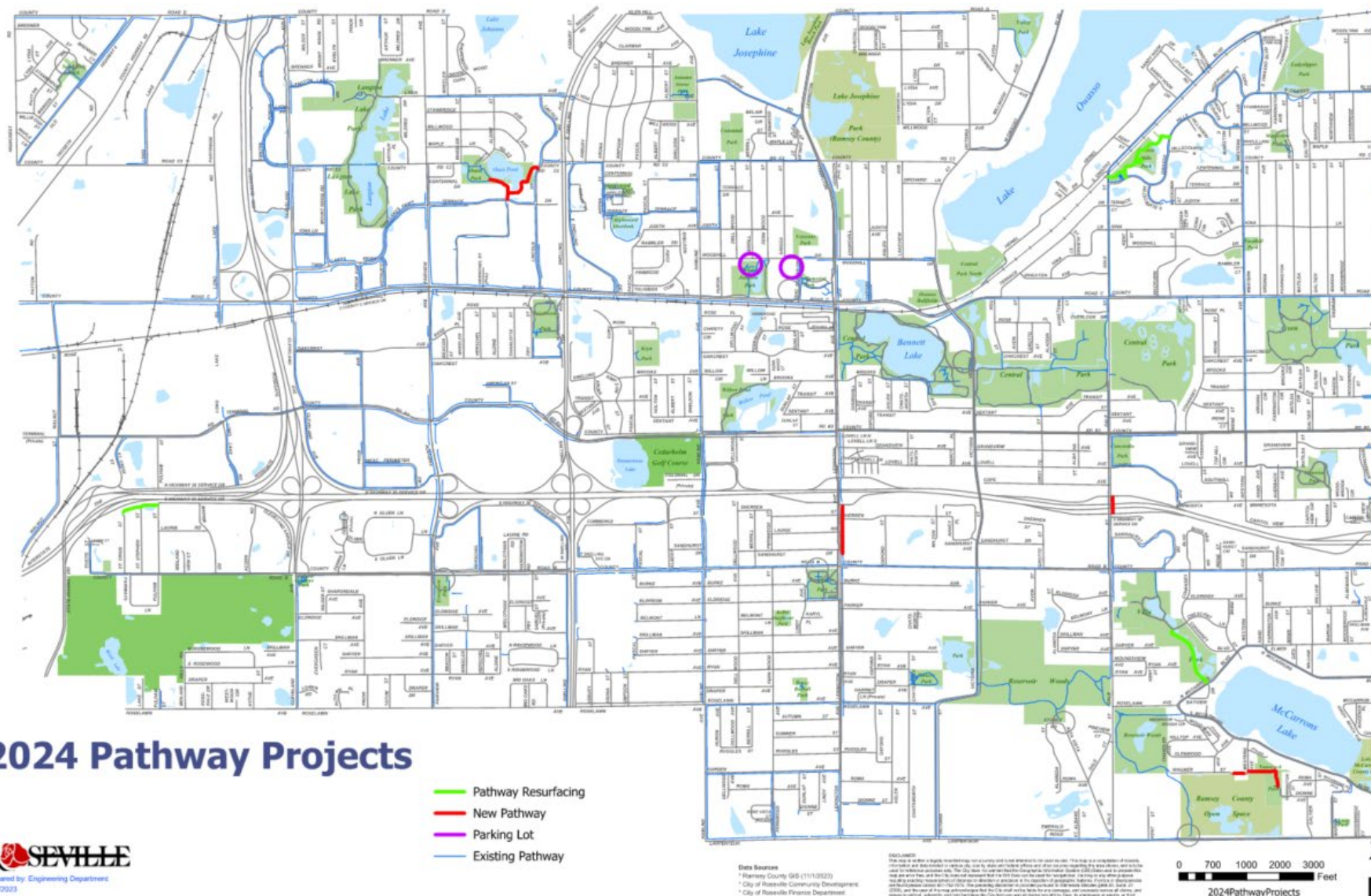
- New Pathways – 0.96 miles
 - Twin Lakes Trail Phase 2
 - Lexington Avenue
 - Dale Street (MnDOT)
 - Wagner/Western
 - Tamarack
- Resurfacing – 0.38 miles
 - Owasso Hills Park
 - St Croix to Fulham

Parking Lots

- Howard Johnson
- Oval

Other

- Bike Plan
- Snelling & CR B Pedestrian Study



2024 Public Works Work Plan

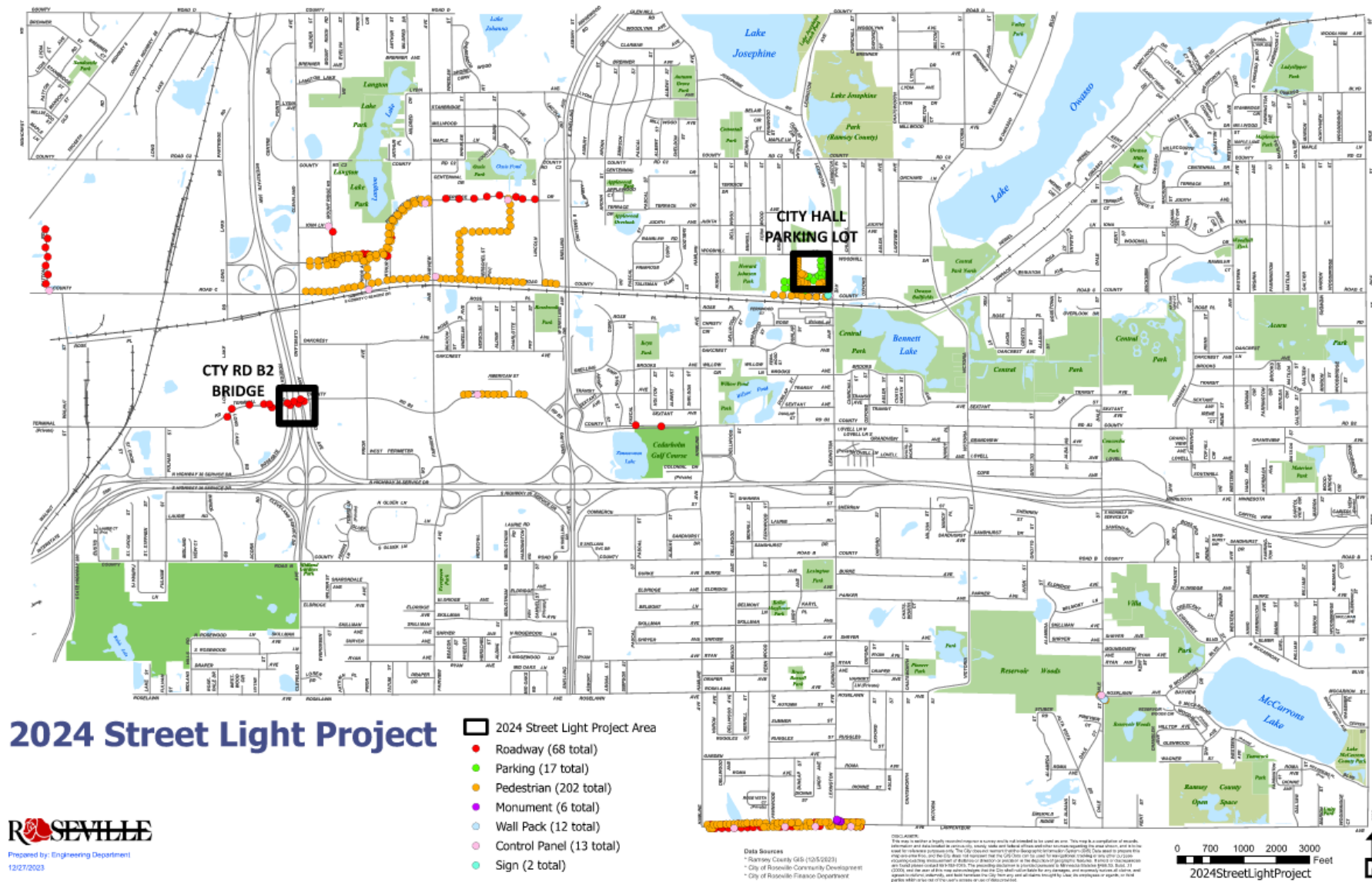
Lighting

Lighting

- County Road B2 Bridge over I35W
- City Hall Parking Lot

Other

- Update Lighting Policy



2024 Public Works Work Plan

Sanitary Sewer System



Dale/Owasso Lift Station

Dale/Owasso Lift Station Rehab

- Consultant design for 2024/2025 construction

Cohansey Lift Station Upgrade

- Consultant design for 2025 construction

Sanitary Sewer Lining

- Smaller 2024 lining project
- Consultant design 2025 lining project

Other

- Upgrades with PMP

2024 Public Works Work Plan

Water Distribution System

Watermain Replacement

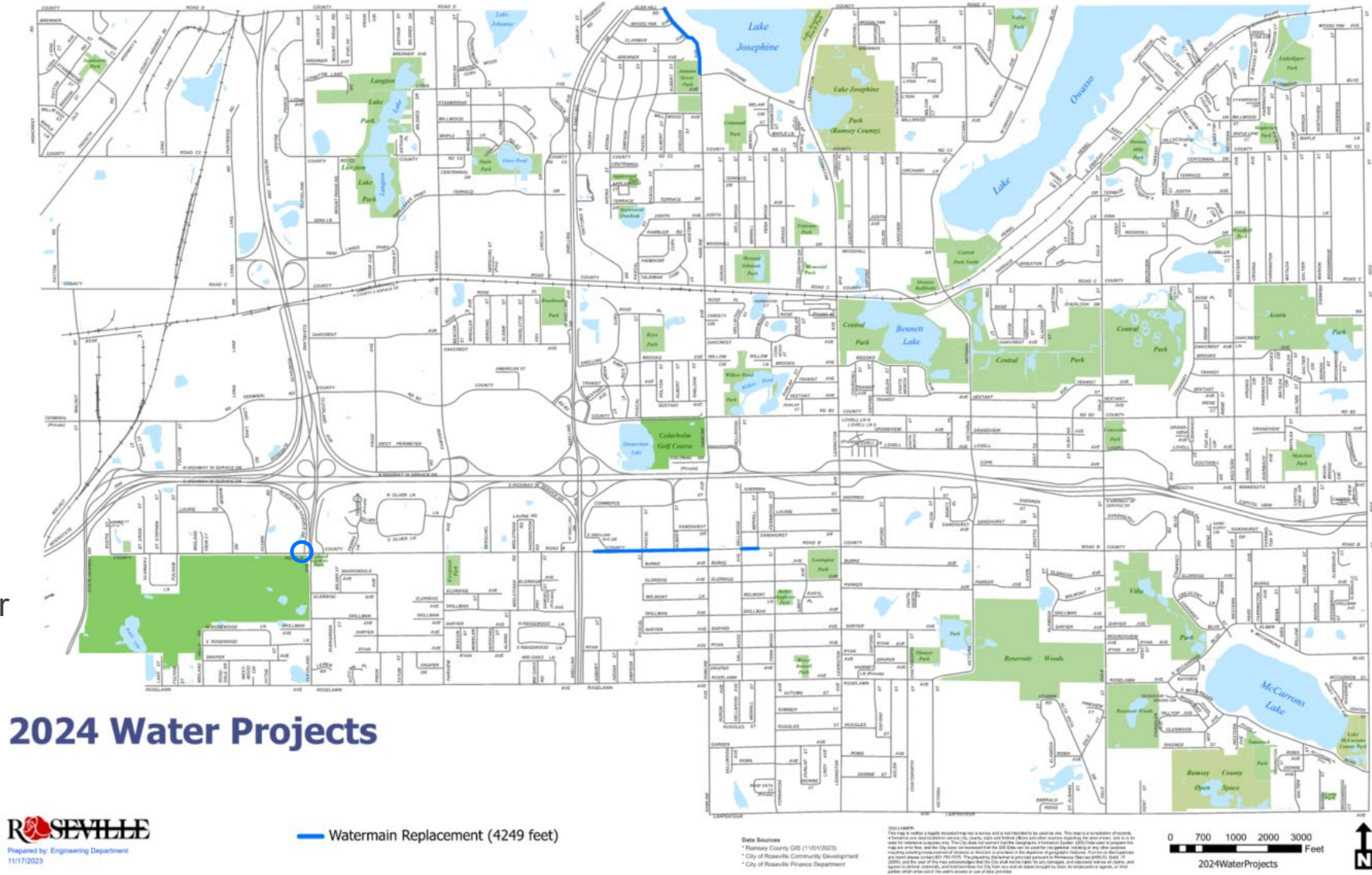
- County Road B: Snelling to Merrill
- Hamline Ave: Josephine to Arden Hills
 - Via Arden Hills JPA

New Watermain

- County Road B / Cleveland Serv Dr

Other

- Arden Hills Agreement



2024 Public Works Work Plan

Storm Sewer System



Storm Sewer & Ponds

- County Road B / PMP
- Twin Lakes Trail Phase 2

City Ditch 2

- Project Planning

Other

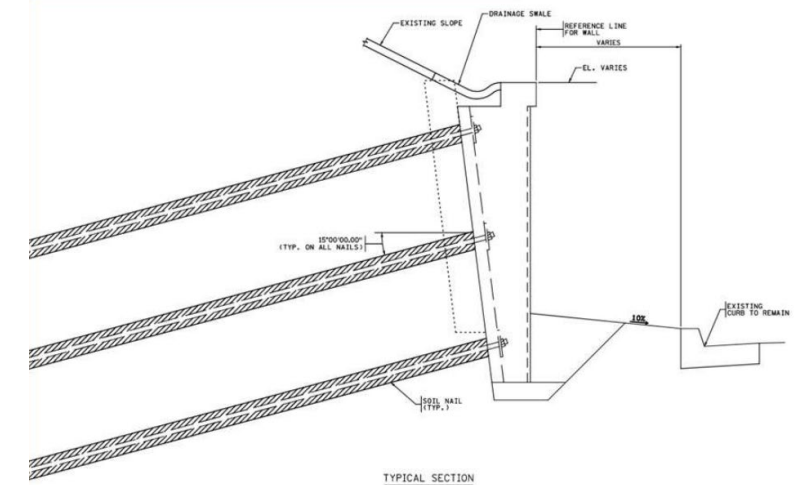
- Improve and expand models
- U of M research partnerships

2024 Public Works Work Plan

South McCarrons Retaining Wall Replacement



Along I-35W NB under I-694, Arden Hills October 2019



2024 Public Works Work Plan

Environmental

Sustainability

- Climate Action Planning
- Energy Action Plan
- Less Mow May
- Roseville Sustainable Steward Program
- GreenStep & B3
- Green to Go Ordinance
- Energy Resource Fair
- Residential EV Ride & Drive
- Environmentally Preferable Purchasing Policy
- Outreach & Education



Recycling

- Ramsey County curbside organics pickup
- Educational opportunities for recycling in parks
- Comprehensive Recycling 2025 RFP
- Annual Clean Up Day Event partnerships

2024 Public Works Work Plan

Ordinance Updates

Ordinances

- Abatement/Repairs
- Bench
- Fats Oils and Grease (FOG)
- Street Patching
- Water Meters
- Wells



2024 Public Works Work Plan

Other Agency Projects within Roseville

MnDOT

- TH36 Mill & Overlay
- TH36 Multimodal Study

Ramsey County Public Works

- County Road B – Snelling to Lexington
- Dale Street – TH36 to Como Ave
- County Road C Design – Lexington to 35E
- Rice Street Design – Larpenteur to County Road B

Metro Transit

- G Line Planning & Design

Watersheds

- Capitol Region Watershed District
 - Trout Brook Interceptor Flood Modeling Project
 - Targeted Watershed Program



G Line



2024 Public Works Work Plan

Questions?

REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.c.

Department Approval

City Manager Approval



Item Description: Consider Entering into a Professional Services Agreement for
Referendum Communication Services for the City of Roseville

Background

During the most recent session of the Minnesota Legislature, the City of Roseville was successful in having legislation passed that allows Roseville to hold a local referendum at the next general election on November 5, 2024 to ask for permission to institute a local sales and use tax of one-half percent to finance the construction of a new Maintenance Facility and License Center.

In order to provide the public with an understanding of the need for the Maintenance Facility and License Center Project and to raise awareness of the referendum this fall, staff, including the City Manager, Assistant City Manager, Community Relations Manager and Public Works Director met with 3 public affairs firms seeking proposals. They were Rapp Strategies, Goff Public, and ICS. Two of the firms, Rapp Strategies and Goff Public submitted proposals for consideration. Below is a summary of each proposal.

Rapp Strategies (Attachment 1)

Cost: Fixed fee of \$32,000

Scope of Work: Weekly planning and strategy meetings with the City, draft messaging to inform voters of project and referendum, create monthly communications work plan, identify community input opportunities, develop and design a referendum brand/logo, design and populate a referendum website, draft social media posts about the project and referendum, create a fact sheet about the project and referendum, develop a presentation to be used for community meetings, create mailer to all postal customers about project and referendum, lead training sessions for City Council members and key staff to prepare for public questions and interviews.

Experience: Rapp Strategies has worked on 87 local referenda in Minnesota and Wisconsin with successful passage of 63 of those initiatives. Most recently, they worked with Edina, Bloomington, Golden Valley, and Mounds View on their local sales tax referenda.

Goff Public (Attachment 3)

Cost: Fixed fee of \$40,000

Scope of Work: Phase 1 - Comprehensive Communications Plan and Messaging work to understand existing communication channels, cadence, and opportunities to inform the public of the referendum question. Phase 2 - Creative Video Brief and Materials, which would include a fact sheet, a designed direct mailer, and 2 to 3 social media graphics. The video brief would place City staff in a position to produce and distribute the video. Phase 3 - Ongoing Strategy/Support between August and November that would include weekly or bi-weekly meetings to provide staff with communication and messaging strategy and support related to the referendum.

Experience: Goff Public has worked on getting the vote out for the Mdewakanton Sioux Community, leading Blue Cross and Blue Shield of Minnesota's employee advocacy program and leading the successful ballot measure for Charter for Change (Minneapolis).

41 After meeting with both firms and reviewing their proposals, staff recommends the hiring of Rapp
42 Strategies based on their scope of work, depth of experience with local referendums and specifically
43 with local sales tax referendums, and their overall costs.

44
45 **Policy Objectives**

46 On October 10, 2022, the Roseville City Council approved the Civic Campus Pre-Design Study
47 demonstrating the need for a new Maintenance Facility and a new License Center facility. On January
48 9, 2023, the City Council adopted a legislative priority requesting the Minnesota Legislature grant
49 permission for the City of Roseville to hold a referendum to impose a local sales and use tax to fund the
50 construction of the new facilities. Entering into a professional services agreement with a public affairs
51 firm to assist the city in raising awareness and informing voters of the upcoming referendum furthers the
52 priority of constructing the long-identified need for a new Maintenance Facility and License Center.

53
54 **Racial Equity Impact Summary**

55 A sales tax is generally considered one of the most regressive taxes, meaning people with lower income
56 pay a larger percentage of their income for sales taxes. The Institute on Taxation and Economic Policy's
57 report "Taxes and Racial Equity – An Overview of State and Local Policy Impacts" states the following
58 regarding the impact of sales taxes:

59 *Consumption taxes, most notably general sales taxes, are the most regressive type of taxes relied on by*
60 *state and local governments and the most significant drivers of racial inequity in state and local tax*
61 *codes. Low- and middle-income families pay a larger share of their incomes in consumption taxes than*
62 *the rich. While most low-income taxpayers are white because they remain a majority of the U.S.*
63 *population, a disproportionate share of Black, Hispanic, Indigenous and other households of color are in*
64 *lower-income groups due to the legacy of racist public policies and ongoing discrimination. So, policies*
65 *that disadvantage low-income individuals and families — like heavy reliance on sales and excise taxes*
66 *— have a disproportionately negative effect on people of color.*

67
68 While still acknowledging that sales tax disproportionately impacts lower income groups and people of
69 color, it should be noted that Minnesota does not apply sales tax to food bought in grocery stores and
70 clothing. This is an important distinction since the exemption helps individuals meet their basic needs
71 regarding food and clothing without paying an additional tax. However, it is clear that sales taxes, along
72 with property taxes, and income taxes continue to disproportionately affect lower income groups and
73 persons of color. Changes at the state and federal level regarding tax policies will be needed to fully
74 address these inequities.

75
76 For reference purposes, listed below is data specific to the City of Roseville.

77
78

Median Income by Race/Ethnicity (Household) - Roseville, Minnesota	
American Indian and Alaska Native	Null
Asian	\$79,145
Hispanic or Latino	\$64,400
Native Hawaiian and Other Pacific Islander	Null
White	\$85,514
Black or African American	\$49,946
Other Race	\$44,410

79
80 **US Census Bureau ACS 5-year data (2017-2021)*

81
82
83
84

85
86
87 Additionally, the City of Roseville demographics are as follows:
88

Category	2020 Numbers	% of Population
Total Population	36,254	-
African American or Black	3,182	8.78%
American Indian	137	0.38%
Asian, or Pacific Islander	3,458	9.54%
Caucasian	25,809	71.19%
Hispanic/Latino	1,942	5.36%
Two or more races	1,604	4.42%
Some other race	122	0.34%

89 90 91 **Budget Implications**

92 Under the special legislation, the City is expected to raise approximately \$108 million over a period of 20
93 years through the local sales tax. These revenues are expected to cover the costs of the Maintenance
94 Facility (\$64.2 million) and License Center (\$12.7 million) plus debt issuance and interest costs.

95
96 To cover the costs of hiring Rapp Strategies, staff recommends using the Cash Reserve Fund.
97

98 **Staff Recommendations**

99 Staff recommends the City Council approve entering into a professional services agreement as shown in
100 Attachment 3 with Rapp Strategies for Referendum Communication Services.
101

102 **Requested Council Action**

103 Motion to enter into a professional services agreement as shown in Attachment 3 with Rapp Strategies
104 for Referendum Communication Services.
105
106

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments: 1. Rapp Strategies Proposal
2. Goff Public Proposal
3. Professional Services Agreement with Rapp Strategies

Rapp Strategies, Inc. Proposal to Provide Referendum Communications Services for the City of Roseville

August 3, 2023

CONTACT:

Todd Stone, Managing Director & Chief of Staff | 832.710.5885 | toddstone@rappstrategies.com

333 South Seventh Street, Suite 2120 | Minneapolis, MN 55402

www.rappstrategies.com

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Scope, Costs and Calendar	10

INTRODUCTION

Rapp Strategies, Inc. is pleased to submit a proposal to the City of Roseville for professional communications services to help the city inform its residents about the local option sales tax questions that will appear on the November 2024 election ballot to support a new maintenance facility and license and passport center.

Rapp Strategies is a full-service public affairs agency with a strong record of success serving clients with strategy, public communications, media relations, material development, and opinion research and analysis. During the past 20 years, we have assisted clients with a wide range of public affairs challenges and opportunities across the state of Minnesota, including the approval and/or construction of landmark projects with public participation, such as Rochester's Destination Medical Center, the new Vikings stadium and the rebuild of the I-35W bridge.

No Minnesota firm has a broader background in recent local government referendum work than Rapp Strategies. In fact, **Rapp Strategies has led the strategy and executed communications on 87 local referenda, with our clients succeeding in 63 of those initiatives, totaling nearly \$3.6 billion.**

Most recently, we assisted Edina, Maple Grove, Litchfield and Itasca County with their successful sales tax referenda in November 2022. We are currently working with Bloomington, Golden Valley, Rochester, Edina and Mounds View on their sales tax referenda that will be decided this November.

REFERENDUM EXPERIENCE

Many local governments turn to outside counsel in an effort to meet the public's expectations for accurate and timely information leading up to a referendum election. At Rapp Strategies, we have extensive experience developing strategic communications plans and preparing public information materials for local governments to use for community outreach and engagement during a referendum.

Over the past decade, Rapp Strategies has helped lead and execute communications on 89 local referenda in Minnesota and Wisconsin, with our clients succeeding in 64 of those initiatives. We are currently working with the cities of Bloomington and Mounds View on sales tax proposals for November 2023.

Rapp Strategies has extensive experience developing a wide range of materials for local governments to use in communicating about a referendum. We have produced a diverse portfolio of websites, brochures, direct mail pieces, annual reports, newsletters and other publications.

Further, Rapp Strategies can provide the direction and oversight of independent community research that can inform communications initiatives and messaging, including qualitative research, scientific polling and other forms of survey work.

Rapp Strategies currently provides strategic counsel on complicated public issues for several Twin Cities municipalities. We have also led strategic planning and issue management for other area local governments, including New Brighton, Lakeville and Dakota County. As part of our services, we have produced community outreach and public engagement plans, preparing external messaging guides, addressed potential crises and trained staff and leaders to manage media interviews.

OUR APPROACH TO REFERENDA

Local governments have a responsibility to inform their residents about significant investments of public resources, and your residents will be looking for accurate information about the park projects and sales tax to support them. In Rapp Strategies' experience, insufficient communication is the most common reason a local government referendum fails.

That is why we work closely with local government leaders to develop and implement a community outreach and public engagement plan that informs residents about the value and scope of a project, explains how the referendum will finance it and provides answers to questions that residents have.

Every public referendum is unique, based on the community and the nature of each project. However, we have found that local governments are most successful when the core of their community outreach and public engagement plan includes the following elements:

- Vision for the community
- Challenges that have been identified
- Process to develop a plan
- Details of the plan
- Expected benefits of the plan
- Cost and tax impact
- Consequences of not moving forward
- Where to find more information
- How and where residents can vote

It's important to use a variety of media to ensure that your message reaches potential voters on the communications platforms that they prefer. We have found from past experience that residents who support a referendum have concluded the following:

- City leadership is making decisions in the best interests of residents.
 - Tax dollars are used wisely.
 - Residents are engaged as part of City decision-making.
- Residents are given easy access to project information and answers to questions.
- The investment plan provides high value for tax dollars.

Every local government has different communications skills and capacity. **Rapp Strategies is flexible in structuring a scope of services plan and budget that meets the needs of our clients.** We look forward to the opportunity to work with the city to understand its needs and how best to meet them.

STAFF PROFILES



TODD STONE, MANAGING DIRECTOR

Todd is an MBA-trained news leader with 20 years of service in management positions within news organizations throughout the country, including the Star Tribune and Houston Chronicle. He offers strong experience in writing and editing, project management, media relations, re-search, social media and digital news reporting. Todd helped lead the public communications efforts for Maple Grove, Edina and Itasca County's sales tax referendums in November 2022 and provided communications support for more than 20 school district referendums.



TODD RAPP, PRESIDENT & CEO

With three decades in public service and the private sector, Todd has been part of strategies that have addressed some of our region's most complex and important issues. For the past 19 years, Todd has served as Managing Director, President and now President and CEO of Rapp Strategies and its predecessor firms. Prior to joining the firm in 2001, Todd was Director of Minnesota Public Affairs for Northern States Power and served in leadership positions in state government and politics, including as Executive Director to former House Speaker Phil Carruthers.



ANNA SHAY, SENIOR ACCOUNT EXECUTIVE

Before joining Rapp Strategies in 2016, Anna was as an editor for bestselling author Julie Klassen. In her current role, Anna leads project work for public and nonprofit organizations. Anna offers expertise in writing, research, media relations, digital advocacy and social media. She has managed social media channels, developed original content, promoted media coverage, and produced letters to the editor, advocacy emails and press releases. Over the past two years, Anna has been the day-to-day lead over several successful communications efforts for school district referendums and played a key role in communications for Maple Grove and Edina sales tax referenda.

REFERENCES

HEIDI NELSON

City Administrator, Maple Grove

hnelson@maplegrovern.gov

763-494-6001

JENNIFER BENNEROTTE

Communications Director, Edina

jbennerotte@edinaMN.gov

952-833-9520

BRETT SKYLES

County Administrator, Itasca County

Brett.Syles@CO.ITASCA.mn.us

218-327-7363

CALVIN PORTNER

City Administrator, Elk River

cportner@ElkRiverMN.gov

763-635-1001

ANDREW WITTENBORG

Communications & Marketing Manager, City of Minnetonka

awittenborg@minnetonkamn.gov

952-939-8207

JAY BELCASTRO

Superintendent, Lake Superior School District

jbelcastro@isd381.org

218-834-8201 (ext. 8213)

WORK SAMPLES

For your consideration, we have provided a variety of examples of our work producing referendum materials, including fact sheets, brands/logos and websites.

EDINA SALES TAX REFERENDUM

LOGO



Braemar Arena and Park
+ Fred Richards Projects

FACT SHEET



A New Way to Play in Edina

In Edina, our residents embrace the chance to get outdoors, exercise, connect with friends and compete. Now, residents have an opportunity to invest in the way they play for generations to come. City leaders have put forward a \$64.6 million investment plan to complete the conversion of the shuttered Fred Richards golf course into a multi-faceted city park and to reinvest in Braemar Park and Arena with a wide range of amenities and improvements. To finance this investment, the City will ask Edina voters to consider a local half-percent sales tax option as part of the general election on Nov. 8, 2022.

What the plan will do

- \$17.7 million to repurpose Fred Richards Park:**
 - New trails, pickleball and basketball courts.
 - Natural restoration, inclusive playgrounds, a pavilion and a great lawn area.
 - New lighting, seating, signs, infrastructure and parking.
- \$8.1 million to invest in Braemar Park:**
 - New trail system for walking, biking and cross-country skiing.
 - New playground, pickleball and tennis courts, and upgrades to baseball complex.
 - Restored natural resources and improved parking.
- \$13.5 million to update Braemar Arena:**
 - New HVAC system, updated roof and improved energy efficiency.
 - Upgraded restrooms, locker rooms, risk surfaces and rink cooling system.
- \$25.3 million to expand Braemar Arena***
 - A fourth sheet of ice, a safe drop-off and pick-up area, a larger lobby and more parking.

*\$25.3 requires approval by the Legislature before it can be put on the November ballot.

Needs and priorities

Edina's vibrant quality of life continues to make it a destination to live, work and play, as the city's population has increased 13% over the past decade. Investing in Edina's parks and recreation will allow the city to continue serving its growing population, attract new residents, draw visitors to local businesses and support the local economy.

The planning process

Through meetings and online surveys, Edina residents highlighted important needs, including more sports and recreation programming for adults and seniors, more playground areas, more shade and picnic shelters, new lighting, more ice time and natural restoration. Using this feedback, City leaders developed an investment plan to address these needs and prepare for the future.

The cost and tax impact

If voters approve at least one ballot question, collections from the half-percent sales tax would be used to finance the cost of the projects. The tax will expire in 17 years.

According to research by the University of Minnesota:

60%

of the half-percent sales tax increase would be paid by nonresidents.

Why use a local option sales tax?

A sales tax would spread the cost of improvement projects among both residents and nonresidents. The sales tax would cost Edina residents an average of **\$2.62 per month per resident**. In contrast, a property tax increase would only apply solely to those who own or rent property in Edina. Such an increase would cost the owner of a median value home of \$571,800 an additional \$190.37 per year.

What if the referendum does not pass?

If voters do not approve the sales tax referendum, the City will reengage residents about how to move forward with investments in both parks and explore other funding options, the amount of the investment and/or the package of improvement projects.

Your vote matters!

- ☒ Vote on or before Nov. 8, 2022
- ☒ Early voting begins on Friday, Sept. 23, 2022

Visit the project website, EdinaAtPlay.org to learn more!

EdinaAtPlay.org | Facebook | Instagram | Twitter | LinkedIn

Prepared and paid for by the City of Edina, 4401 W. 50th St., Edina, MN 55424. The publication is not controlled on behalf of any candidate or ballot question.

WORKPLAN

Communications Workplan 2022

The following work plan was developed to guide the city of Edina and Rapp Strategies as they work together on communications strategy to help inform residents about the parks investment plan and the sales tax referendum to support it. This document is meant to be fluid and will be adapted as city staff and RSI identify and refine tactical work as well as when new issues arise.



	FEBRUARY	MARCH	APRIL
FEBRUARY	Several communications efforts will move forward this month, including the scientific survey that will go into the field, completion of the first round of core messaging and the development of a brand/logo for the referendum.		
Communications work plan	- Complete working draft of communications work plan by Feb. 1. - Review and revise work plan with Jennifer B.		
Communications materials	- Complete first phase of core messaging that focuses on process for developing the plan, the need/benefits and why a sales tax referendum. - Development of project brand, including logo and style guide. - City staff/RSI will determine a date, preparation and process for the media training, including who will participate.		
Microsite	- Provide advisory for city on recommended features and structure for a referendum microsite by Feb. 4. - City staff/RSI to decide best platform strategy. - RSI will begin drafting the outline for the microsite, including FAQs. - Confirm city's preferred website vendor will design and build the microsite. - Determine who will be responsible for regular updates, including new voting information, additions to the FAQ and other communications material that may emerge. - Identify target date for public debut of microsite—RSI recommends aiming for the week of April 18.		
Survey	- Draft in the field by early February. - Results to the city by Feb. 28. - RSI will begin analysis of the results.		

Updated: February 1, 2022

DRAFT

1

MAPLE GROVE SALES TAX REFERENDUM

LOGO



A BRIGHTER FUTURE for the Maple Grove Community Center

Since 1997, the Community Center has brought our community together and contributed to the quality of life that residents enjoy today. After gathering input from residents and users, the City of Maple Grove developed a long-term plan to invest \$116 million to expand the Community Center and the services and activities it supports.

Why reinvest now?
A total of 650,000 local and regional guests visit the Community Center every year for sporting events, conferences, expos and recreation - all of which helps support our local economy. After 25 years of heavy use, the Community Center requires additional space, repairs and upgrades to support the city's growing population in the many years to come.

Why a local sales tax option?
A half-cent sales tax ensures that people who use the Community Center, including nonresidents, share in the cost to reinvest in it. Based on research by the University of Minnesota, nonresidents would contribute an estimated \$48.5 million toward the project through a sales tax. The sales tax is estimated to cost an additional \$3.20 a month per resident. If the project was paid with property taxes, the cost burden would fall solely on Maple Grove residents who own or rent residential or commercial property in the city.

Highlights of the plan:

- New swimming pools
- More space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- A third sheet of ice
- Infrastructure improvements such as updated roofs and mechanical systems

Residents have the final say
On Nov. 8, 2022, Maple Grove voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Who would pay for the local sales tax option?

45% Maple Grove residents
55% Non-residents

According to a 2021 analysis by the University of Minnesota Extension Center

What if the sales tax option isn't approved?
After 25 years of heavy use, significant problems with the aging Community Center will still need to be addressed, including roof repairs, improving air quality control systems and other structural upgrades. If the sales tax isn't approved, city leaders would consider various options, including an increase in property taxes to support a construction project that focused on the facility's infrastructure.

Make your voice heard!
Early voting begins on Friday, Sept. 23, 2022
Election Day is Tuesday, Nov. 8, 2022

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT!
Research and analysis by the City of Maple Grove, 10000 Maple Grove Drive, Suite 100, Maple Grove, MN 55127
763-464-8519

Visit the project website: growingtogethermaple.org
Follow us on social media: [growingtogethermaple](https://www.facebook.com/growingtogethermaple)
Delivered and dated by the project. Excluded external link.

MORE ICE TIME at the Maple Grove Community Center

In response to the growing demand for ice time in the region, the City of Maple Grove has proposed adding a third ice rink to the Maple Grove Ice Arena as part of the Community Center reinvestment project. A third sheet of ice would help support our local hockey and skating associations and clubs who often must travel far beyond the city to get time on the ice.

About the investment plan
After 25 successful years, the Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our residents expect. After gathering valuable input from residents and users, the City of Maple Grove has developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- A third sheet of ice
- New swimming pools and family locker rooms
- Space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- Infrastructure investments such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fully fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
The Greater Maple Grove Hockey Association (GMGHA) is the second-largest youth hockey association in the country, with about 1,500 skaters and 60 teams. In addition, the Maple Grove Skating School is the state's largest skating school, with over 1,500 participants from 17 communities.

Make your voice heard!
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FACT
SHEETS

MORE SPACE FOR SENIORS at the Maple Grove Community Center

At the Maple Grove Community Center, our senior residents enjoy a wide range of social activities, including games, luncheons, trips and a variety of classes and clubs. Recognizing the growing need for more services and activities for seniors, the long-term investment plan for the Community Center includes more space to support senior programming.

About the investment plan
The Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our residents expect. After gathering valuable input from residents and users, the City of Maple Grove developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- More space for senior programs, clubs, classes and support groups
- New swimming pools and family locker rooms
- An indoor walking track
- Expanded space for meetings, events and banquets
- Space for the arts
- A third sheet of ice
- Infrastructure investments such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fully fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
A total of 650,000 local and regional guests visit the Maple Grove Community Center every year for sporting events, conferences, expos and recreation.

Make your voice heard!
Early voting begins on Friday, Sept. 23, 2022
Election Day is Tuesday, Nov. 8, 2022

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT!
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763-464-8519

Visit the project website: growingtogethermaple.org
Follow us on social media: [growingtogethermaple](https://www.facebook.com/growingtogethermaple)
Delivered and dated by the project. Excluded external link.

MORE ACTIVITIES & FUN at the Maple Grove Community Center

A growing number of families and kids enjoy all the fun that the Maple Grove Community Center offers, from playtime to swimming to skating. As part of the Maple Grove Community Center reinvestment project, the city has proposed updating and adding amenities important to children and families.

About the investment plan
After a quarter of a century, the Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our visitors expect. After gathering valuable input from residents and users, the City of Maple Grove has developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- New swimming pools and family locker rooms
- A third sheet of ice
- Updated Maple Maze indoor playground
- Expanded teen center
- More event space for birthday parties, anniversaries and other milestones
- Space for the arts
- An indoor walking track
- More space for senior programs
- Infrastructure investments such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fully fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

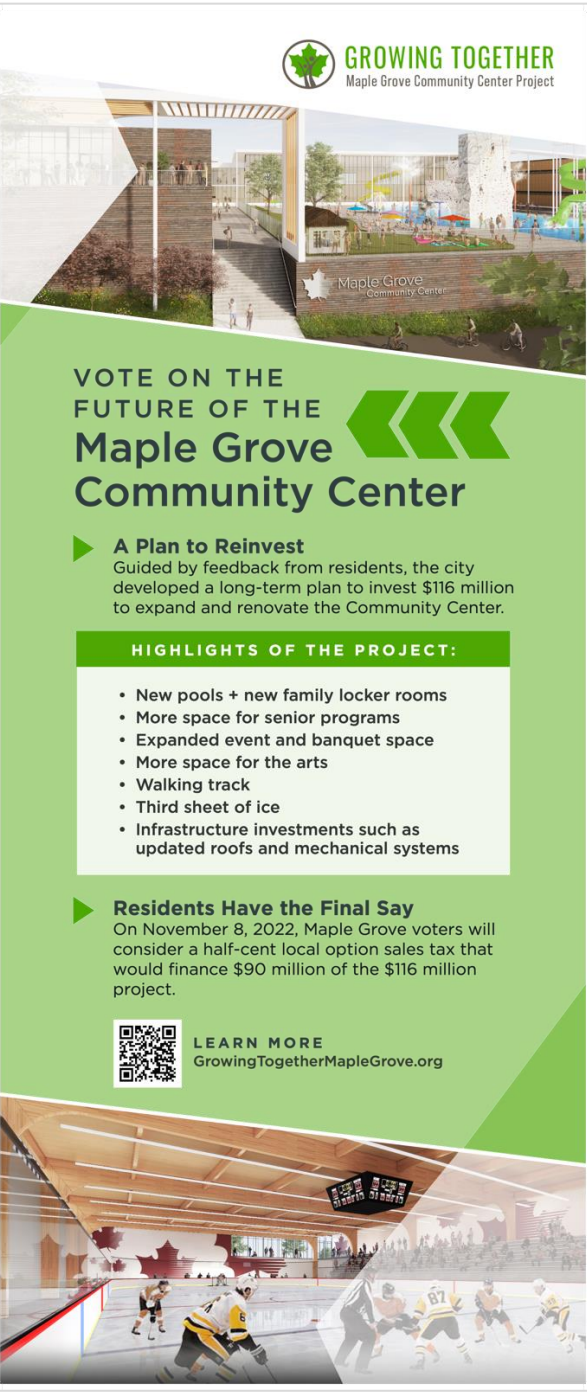
Did you know?
Maple Grove's population has increased by 28% since 1997, when the Community Center first opened. A total of 650,000 local and regional guests visit the Maple Grove Community Center every year for sporting events, conferences, expos and recreation.

Make your voice heard!
Early voting begins on Friday, Sept. 23, 2022
Election Day is Tuesday, Nov. 8, 2022

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT!
Research and analysis by the City of Maple Grove, 10000 Maple Grove Drive, Suite 100, Maple Grove, MN 55127
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Delivered and dated by the project. Excluded external link.

BANNER



GROWING TOGETHER
Maple Grove Community Center Project

VOTE ON THE FUTURE OF THE Maple Grove Community Center

► **A Plan to Reinvest**
Guided by feedback from residents, the city developed a long-term plan to invest \$116 million to expand and renovate the Community Center.

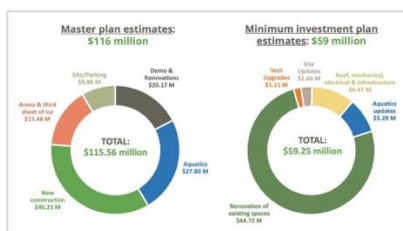
HIGHLIGHTS OF THE PROJECT:

- New pools + new family locker rooms
- More space for senior programs
- Expanded event and banquet space
- More space for the arts
- Walking track
- Third sheet of ice
- Infrastructure investments such as updated roofs and mechanical systems

► **Residents Have the Final Say**
On November 8, 2022, Maple Grove voters will consider a half-cent local option sales tax that would finance \$90 million of the \$116 million project.

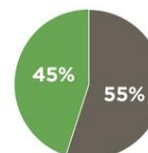
 **LEARN MORE**
GrowingTogetherMapleGrove.org

SOCIAL MEDIA



Who would pay for the local sales tax option?

- Maple Grove residents
- Non residents



According to a 2021 analysis by the University of Minnesota.

SCOPE, COSTS AND CALENDAR

We consciously work to provide high quality services that meet or exceed client expectations, delivered on time and within budget. If selected, Rapp Strategies will work with city staff to develop a comprehensive communications plan, supporting materials and research.

We recommend that monthly strategy meetings begin in January 2024, working toward the launch of a referendum communications program in April 2024 (or earlier, if needed). The central goal of this initiative would be to build public awareness and understanding of the referendum through the summer that peaks at the start of early voting and continues through Election Day, Nov. 5.

RSI's work on the communications program in 2024 would include the following elements:

- Lead weekly planning and strategy meetings with the City.
- Draft messaging to inform voters about the projects and referendum.
- Create a month-by-month communications workplan, including editorial calendar, using City tools (newsletters social media, email, online video streaming) through Election Day.
 - Identify community input opportunities.
- Develop and design a referendum brand/logo.
- Design and populate a referendum website, including FAQ.
- Draft one press release announcing the launch of the website and the city's public information program about the project and referendum.
- Draft a series of social media posts announcing the public information plan, and two to three social media posts a week through Election Day (after debut of website).
- Create one fact sheet describing the project and referendum.
- Develop one slide presentation (12-14 slides) for community meetings.
- Create one mailer to all postal customers regarding projects and referendum.
- Write two guest columns by a government leader for local media.
- Lead training sessions for council members and key City staff to prepare for public questions and interviews.

Rapp Strategies proposes a **fixed fee of \$32,000** to provide the services described above in 2024 to be invoiced monthly in equal amounts over eight months from April through November.

Note: Presuming contract approval to retain RSI for the services described above, we would provide three (3) one-hour strategic planning meetings at no charge to the City during the remainder of 2023.

Additional services: If the city requests additional services this year beyond the three strategic meetings, those services can be billed based on a pre-approved budget at Rapp Strategies' current hourly fees as follows:

- | | |
|--|---|
| • Principals, \$325/hour | • Senior Account Executives, \$140-180/hour |
| • Senior Counselors, \$275-325/hour | • Account Executives, \$110-140/hour |
| • Directors, \$225-275/hour | • Assistant Account Executives, \$80-110/hour |
| • Account Managers/Supervisors, \$180-225/hour | • Support Staff, \$50/hour |



BALLOT MEASURE CAMPAIGN

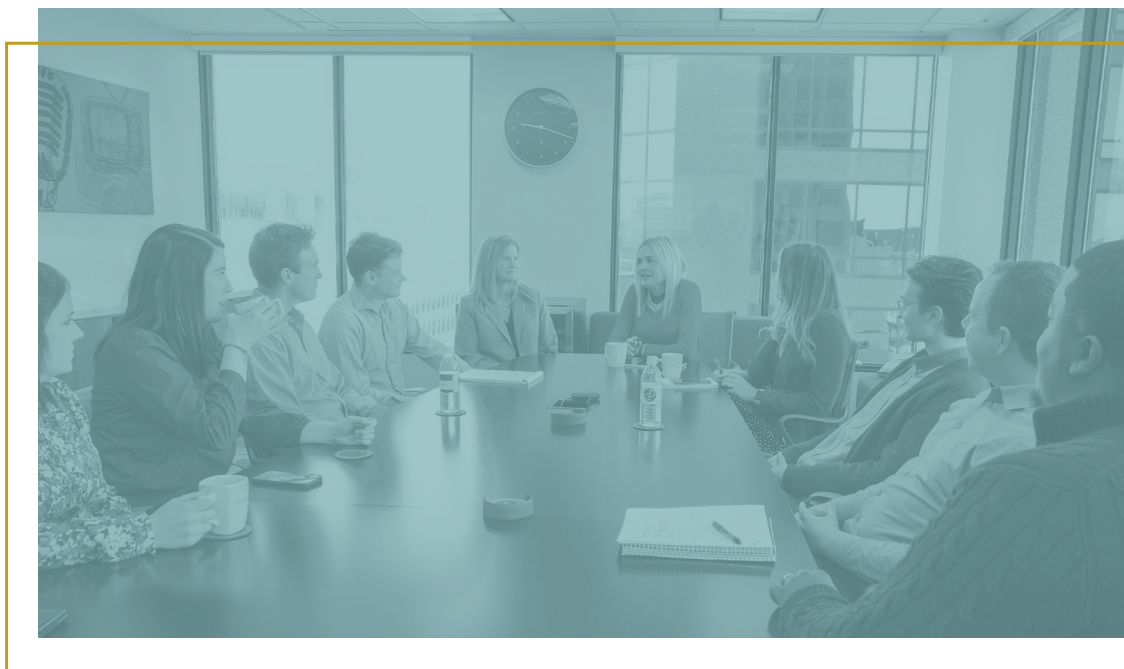
CITY OF ROSEVILLE | SEPTEMBER 26, 2023

THE BIG PICTURE

Thank you for the opportunity to support the City of Roseville with campaign development and implementation to educate the public on a local option sales tax (LOST) ballot measure to fund the new maintenance facility and passport center projects. Goff Public is a trusted partner of local governments, deeply immersed in local issues and experienced in modern voter education.

We believe that our expertise in strategic messaging and executing successful awareness campaigns will make us a strong partner for Roseville. Our past work getting out the vote for the Shakopee Mdewakanton Sioux Community, leading Blue Cross and Blue Shield of Minnesota's employee advocacy program and leading successful ballot measures for Charter for Change has prepared us well to hit the ground running on this project.

We are energized to help you create a strong foundation of information to fully educate voters on this project in advance of the November 2024 election cycle.



WHAT WE'LL DELIVER

Goff Public is an independent communications agency based in Saint Paul, offering integrated public relations and public affairs services to a diverse array of clients across the state. We are skilled, experienced problem solvers who tell our clients' stories, advocate for their interests and protect their reputations.

We deliver results and have the track record to prove it.

Given 2024 is a presidential election year, our efforts will need to be able to elevate this issue amongst a crowded ballot. To accomplish this, we recommend the following scope of work.

COMPREHENSIVE COMMUNICATIONS PLAN AND MESSAGING

We would work with city staff to understand existing communications channels, cadence and opportunities to develop a comprehensive, actionable communications plan to inform residents on the LOST ballot measure. The plan would consider audiences, messages, channels and key milestones from June 2024 through election season, with an emphasis on activity prior to the start of early voting in September.

We are familiar with case law and state attorney general practice that allows local governments to educate the electorate fairly and impartially. Elected officials may directly advocate for a position on ballot measures as long as public funds are not involved.

We could also work with your team to craft ballot language so that voters clearly understand the implications of a yes/no vote.

CREATIVE VIDEO BRIEF AND MATERIALS

Our team would produce a designed fact sheet, a designed mailer and two to three social media graphics for the campaign. We would also produce a creative brief for an eye-catching informational video to explain the issue and encourage voting. This process would begin with a kickoff meeting with city staff, followed by two rounds of edits.

The brief would place city staff in a position to execute the production and distribution of the video.

ONGOING STRATEGY/SUPPORT BETWEEN AUGUST-NOVEMBER

Throughout the four months leading into the 2024 election, our team would be available to provide ongoing strategy and support. This would include weekly or biweekly meetings, with our team available to help consider additional messaging as questions arise.

WHO WE ARE

Highly respected and trusted in the industry, the Goff Public team includes talented, motivated professionals with unsurpassed public relations and public affairs experience.

Wise strategists. Creative thinkers. Passionate advocates. You can count on our team to always bring unmatched experience to our work and deliver only the best results.

This project would be led by Ashley Aram, Pierre Willette and Nate Kass. As a Goff Public client, you would have access to the collective knowledge and passion of our entire firm. We assign a multiple-person team to each client so that someone is always available to assist you. Our core team for Roseville would include public relations, public affairs, community engagement and digital marketing practitioners who have experience developing and implementing campaigns, including ballot initiatives.



ASHLEY ARAM

DIRECTOR, PUBLIC RELATIONS

Launching a new initiative? Preparing new leaders? Managing a crisis? Look to Ashley for expert advice and thoughtful strategy. No matter the industry, Ashley acts as a trusted advisor for organizations and leaders alike.

In her time at Goff Public, Ashley has led companies through important transitions; built advocacy campaigns for critical issues at the state Capitol; managed community engagement efforts for complex transportation and development projects; and raised the profile of many organizations through smart media relations and communications strategy. As a member of Goff Public's media training and crisis communications teams, she regularly helps clients prepare for and navigate challenging situations and emerging issues.

Prior to Goff Public, Ashley spent years in the office of former Saint Paul Mayor Chris Coleman, serving as press secretary and then as senior communications advisor. She started her career in corporate communications at a local Fortune 500 company.



PIERRE WILLETTE

DIRECTOR, GOVERNMENT RELATIONS / LOBBYIST

Recognized for his expertise in the areas of local government, regulatory issues and public infrastructure, Pierre builds on more than 25 years of experience navigating some of Minnesota's most complex governmental and political environments to deliver reliable results for Goff Public's clients at the Capitol.

From securing millions of dollars in bonding to analyzing and translating the impact of tax reform and other issues for local communities and businesses, Pierre has earned the trust and respect of lawmakers, community leaders and administrative staff alike. Now, he leverages his deep relationship base to get clients the valuable intelligence they need to succeed.

Before joining Goff Public, Pierre led the University of Minnesota Foundation Real Estate Advisors' community development and relations efforts. He also worked for the City of Minneapolis in various capacities, including nine years representing the city at the Minnesota State Capitol, leadership positions in the Public Works Department and working directly for elected officials.



NATE KASS

DIRECTOR, DIGITAL AND CREATIVE

As Goff Public's director of digital and creative, Nate brings hands-on experience and a strong understanding of digital ecosystems including websites, email, social platforms, and paid and earned digital media. Leveraging the strengths of engaging content and digital platforms, Nate leads digital campaigns from conception through implementation and analysis, delivering measurable results.

Nate began his career in the fast-paced home shopping industry. With a focus in e-commerce and digital marketing, he developed skills in copywriting, content creation, website management, analytics and email campaigns. Prior to joining Goff Public, Nate led the strategic digital communications and marketing campaigns of the Shakopee Mdewakanton Sioux Community.

THE BOTTOM LINE

We pride ourselves on delivering excellent service – always on time and on budget. We are committed to working with you to determine a scope of work that is respectful of your budget and needs.

Based on our understanding of your project needs, we estimate the following costs for each phase of this work. This budget does not include outside costs for printing or mailing.

Estimated costs

Phase 1: Comprehensive communications plan and messaging	\$20,000
Phase 2: Creative video brief and designed fact sheet, mailer and social media graphics	\$10,000
Phase 3: Ongoing strategic support (August-November)	\$10,000
Total	\$40,000

Thank you for your consideration. We look forward to a potential partnership with the City of Roseville.

GET IN TOUCH

Goff Public

444 Cedar Street, Suite 910
Saint Paul, MN 55101

651 • 292 • 8062 | goffpublic.com

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the 8th day of January, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), and Rapp Strategies (the “Contractor”, each a “Party” and together the “Parties”).

1. Scope of Work. The Contractor agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

2. Term and Termination. The term of this Agreement will commence upon approval of the contract by the Roseville City Council. Unless extended by written agreement of the Parties, this Agreement will terminate no later than November 30, 2024, or upon completion of the Work, whichever occurs first. This Agreement may be terminated earlier by either Party with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to the other Party. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

3. Compensation for Work. The City agrees to compensate Contractor the in accordance with **Exhibit B** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.

4. Method of Payment. Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.

b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.

c. A statement dated and signed by the Contractor: “I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.”

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

To Contractor:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: Patrick Trudgeon, City Manager

Rapp Strategies
333 South Seventh Street, Suite 2120
Minneapolis, MN 55402
Attn: Todd Stone, Managing Director

6. Assignment or Subcontracting. The Contractor shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

7. Independent Contractor. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

8. Annual Review. Following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Contractor under this Agreement. The Contractor agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the Parties shall, if requested by the City, meet and discuss the performance of the Contractor relative to the remaining Work to be performed by the Contractor under this Agreement.

9. Compliance with Laws and Regulations. The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work.

10. Non-Discrimination. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act,

Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

11. Data Practices Act Compliance. Contractor acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Agreement.

12. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor's books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

13. Indemnification. The Contractor agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of the Contractor, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

The City agrees to defend, indemnify and hold the Contractor and its shareholders, officers, employees, agents, successors and assigns harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of the City, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform its duties, activities or obligations in connection with this Agreement.

14. Insurance. Prior to starting the Work and during the full term of this Agreement, the Contractor shall procure and maintain insurance Contractor shall obtain, at Contractor's expense, as follows:

- a. Workers Compensation insurance in accordance with Minnesota law;
- b. Professional Liability Insurance covering any damages caused by an error, omission or any negligent act;
- c. Coverage shall be sufficiently broad to cover to all duties and obligations undertaken by Contractor in this Agreement including duties related to indemnification;

- d. Insurance must be on an “occurrence” basis, and, other than Workers Compensation, the limits of such policies must be no less than \$1,000,000 per occurrence and \$1,500,000 aggregate.
- e. Policies must be held by insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing.
- f. Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor’s insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor’s Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.
- 15. Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (the “Information”) shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
- 16. Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
- 17. Waiver.** Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties’ ability to enforce a subsequent breach.
- 18. Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.
- 19. Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
- 20. Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
- 21. Entire Agreement.** Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements

184 presently in effect between the Parties relating to the subject matter hereof. Any alterations,
185 amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when
186 expressed in writing and duly signed by the Parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

RAPP STRATEGIES

By: _____
Mayor

By: _____
Its: _____

By: _____
City Manager

By: _____
Its: _____

EXHIBIT A

WORK

The Contractor shall perform the following Work at the following locations:
See Attached Document

EXHIBIT B
COMPENSATION

** Must include list of reimbursable expenses or statement that no expenses are eligible for reimbursement.

See attached document

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Consider Commission Reappointments and Process for 2024

Background

Background

The Council annually appoints citizens to commissions. Council has the option to interview returning commissioners for reappointment, or make reappointments without interviewing. This agenda item provides details regarding those commissioners who are interested in reappointment for an additional term beginning April 1, 2024. Council has requested feedback from the respective commission chairs for commissioners seeking reappointment. Additionally, Council has requested updated applications for commissioners seeking reappointment (Attachment 3). Council has the option to consider reappointing commissioners tonight, or at a future City Council meeting.

The proposed timeline is below:

January 8	• Council considers commissioners who are seeking reappointment for a term beginning April 1, 2023. Determine if council wants to re-interview any current commissioners. • Council declares vacancies on various commissions. • Council confirms interview dates and reappointment process
January 9	• Staff updates website and other materials to reflect the application period, interview dates and process and continues active recruitment efforts.
February 14	• Application period closes
February 21-22	• Interviews are scheduled for new applicants and/or any commissioners council seeks to re-interview. Depending upon the number of applicants, a second night may or may not be necessary.
March 4	• Council appoints applicants to various commission vacancies for terms beginning April 1, 2023.
March 27	• New Commissioner Orientation

April 10

- Ethics Training is scheduled.

REAPPOINTMENTS AND TERMS ENDING FOR 2024

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners' terms expire March 31, 2024.

Finance

Name	Term	Eligible	Attendance
Wanda Davies	Completing first full term	Eligible, NOT interested in reappointment. VACANCY.	N/A
Karin Derauf	Resigned	Resigned. VACANCY.	N/A

Human Rights, Inclusion and Engagement

Name	Term	Eligible	Attendance
Amanda Becker	Completing first term	Eligible, NOT interested in reappointment. VACANCY.	N/A
William Hill	Resigned	Resigned. VACANCY.	N/A
Jeena Gurung Vomhof	Completing initial partial term	Eligible and interested in reappointment	Attended 6 of 8 meetings
Lori-Anne Williams	Completing initial partial term	Eligible, NOT interested in reappointment. VACANCY.	N/A

Parks and Recreation

Name	Term	Eligible	Attendance
Daryl Baggenstoss	Completing second term	Not eligible for reappointment VACANCY.	N/A
Nick Boulton	Completing first term	Eligible and interested in reappointment	Attended 9 of 11 meetings
Leah Ybarra	Completing first term	Eligible and interested in reappointment	Attended 8 of 11 meetings

Planning

Name	Term	Eligible	Attendance
Pamela Aspnes	Completing initial partial term	Eligible and interested in reappointment	Attended 7 of 7 meetings
Erik Bjorum	Completing first term	Eligible and interested in reappointment	Attended 5 of 7 meetings
Karen Schaffhausen	Completing first full term	Eligible and interested in reappointment	Attended 7 of 7 meetings

Police Civil Service

Name	Term	Eligible	Attendance
Robert Murphy	Completing first full term	Eligible and interested in reappointment	Attended 3 of 3 meetings

Public Works, Environment and Transportation

Name	Term	Eligible	Attendance
Dan Fergus	Completing initial partial term	Eligible and interested in reappointment	Attended 3 of 3 meetings

Allison Luongo	Completing initial partial term	Eligible and interested in reappointment	Attended 7 of 9 meetings
Sarah Rudolf	Completing initial partial term	Eligible and interested in reappointment	Attended 1 of 3 meetings

Staff recommends declaring vacancies for the following commissions (please note these vacancies INCLUDE those commissioners seeking reappointment).

Commission	Number of Vacancies	Number of Commissioners seeking reappointment
Finance	2	0
Human Rights, Inclusion & Engagement	4	1
Parks & Recreation	3	2
Planning	3	3
Police Civil Service	1	1
Public Works, Environment & Transportation	3	3

Policy Objectives

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent to to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Racially and ethnically diverse policy makers and advisors are key to serving residents and other customers with excellence.

Racial Equity Impact Summary

Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to advise the Mayor and Council on city policies and practices. A governing body that mirrors our population increases City government access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

Budget Implications

None.

Staff Recommendations

Staff is seeking final determination of dates associated with the commission recruitment, interview and appointment process. Staff recommends the dates below:

January 8	Determine commissioner reappointments and if council wishes to reinterview.
January 9	Website and application materials updated with deadline and other details.
February 14	Application closes
February 21-22	Interview dates selected by council.
March 4	Council appoints applicants to various commissions.
March 27	New Commissioner orientation is scheduled.
April 10	Ethics Training is scheduled.

Requested Council Action

72 Various actions are requested:

- 73 1. Consider commissioners seeking reappointment. Determine whether to re-interview them.
74 Consider reappointing commissioners at this time or at a future meeting.
75 2. Declare vacancies
76 3. Finalize dates for the recruitment, interview and appointment process.

77

78

79

Prepared by: Rachel Boggs, Volunteer Manager

Attachments:

1. List of all Commissioners
2. Appointment and Reappointment Policy
3. Reappointment Applications (Redacted)
4. Confidential Attachment, Applications
5. BENCH HANDOUT
6. BENCH HANDOUT 2

80

**City of Roseville
Commissioner Terms**

Appointed		Initial Partial Term		1st Full Term		2nd Full Term	
Finance							
Davies, Wanda-Chair		8/26/2019	3/31/2021	4/1/2021	3/31/2024		
Bester, Bruce				4/1/2020	3/31/2023	4/1/2023	3/31/2026
Barclay, Siafa				4/1/2020	3/31/2023	4/1/2023	3/31/2026
Dahir, Sadiq				4/1/2022	3/31/2025		
Vacant		4/10/2023	3/31/2024				
Sagisser, Dan				4/1/2019	3/31/2022	4/1/2022	3/31/2025
Tupy, Joe				4/1/2023	3/31/2026		
Human Rights, Inclusion and Engagement							
James, Richard -Chair		6/8/2019	3/31/2020	4/1/2020	3/31/2023	4/1/2023	3/31/2026
Macomber, Kathryn		9/24/2018	3/31/2019	4/1/2019	3/31/2022	4/1/2022	3/31/2025
Becker, Amanda				4/1/2021	3/31/2024		
Francke, Elliot				4/1/2023	3/31/2026		
Gurung Vomhof, Jeena		4/1/2023	3/31/2024				
Hill, William		4/1/2022	3/31/2025				
Williams, Lori-Anne		9/11/2023	3/31/2024				
Bhalla, Namit		9/11/2023	3/31/2025				
Tidball, David				4/1/2023	3/31/2026		
Vacant - Youth							
Vacant - Youth							
Parks & Recreation							
Arneson, Joseph				4/1/2019	3/31/2022	4/1/2022	3/31/2025
Baggenstoss, Darrell		3/13/2017	3/31/2018	4/1/2018	3/31/2021	4/1/2021	3/31/2024
Beckman, Karen				4/1/2023	3/31/2026		
Boulton, Nick				4/1/2021	3/31/2024		
Brown, Daryl				4/1/2019	3/31/2022	4/1/2022	3/31/2025
Dahlstrom, David Todd-Chair				4/1/2019	3/31/2022	4/1/2022	3/31/2025
Matts-Benson, Lindsay-Vice Chair				4/1/2022	3/31/2025		
Raygor, Jessica				4/1/2023	3/31/2026		
Ybarra, Leah				4/1/2021	3/31/2024		
Vacant - Youth							
Vacant - Youth							
Planning							
Bauer, Matt				4/1/2023	3/31/2026		
Kruzel, Michelle				4/1/2019	3/31/2022	4/1/2022	3/31/2025
McGehee, Tammy		9/9/2019	3/31/2020	4/1/2020	3/31/2023	4/1/2023	3/31/2026
Pribyl, Michelle-Chair				4/1/2019	3/31/2022	4/1/2022	3/31/2025
Schaffhausen, Karen		9/9/2019	3/31/2021	4/1/2021	3/31/2024		
Bjorum, Erik				4/1/2021	3/31/2024		
Pamela Aspnes		9/19/2022	3/31/2024				
Police Civil Service							
Dees, Shawna		4/19/2021	3/31/2023	4/1/2023	3/31/2026		
Murphy, Robert - Chair		3/9/2020	3/31/2021	4/1/2021	3/31/2024		
Reilly, Kathleen		9/28/2020	3/31/2022	4/1/2022	3/31/2025		
Public Works, Environment & Transportation							
Cicha, Jarrod				4/1/2020	3/31/2023	4/1/2023	3/31/2026
Rudolf, Sarah		9/11/2023	3/31/2024				
Ficek, Bryant - Chair		4/19/2021	3/31/2022	4/1/2022	3/31/2025		
Hodder, Edwin				4/1/2022	3/31/2025		
Fergus, Dan		9/11/2023	3/31/2024				
Mueller, Des				4/1/2023	3/31/2026		
Allison Luongo		9/19/2022	3/31/2024				
Vacant - Youth							
Ethics Commission		Year Appointed					
Bruce Bester		2022	Finance				
Vacant			Human Rights, Inclusion and Engagement				
Arneson, Joseph		2021	Parks and Recreation				
Schaffhausen, Karen		2021	Planning				
Murphy, Robert		2021	Police Civic Service				
Vacant			Public Works, Environment and Transportation				

CITY OF ROSEVILLE

APPOINTMENT AND REAPPOINTMENT POLICY ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

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

POLICY STATEMENT

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

I. PROCEDURE STATEMENT – APPOINTMENTS

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

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September. .
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

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

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.
- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

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

Human Rights, Inclusion, and Engagement Reappointment Applications

Commission Member Reappointment Application

First Name	Jeena
Last Name	Gurung Vomhof
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
What commission would you like to reapply for?	Human Rights, Inclusion and Engagement
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	I would like to continue serving on the commissions because I feel like I am still learning and have a lot to contribute. Being diverse I feel heard and encouraged to speak my heart and experience during the meetings. I bring new ideas to the table.
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	- My diverse back ground. - My current experience being a owner of a business in Roseville. - I am a very involved in the community as a parent, business owner, home owner, and as a individual who is community focused and positive change . -I an a Board member of Do Good Roseville, Rice and Larpentuer Alliance, Community Advisory Committee for Roseville School.

- Student at St.Thomas for Community Entrepreneurship Program
- Life coach/ Mentor at Hennepin County Jail

As a commissioner, how do you contribute to the city's equity and inclusion initiatives?

Yes, I contribute to the city's Equity and Inclusion initiatives. My family and I participate in almost all city events and activities as well.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

n/a

Preferred method to be contacted

Email

Please provide alternative phone number or email if different from above

Field not completed.

How do you identify your gender?

████████

Do you rent or own?

████

Do you have a sensory, physical, or mental disability?

██

If "Other" please describe:

████████████████████

What category represents your age?

██████████

What was your total household income in the previous year before taxes?

████████████████████

What is your employment status? (Check all that apply)

██████████

What is the highest level of education you have completed?	██████████
What is your race/ethnicity? (Check all that apply)	████
If you selected "Asian", please choose:	████
If "Other", please describe:	████
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Background Authorization	Yes
Acknowledgement	Yes

Parks and Recreation Reappointment Applications

Commission Member Reappointment Application

First Name	Nick
Last Name	Boulton
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
What commission would you like to reapply for?	Parks & Recreation
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	Reapplying
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	Reapplying
As a commissioner, how do you contribute to the city's equity and inclusion initiatives?	Reapplying

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.	Na
Preferred method to be contacted	Email
Please provide alternative phone number or email if different from above	<i>Field not completed.</i>
How do you identify your gender?	☐
Do you rent or own?	☐
Do you have a sensory, physical, or mental disability?	☐
If "Other" please describe:	<i>Field not completed.</i>
What category represents your age?	☐
What was your total household income in the previous year before taxes?	☐
What is your employment status? (Check all that apply)	☐
What is the highest level of education you have completed?	☐
What is your race/ethnicity? (Check all that apply)	☐

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

Commission Member Reappointment Application

First Name	Leah
Last Name	Ybarra
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
What commission would you like to reapply for?	Parks & Recreation
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	I feel that after three years serving on the commission I am finally able to wrap my head around the full scope of what the Park & Rec Department does. I believe that a robust Parks and Recreation Department is essential to a vibrant community. I would like to continue to support those efforts.
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	Having benefited greatly as a child from the availability of fantastic parks & recreation offerings in another community, I have seen first-hand the impact it can have on youth in underserved communities. I have always wanted to ensure that future generations can benefit that same way.
As a commissioner, how do you contribute to the city's equity and inclusion initiatives?	I recognize that Parks & Recreation serves a vital role in creating an environment of inclusion. Not only can programs be offered to fill the diverse needs of the community, but also access to free recreational spaces found in parks, etc, really

help to give opportunities to all demographics. Ensuring the vision for parks in walking distance for all residents is a core value I share.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

Field not completed.

Preferred method to be contacted

Email

Please provide alternative phone number or email if different from above

Field not completed.

How do you identify your gender?

██████

Do you rent or own?

████

Do you have a sensory, physical, or mental disability?

██

If "Other" please describe:

Field not completed.

What category represents your age?

██████████

What was your total household income in the previous year before taxes?

████████████████████

What is your employment status? (Check all that apply)

████

If "Other" please describe:

Field not completed.

What is the highest level of education you have completed?

[REDACTED]

What is your race/ethnicity? (Check all that apply)

[REDACTED]

Minnesota Government Data Practices Act

Yes

Minnesota Statute §13.601. subd. 3(b)

Email Address

Background Authorization

Yes

Acknowledgement

Yes

Planning Reappointment Applications

Commission Member Reappointment Application

First Name	Pamela
Last Name	Aspnes
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
What commission would you like to reapply for?	Planning
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	I have enjoyed sitting on the planning commission and providing input for the city council on land use issues. I've lived in Roseville, on and off, all of my life; attended Roseville schools, and watched the city change from a pretty homogenous suburb of single family homes to a complex mix of residential, retail, and commercial properties. As a long time resident I have compassion and empathy for other long time residents who are uncomfortable with some of the changes the city has made in the last decade. However, with the help of staff and experience on the commission this last year, I've come to better understand the housing needs we face, balanced with the pressures of sustainability. I've learned a great deal this last year and think it would benefit the commission if I were reappointed.
Please describe any activities, specific skills	I've lived in Roseville, on and off, for all of my life. My family has been in Roseville since the 1920's. I have a strong interest

or experiences you have that are beneficial on the advisory commission.

in history and a huge emotional investment in helping Roseville sustain itself as a wonderful place to live and work.

The last 25 years of my career was spent in the financial services industry in various analyst roles - banker, internal auditor, business analyst, software analyst. Those skills are directly transferable to the toes of requests brought before the planning commission.

As a commissioner, how do you contribute to the city's equity and inclusion initiatives?

As a commissioner I am aware of the city's initiatives on equity and inclusion and strive to apply those to all requests brought to the commission.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

None

Preferred method to be contacted

Email

Please provide alternative phone number or email if different from above

Field not completed.

How do you identify your gender?

██████

Do you rent or own?

████

Do you have a sensory, physical, or mental disability?

██

If "Other" please describe:

████████████████████

What category represents your age?

██

What was your total household income in the

████████████████████

previous year before
taxes?

What is your employment
status? (Check all that
apply)

[REDACTED]

What is the highest

[REDACTED]

[REDACTED]

What is your
race/ethnicity? (Check all
that apply)

[REDACTED]

Minnesota Government
Data Practices Act

Yes

Minnesota Statute
§13.601. subd. 3(b)

Email Address

Background
Authorization

Yes

Acknowledgement

Yes

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

Commission Member Reappointment Application

First Name	Erik
Last Name	Bjorum
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
What commission would you like to reapply for?	Planning
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	First of all, I have really enjoyed my time on the Planning Commission! I have found it to be a very rewarding experience and I am grateful that I get to use my professional experience as an architect in a way that benefits my community in a unique way. I feel that have my contributions have been balanced and based on the regulatory criteria the commission is required to follow. I do my best to leave my personal emotions out of my decision making and use my best professional judgment when reviewing the projects presented to us. I realize that the decisions and comments that I've made while on the commission aren't always received warmly by the public, but those decisions are based on the facts presented. I take those decisions extremely seriously and I am not afraid to make a judgement that isn't received well by public opinion.

Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.

I feel my professional experience as a licensed architect gives me a great platform to base my decision making on. I have worked with developers and other municipalities on projects very similar to projects envisioned for Roseville. I understand zoning and building code and what can and cannot be used when making decisions to pass or stop projects presented for review to the Planning Commission. I take my public voice in community decision making seriously, and I have really appreciated the ability to share my opinions on matters that affect my neighbors.

As a commissioner, how do you contribute to the city's equity and inclusion initiatives?

I have taken my appointment to the Planning Commission seriously and I am grateful for the opportunity to use my professional knowledge in away the serves my community. Because the Planning Commission is based on a pre-established set of rules and regulations, I have relied on what the city has established regarding their regulatory documents to influence those decisions. In this past appointment we reviewed updates to the city's zoning code. I believe we made decisions regarding residential density, diversity in building types, and enhanced existing building requirements that will allow a more holistically inclusive Roseville. As an example, our updates to density will allow for different building types that will open more opportunities for Roseville to welcome a population that might not be able to afford new construction single family homes.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

Field not completed.

Preferred method to be contacted

Email

Please provide alternative phone number or email if different from above

Field not completed.

How do you identify your gender?



Do you rent or own?	☐
Do you have a sensory, physical, or mental disability?	☐
If "Other" please describe:	
What category represents your age?	
What was your total household income in the previous year before taxes?	
What is your employment status? (Check all that apply)	
What is the highest level of education you have completed?	
What is your race/ethnicity? (Check all that apply)	
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Background Authorization	Yes
Acknowledgement	Yes

Commission Member Application

First Name	Karen
Last Name	Schaffhausen
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
Have you applied for a commission before?	Yes
If yes, what commission(s) have applied for? (dropdown, Finance, Police Civil Service, HRIEC, Parks, Planning, PWET)	Planning
Commission preference	Planning
Commission preference	Finance
This application is for	Reappointment
The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you	Commission participation is a nice way to leverage my work in economic development for the city I live in.

want to serve on the commission(s) you listed.

Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.

Business start - which has included the need for variance requests with other cities.

As a commissioner on your preferred commission(s), how could you contribute to the City's equity and inclusion initiatives?

A more inclusive comprehensive plan and resident engagement.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

N/A

Preferred method to be contacted

Email

Please provide alternative phone number or email if different from above

Field not completed.

How do you identify your gender?

██████

Do you rent or own?

██████

Do you have a sensory, physical, or mental disability?

██████

How did you hear about this board or commission?

Staff member

What category represents
your age?

[REDACTED]

What was your total
household income in the
previous year before
taxes?

[REDACTED]

What is your employment
status? (Check all that
apply)

[REDACTED]

What is the highest level
of education you have
completed?

[REDACTED]

What is your
race/ethnicity? (Check all
that apply)

[REDACTED]

Police Civil Service Reapplications

Commission Member Reappointment Application

First Name	Robert
Last Name	Murphy
Address 1	
Address 2	
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
What commission would you like to reapply for?	
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	The Police Civil Service Commission monitors the employment practices of the Roseville Police Department. The commission recently updated its Rules and Regulations. Section 1 of the Rules and Regulations contains a statement that reflects one of the goals that I want to continue to work towards as a commission member - "To support a police system which shall, as far as practicable, be made attractive as a career, and which shall encourage each employee to render their best service in willing compliance with the provisions of Minnesota Statutes."
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	- Retired Roseville firefighter - 21 years of service, including serving as firefighter, captain, and deputy chief - Planning Commission member - 6 years, including 2 years as chair - Police Civil Service Commission member - 4 years, currently

serving as chair

- Engineer, Project Manager, Manager - Unisys Corp. - 40 years

As a commissioner, how do you contribute to the city's equity and inclusion initiatives?

Use my knowledge of the city's past, its present, and its future goals to support the initiatives by word and action.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

None

Preferred method to be contacted

Email

Please provide alternative phone number or email if different from above

Field not completed.

How do you identify your gender?

■

Do you rent or own?

■

Do you have a sensory, physical, or mental disability?

■

If "Other" please describe:

Field not completed.

What category represents your age?

■

What was your total household income in the previous year before taxes?

■

What is your employment status? (Check all that apply)

[REDACTED]

What is the highest level of education you have completed?

[REDACTED]

What is your race/ethnicity? (Check all that apply)

[REDACTED]

Minnesota Government Data Practices Act

Yes

Minnesota Statute §13.601. subd. 3(b)

Email Address

Background Authorization

Yes

Acknowledgement

Yes

Public Works, Environment, and Transportation Reappointment Applications

Commission Member Reappointment Application

First Name	Daniel
Last Name	Fergus
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	1
What commission would you like to reapply for?	Public Works, Environment & Transportation
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	I have only been a member of the PWET commission for about two months. In that short time, I've begun to gain a better understanding of the important role of this commission and have learned more about the work that goes into keeping our city functioning for all its residents. I feel a sense of duty to help make our community the best it can be, both now and in the future. Serving on the PWET commission is one way I can help do this. I would deeply appreciate the opportunity to continue serving on this commission. As a trained biologist with a great deal of ecology experience, I have a particular interest in working to protect the environment and I understand that protecting the environment is necessary for our health and well-being. I believe that with thoughtful planning, we can find ways to maintain and grow our city's infrastructure in sustainable ways with minimal environmental impact, helping ensure a healthy and happy community for everyone.

Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.

As a new commission member, I am quickly gaining a working knowledge of the rules and functions of the PWET commission and I am working hard to be a useful commission member. Furthermore, as a PhD-trained biologist, I bring a strong scientific understanding and reasoning to the PWET commission. I am a very good listener, problem solver, and critical thinker; all skills that I believe serve me well on this commission. My volunteer work around Roseville and St. Paul has given me a broad sense of some of the environmental projects going on in the area. As a resident who frequently drives, bikes, and walks throughout our community (and occasionally utilizes public transportation) I also have a general awareness of the state of transportation issues within Roseville, though I recognize that I certainly would have a lot to learn from others. Furthermore, as a member of the Roseville school district's Curriculum Advisory Committee, I have experience listening to and considering multiple perspectives and working to find solutions that are best for the whole community. As a member of the PWET commission, I will continue to draw on my personal experiences, as well as others' ideas and concerns to help advise the council on the best courses of action given the needs and constraints of the city.

As a commissioner, how do you contribute to the city's equity and inclusion initiatives?

I do not represent a minority or underprivileged group. However, I recognize the tremendous need to make our community and our world a more equitable and inclusive place. I try to support this in my work with the Curriculum Advisory Committee by embracing the district's Equity Vision, which states that "Roseville Area Schools is committed to ensuring an equitable and respectful learning environment for every student, family, and staff member." In my role on the Curriculum Advisory Committee, I work with people of diverse backgrounds and perspectives to try to understand where there are needs or inequities in our schools that we can address within the school curricula. I try to remember these various perspectives and use them to shape my thinking in other aspects of my life, including my work with the PWET commission. I try to recognize underlying inequities in our community. It is critically important that everyone has easy access to parks, well-maintained roads, and affordable transportation. Where any such inequities exist I will work hard to think about ways we can correct that.

Preferred method to be contacted	Email
Please provide alternative phone number or email if different from above	<i>Field not completed.</i>
How do you identify your gender?	████
Do you rent or own?	████
Do you have a sensory, physical, or mental disability?	████
If yes, into which category does your disability fall? (Choose all that apply)	████
If "Other" please describe:	████████
If "Other" please describe:	████████████████
What category represents your age?	████████
What was your total household income in the previous year before taxes?	████████████████
What is your employment status? (Check all that apply)	████████
What is the highest level of education you have completed?	████████
What is your race/ethnicity? (Check all that apply)	████████████

Commission Member Application

First Name	Allison
Last Name	Luongo
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	1
Have you applied for a commission before?	Yes
If yes, what commission(s) have applied for? (dropdown, Finance, Police Civil Service, HRIEC, Parks, Planning, PWET)	PWET, Planning
Commission preference	Public Works, Environment & Transportation
Commission preference	<i>Field not completed.</i>
This application is for	Reappointment
The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you	I am interested in continuing to serve on the Public Works, Environment & Transportation commission because I care about the long term maintenance of the public infrastructure in Roseville. During my time serving on the commission this past year, I have broadened my understanding of public works and

want to serve on the commission(s) you listed.

gained a deeper appreciation for the hard work our city staff put in to maintain and improve our city. I hope to continue to support efforts by city staff, my fellow commissioners, city council, and our dedicated residents to continue to create a high quality of living in Roseville.

Some of my favorite topics of discussion over my past year on the commission have been recycling, the EAB program, Less Mow May, and utility billing. The first time I truly felt the impact of what I get to do as a commissioner was when I put out my Less Mow May sign. I got to talk to my neighbors about what it means and encourage them to participate. I have also told nearly everyone I know about how fascinating the tour of the Eureka recycling plant was and have informed many people that black plastic is not recyclable!

Should I continue to serve as a commissioner, I hope to continue to review and discuss the health of our city's infrastructure. I am particularly looking forward to making a recommendation when the recycling RFP bids come in next year. I am also looking forward to making recommendations regarding future roadway reconstruction projects and utility improvements.

Something I am actively working on that I plan to continue as a commissioner is coordinating with career counseling staff at Roseville Area High School. I am looking to present to students about the many career paths related to public works, and hopefully recruit a youth commissioner in the process.

Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.

I feel my career as a civil engineer will continue to be useful in serving on the Public Works, Environment & Transportation commission. I have over 6 years of full time experience in the field and hold a professional engineering license in Minnesota. I spend the majority of my time working on public transit projects, so I am frequently involved in interdisciplinary engineering design and communicating conceptual designs in a public setting. With the future G Line BRT planning and design coming up on Rice St, I am especially looking forward to helping others in the city understand what this project means and how it can improve our quality of life.

As a commissioner on your preferred

As a commissioner on the Public Works, Environment & Transportation commission, I would contribute to the City's

commission(s), how could you contribute to the City's equity and inclusion initiatives?

equity and inclusion initiatives by working to ensure that our recommendations as a commission consider all walks of life. During our discussions of utility rates and water/sewer service lines, our commission has thoroughly considered the cost burden to residents, especially in the unpredictable times we live in and the hardships that folks have faced over the past few years in particular. I hope to continue that trend and make sure we are always looking at issues through a multitude of lenses.

I also hope to contribute to equity & inclusion initiatives by ensuring all voices are heard. I have greatly appreciated all the residents that have come out to voice their opinions to the commission, and I hope to hear from more residents in the future. I am also greatly looking forward to developing a strong relationship with RAHS staff to do more youth outreach in Roseville. I was extremely fortunate to find my career path when I was in high school, and I would love to help open doors for youth in our community.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

Field not completed.

Preferred method to be contacted

Email

Please provide alternative phone number or email if different from above

Field not completed.

How do you identify your gender?

██████

Do you rent or own?

████

Do you have a sensory, physical, or mental disability?

██

How did you hear about this board or commission?	City of Roseville website
What category represents your age?	[REDACTED]
What was your total household income in the previous year before taxes?	[REDACTED]
What is your employment status? (Check all that apply)	[REDACTED]
What is the highest level of education you have completed?	[REDACTED]
What is your race/ethnicity? (Check all that apply)	[REDACTED]
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Background Authorization	Yes
Acknowledgement	Yes

Commission Member Reappointment Application

First Name	Sarah
Last Name	Rudolf
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	1
What commission would you like to reapply for?	Public Works, Environment & Transportation
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	So far I have only attended one meeting but I would like to continue serving on the commission for the same reasons I wanted to join: I believe in the importance of civil service and want to actively participate in my community. Both our daily lives and our collective future are impacted by decisions we make about public works, environment and transportation, and I am happy to play a role in that.
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	For the past 5 years I've worked for a nonprofit organization focused on transit, land use and community development. These issues are highly related to the PWET topics, particularly regarding equity, access, opportunity, affordability, and sustainability. Prior to that, I worked for the State of MN for 5 years at PCA and MnDOT, so I am familiar with environment and transportation issues at a state government level. Before that, I worked on lead poisoning prevention, so issues

	related to public health and housing are also important for me, along with the important idea that infrastructure impacts people.
As a commissioner, how do you contribute to the city's equity and inclusion initiatives?	As a commissioner, we don't have control over what staff choose to do or not do. But we do have the ability to ask hard questions that probe underlying assumptions and can uncover unintended negative impacts. We can also help work toward identifying the beneficiaries of certain decisions and make recommendations that ensure equity and inclusion.
Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.	none
Preferred method to be contacted	Email
Please provide alternative phone number or email if different from above	
How do you identify your gender?	
Do you rent or own?	
Do you have a sensory, physical, or mental disability?	
If "Other" please describe:	<i>Field not completed.</i>
What category represents your age?	
What was your total household income in the previous year before taxes?	

What is your employment status? (Check all that apply)

[REDACTED]

What is the highest level of education you have completed?

[REDACTED]

What is your race/ethnicity? (Check all that apply)

[REDACTED]

If you selected "Asian", please choose:

[REDACTED]

Minnesota Government Data Practices Act

Yes

Minnesota Statute §13.601. subd. 3(b)

Email Address

Background Authorization

Yes

Acknowledgement

Yes

Commission Member Reappointment Application

First Name	Karen
Last Name	Schaffhausen
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	
How many years have you been a Roseville resident?	
What commission would you like to reapply for?	Planning
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	I appreciate the opportunity to be more involved in the business of the city of Roseville.
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	Strategic Planning Small Business Start - Which includes understanding zoning and planning.
As a commissioner, how do you contribute to the city's equity and inclusion initiatives?	Ensuring via review and applicant presentation that all people are treated equally, using the same review process and opportunity to engage in the city planning/ process.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.	N/A
Preferred method to be contacted	Email
Please provide alternative phone number or email if different from above	N/A
How do you identify your gender?	☐
Do you rent or own?	☐
Do you have a sensory, physical, or mental disability?	☐
If "Other" please describe:	<i>Field not completed.</i>
What category represents your age?	☐
What was your total household income in the previous year before taxes?	☐
What is your employment status? (Check all that apply)	☐
What is the highest level of education you have completed?	☐
What is your race/ethnicity? (Check all that apply)	☐

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024
Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Consider Commission Reappointments and Process for 2024

Background

Background

The Council annually appoints citizens to commissions. Council has the option to interview returning commissioners for reappointment, or make reappointments without interviewing. This agenda item provides details regarding those commissioners who are interested in reappointment for an additional term beginning April 1, 2024. Council has requested feedback from the respective commission chairs for commissioners seeking reappointment. Additionally, Council has requested updated applications for commissioners seeking reappointment (Attachment 3). Council has the option to consider reappointing commissioners tonight, or at a future City Council meeting.

The proposed timeline is below:

January 8	• Council considers commissioners who are seeking reappointment for a term beginning April 1, 2023. Determine if council wants to re-interview any current commissioners. • Council declares vacancies on various commissions. • Council confirms interview dates and reappointment process
January 9	• Staff updates website and other materials to reflect the application period, interview dates and process and continues active recruitment efforts.
February 14	• Application period closes
February 21-22	• Interviews are scheduled for new applicants and/or any commissioners council seeks to re-interview. Depending upon the number of applicants, a second night may or may not be necessary.
March 4	• Council appoints applicants to various commission vacancies for terms beginning April 1, 2023.
March 27	• New Commissioner Orientation

April 10

- Ethics Training is scheduled.

REAPPOINTMENTS AND TERMS ENDING FOR 2024

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners' terms expire March 31, 2024.

Finance

Name	Term	Eligible	Attendance
Wanda Davies	Completing first full term	Eligible, NOT interested in reappointment. VACANCY.	N/A
Karin Derauf	Resigned	Resigned. VACANCY.	N/A

Human Rights, Inclusion and Engagement

Name	Term	Eligible	Attendance
Amanda Becker	Completing first term	Eligible, NOT interested in reappointment. VACANCY.	N/A
William Hill	Resigned	Resigned. VACANCY.	N/A
Jeena Gurung Vomhof	Completing initial partial term	Eligible and interested in reappointment	Attended 6 of 8 meetings
Lori-Anne Williams	Completing initial partial term	Eligible, NOT interested in reappointment. VACANCY.	N/A

Parks and Recreation

Name	Term	Eligible	Attendance
Daryl Baggenstoss	Completing second term	Not eligible for reappointment VACANCY.	N/A
Nick Boulton	Completing first term	Eligible and interested in reappointment	Attended 9 of 11 meetings
Leah Ybarra	Completing first term	Eligible and interested in reappointment	Attended 8 of 11 meetings

Planning

Name	Term	Eligible	Attendance
Pamela Aspnes	Completing initial partial term	Eligible and interested in reappointment	Attended 7 of 7 meetings
Erik Bjorum	Completing first term	Eligible and interested in reappointment	Attended 5 of 7 meetings
Karen Schaffhausen	Completing first full term	Eligible and interested in reappointment	Attended 7 of 7 meetings

Police Civil Service

Name	Term	Eligible	Attendance
Robert Murphy	Completing first full term	Eligible and interested in reappointment	Attended 3 of 3 meetings

Public Works, Environment and Transportation

Name	Term	Eligible	Attendance
Dan Fergus	Completing initial partial term	Eligible and interested in reappointment	Attended 3 of 3 meetings

Allison Luongo	Completing initial partial term	Eligible and interested in reappointment	Attended 7 of 9 meetings
Sarah Rudolf	Completing initial partial term	Eligible and interested in reappointment	Attended 1 of 3 meetings

Staff recommends declaring vacancies for the following commissions (please note these vacancies INCLUDE those commissioners seeking reappointment).

Commission	Number of Vacancies	Number of Commissioners seeking reappointment
Finance	2	0
Human Rights, Inclusion & Engagement	4	1
Parks & Recreation	3	2
Planning	3	3
Police Civil Service	1	1
Public Works, Environment & Transportation	3	3

Policy Objectives

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent to to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Racially and ethnically diverse policy makers and advisors are key to serving residents and other customers with excellence.

Racial Equity Impact Summary

Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to advise the Mayor and Council on city policies and practices. A governing body that mirrors our population increases City government access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

Budget Implications

None.

Staff Recommendations

Staff is seeking final determination of dates associated with the commission recruitment, interview and appointment process. Staff recommends the dates below:

January 8	Determine commissioner reappointments and if council wishes to reinterview.
January 9	Website and application materials updated with deadline and other details.
February 14	Application closes
February 21-22	Interview dates selected by council.
March 4	Council appoints applicants to various commissions.
March 27	New Commissioner orientation is scheduled.
April 10	Ethics Training is scheduled.

Requested Council Action

72 Various actions are requested:

- 73 1. Consider commissioners seeking reappointment. Determine whether to re-interview them.
74 Consider reappointing commissioners at this time or at a future meeting.
75 2. Declare vacancies
76 3. Finalize dates for the recruitment, interview and appointment process.

77

78

79

Prepared by: Rachel Boggs, Volunteer Manager

- Attachments:**
- 1. List of all Commissioners
 - 2. Appointment and Reappointment Policy
 - 3. Reappointment Applications (Redacted)
 - 4. Confidential Attachment, Applications
 - 5. BENCH HANDOUT

80

REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Consider Approval of Roseville's 2024 Legislative Priorities

Background

At the December 4, 2023 meeting, the City Council reviewed the adopted 2023 City Legislative Priorities in anticipation of creating the City's 2024 Legislative Priorities. Based on that discussion, the City Council directed staff to adjust the Legislative Priorities as follows:

Retain the following priorities as part of the 2024 Legislative Priorities

- Seek financial support for capital improvements for the state and regional asset of the Guidant John Rose Minnesota OVAL and support facilities through the State Bonding Bill
- Allowing a Taproom and Cocktail Room on the same premise
- Enact statewide Licensing of Massage Therapists
- Funding for Mental Health Voluntary Engagement
- Improve transparency of information on property tax notices sent by counties
- Allow for the use of city website or other technology-based methods for official notices
- Implement Police Officer arbitration reform
- Amend State Building Code Chapter 1306 to Allow Municipalities to Require Sprinkler Systems in R-2 (Multi-Family) Occupancy Group
- Racial Equity Data
- Support legislative efforts to require the Department of Labor and Industry to adopt an advanced energy standard as part of the State Building Code and other legislative efforts to support zoning and financial incentives at the local level to encourage sustainable building design, construction, and operation strategies that aim to lower overall greenhouse gas emissions

Modify the following priorities for inclusion into the 2024 Legislative Priorities

- Increased funding for local governments to address emerald ash borer
- Amend state law to provide for the opportunity for city officials to participate virtually at city meetings from a remote location without having to open the remote location to the public as long as at least one publicly accessible location is offered when not in pandemic emergency
- Increase funding for mental health services and resources for public safety
- Review the effectiveness of state law in the regulation of emergency medical services

Add the following new items to the 2024 Legislative Priorities

- Receive authorization to utilize existing Funds in TIF District 17 (Twin Lakes) to assist in redevelopment and environmental remediation (See Attachment 1)

- Modify existing state law regarding park dedication to allow for collection of park dedication fees on new development without the requirement that the land must be subdivided (See Attachment 2)
- Clarify law regarding the use of force by School Resource Officers
- Creation of alternative funding sources for Cable Commissions (See Attachment 3)

Remove the following legislative priorities from the 2024 Legislative Priorities due to it being addressed in the last legislative session:

- Allow Municipal Hotel Licensing
- Regulate the sale of catalytic converters
- Enact Local Option Sales Tax for Roseville
- Approve statewide conversion therapy ban
- Increase fees allocated to local Deputy Registrars
- Increase affordable housing funding
- Advocate for an increase in Transportation Funding
- Improve Absentee Balloting
- Continue to fund the DEED Redevelopment Grant Program and the Demolition Loan Program
- Create presumptive coverage for Firefighters diagnosed with cancer
- Police Officer Recruitment and Retention
- Support Ramsey County's Youth Violence Response proposal to fund up to 25 community-based and culturally specific placements for delinquent youths to secure intensive treatment homes
- Regulation of cannabinoid products

Based on that direction, staff has organized the 2024 City Legislative Priorities as follows:

High Priority Items (Items that the City of Roseville will directly advocate for passage by the Legislature)

- Seek financial support for capital improvements for the state and regional asset of the Guidant John Rose Minnesota OVAL and support facilities through the State Bonding Bill (*Existing*)
- Allowing a Taproom and Cocktail Room on the same premise (*Existing*)
- Enact statewide Licensing of Massage Therapists (*Existing*)
- Receive authorization to utilize existing Funds in TIF District 17 (Twin Lakes) to assist in redevelopment and environmental remediation (*New*)
- Modify existing state law regarding park dedication to allow for collection of park dedication fees on new development without the requirement that the land must be subdivided (*New*)
- Clarify law regarding the use of force by School Resource Officers (*New*)
- Creation of alternative funding sources for Cable Commissions (*New*)

Other Priorities (Items the City of Roseville supports but will let other organizations directly advocate for passage by the Legislature)

- Funding for Mental Health Voluntary Engagement (*Existing*)
- Improve transparency of information on property tax notices sent by counties (*Existing*)
- Allow for the use of city website or other technology-based methods for official notices (*Existing*)
- Implement Police Officer arbitration reform
- Amend State Building Code Chapter 1306 to Allow Municipalities to Require Sprinkler Systems in R-2 (Multi-Family) Occupancy Group (*Existing*)
- Racial Equity Data (*Existing*)
- Support legislative efforts to require the Department of Labor and Industry to adopt an advanced energy standard as part of the State Building Code and other legislative efforts to support zoning and financial incentives at the local level to encourage sustainable building design, construction, and operation strategies that aim to lower overall greenhouse gas emissions (*Existing*)
- Continued Increased funding to local governments to address emerald ash borer (*Modified*)
- Without limitation, amend state law to provide for the opportunity for city officials, City Council members, and City Commission members to participate virtually at city meetings from a remote location without having to open the remote location to the public as long as at least one publicly accessible location is offered ~~when not in a pandemic emergency~~ (*Modified*)
- Continued Increase funding for mental health services and resources for public safety (*Modified*)
- Allow local units of government to designate which licensed ambulance service provider may serve their community and to determine the appropriated level of service and response times ~~Review the effectiveness of state law in the regulation of emergency medical services~~ (*Modified*)

Policy Objectives

Advocating for Roseville's Legislative Priorities will provide a voice to the Minnesota Legislature and Governor on items and issues that are important to the community and city operations.

Racial Equity Impact Summary

While the racial equity toolkit was not utilized to analyze the equity impact of the Legislative Priorities, it is important to acknowledge that each priority may have racial equity impacts. As the City's legislative policies are mostly centered around state laws and policies, a broader state-wide equity lens is needed to ensure that racial equity disparities are addressed. As the Legislature considers the City's legislative priorities, the City will advocate that racial equity impacts are considered in the drafting and consideration of the legislation.

Budget Implications

Not directly applicable to the Legislative Priorities. However individual items may have a cost impact to the City, either negatively or positively, depending on the topic and outcome.

Staff Recommendations

Staff recommends the City Council should review the draft and consider approval of the City's 2024 Legislative Priorities

Requested Council Action

The City Council should review the draft and consider approval of the City's 2024 Legislative Priorities

123

124

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

- Attachments:**
- 1. Information about TIF 17 legislation request
 - 2. Memo regarding Park Dedication Legislation
 - 3. Summary of Alternative Funding Sources for Cable Commissions
 - 4. Draft 2024 Legislative Priorities

125

Background

The City of Roseville requests special legislation to allow full utilization of redevelopment district tax increment that has already been collected but cannot be expended due to tax increment financing statutes. The district was created in 2005. Due to the economic downturn in the wake of the 2008-2010 financial crisis, the City was not able to attract development within the timeframe required for expenditure of the funds.

Previous Legislation

TIF District 17 contains a Hazardous Substance Subdistrict (HSS) 17A. This subdistrict was the subject of a law passed by the Legislature in 2019 that made all of the collected HSS increment usable beyond the extended 5 year rule timeframe.

Lessons Learned

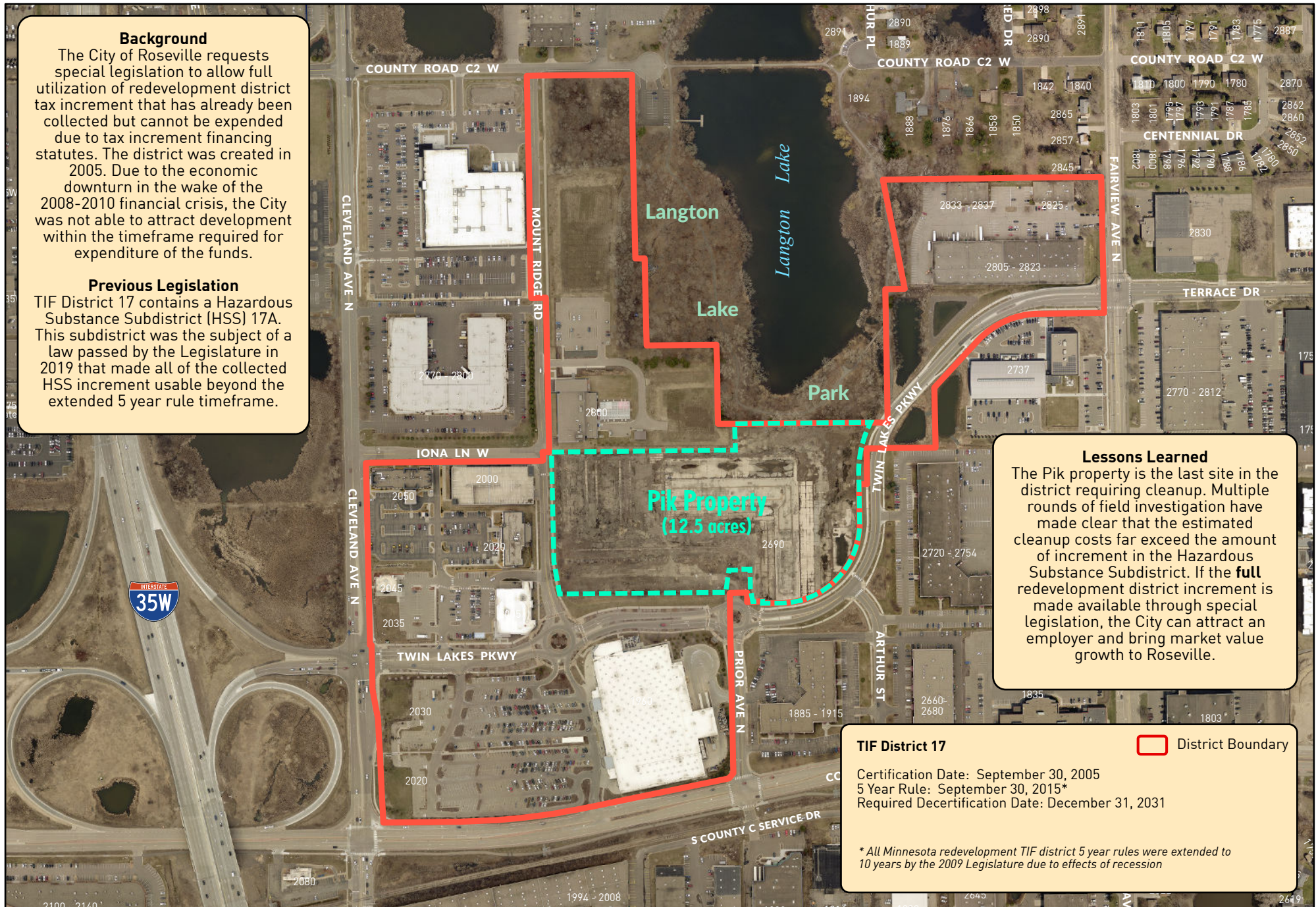
The Pik property is the last site in the district requiring cleanup. Multiple rounds of field investigation have made clear that the estimated cleanup costs far exceed the amount of increment in the Hazardous Substance Subdistrict. If the **full** redevelopment district increment is made available through special legislation, the City can attract an employer and bring market value growth to Roseville.

TIF District 17

 District Boundary

Certification Date: September 30, 2005
5 Year Rule: September 30, 2015*
Required Decertification Date: December 31, 2031

* All Minnesota redevelopment TIF district 5 year rules were extended to 10 years by the 2009 Legislature due to effects of recession



Laws 2019, First Special Session, Chapter 6, Article 7, Section 9, is amended to read:

Section 9. **EXPENDITURE OF HAZARDOUS SUBSTANCE SUBDISTRICT AND REDEVELOPMENT DISTRICT TAX INCREMENT.**

Notwithstanding the provisions of Minnesota Statutes, section 469.1763 or any other law to the contrary, the city of Roseville and the Roseville Economic Development Authority may use any or all increment generated from Hazardous Substance Subdistrict No. 17A and from Tax Increment Financing District No. 1-17, for the purpose of financing redevelopment costs and environmental remediation pursuant to one or more response action plans on the parcels within or adjacent to the subdistrict as originally certified, regardless of the date of approval by the Pollution Control Agency of the response action plan.

EFFECTIVE DATE. This section is effective upon compliance by the governing body of the city of Roseville with the requirements of Minnesota Statutes, Section 645.021, subdivision 3.

City of Roseville

Memo

To: Pat Trudgeon, City Manager

From: Matthew Johnson, Parks and Recreation Director

cc:

Date: November 27, 2023

Re: Park Dedication Legislative Priority

Pat:

Over the years the City Council has had numerous conversations regarding the importance of park dedication requirements on new development to the ongoing success our Parks and Recreation System.

As a reminder, park dedication is the process by which the City requires the dedication of a reasonable portion of land, or an appropriate fee, to offset the impacts that new development has on the Parks and Recreation System. This is allowed by Chapter 462 of Minnesota Law, and Roseville's Park Dedication Ordinance is 1103.06. The current park dedication statute allows park dedication only on replatted land, except for in Minneapolis and St. Paul.

Cities with a built-out environment, such as Roseville, are particularly disadvantaged by the addition of new residential units on land that is not replatted due to infill. Specifically, the new development adds users and demand to the Parks and Recreation system, but cannot be assessed park dedication under the current statute. Roseville has seen a number of developments of this type over the past five years.

Several cities are currently planning to propose legislation that would broaden the exemptions that Minneapolis and St. Paul currently have to allow all cities to assess park dedication on new housing, and new commercial and industrial development, without the requirement that the land be subdivided.

[The League of Minnesota Cities](#) has indicated their support of this proposed change.

Communications Law

SF 3039 (Sen. Nicole Mitchell)/HF 3261 (Rep. Mike Freiberg) – Local Digital Media Tax

- Local Media is a critical community resource
 - Access to government and local events and information
 - Local and regional newspapers and broadcast news declining
- Local Media Funding Declining – Primarily due to streaming
 - Historically Supported by cable franchise fees and PEG fees
- Initial Supporters – Cable Commissions
 - League of Minnesota Cities
- Bill would improve funding to every City/Commission in the state for local digital media by the operator of the municipality's local access channels
 - Cable PEG channels and/or streaming channels/platforms
 - Funding for all Minnesota Cities to produce local digital media
- 1% tax or fee on digital products

Broadband Franchising

- FCC Broadband Digital Discrimination Docket
- Minnesota – Office of Broadband Development – Digital Equity Plan
- New Entrants seeking authority
- Franchising Success Proven
 - Cable System Buildout
 - Uniform Service to all residents
 - Uniform Prices
 - Consumer Protections
 - Public Benefits
- Stark Contrast to Telephone Regulations
- Local Franchising is part of the answer to promoting digital equity
- Franchise Authority Clarification Needed – especially for statutory cities

****DRAFT****

City of Roseville's 2024 Legislative Priorities

High Priority Items (Items that the City of Roseville will directly advocate for passage by the Legislature)

- Seek financial support for capital improvements for the state and regional asset of the Guidant John Rose Minnesota OVAL and support facilities through the State Bonding Bill *(Existing)*
- Allowing a Taproom and Cocktail Room on the same premise *(Existing)*
- Enact statewide Licensing of Massage Therapists *(Existing)*
- Receive authorization to utilize existing Funds in TIF District 17 (Twin Lakes) to assist in redevelopment and environmental remediation *(New)*
- Modify existing state law regarding park dedication to allow for collection of park dedication fees on new development without the requirement that the land must be subdivided *(New)*
- Clarify law regarding the use of force by School Resource Officers *(New)*
- Creation of alternative funding sources for Cable Commissions *(New)*

Other Priorities (Items the City of Roseville supports but will let other organizations directly advocate for passage by the Legislature)

- Funding for Mental Health Voluntary Engagement *(Existing)*
- Improve transparency of information on property tax notices sent by counties *(Existing)*
- Allow for the use of city website or other technology-based methods for official notices *(Existing)*
- Implement Police Officer arbitration reform
- Amend State Building Code Chapter 1306 to Allow Municipalities to Require Sprinkler Systems in R-2 (Multi-Family) Occupancy Group *(Existing)*
- Racial Equity Data *(Existing)*
- Support legislative efforts to require the Department of Labor and Industry to adopt an advanced energy standard as part of the State Building Code and other legislative efforts to support zoning and financial incentives at the local level to encourage sustainable building design, construction, and operation strategies that aim to lower overall greenhouse gas emissions *(Existing)*
- Continued funding to local governments to address emerald ash borer *(Modified)*
- Without limitation, amend state law to provide for the opportunity for city officials, City Council members, and City Commission members to participate virtually at city meetings from a remote location without having to open the remote location to the public as long as at least one publicly accessible location is offered *(Modified)*
- Continued funding for mental health services and resources for public safety *(Modified)*
- Allow local units of government to designate which licensed ambulance service provider may serve their community and to determine the appropriated level of service and response times *(Modified)*

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.f.

Department Approval



City Manager Approval



Item Description: Appoint Acting Mayor for 2024

Background

[Minnesota Statute 412.121](#) requires cities to annually designate an Acting Mayor among Councilmembers. The acting mayor shall perform the duties of the mayor during the disability or absence of the mayor, or in the case of a vacancy, until a successor has been appointed.

Year	Acting Mayor
2023	Councilmember Etten
2022	Councilmember Willmus
2021	Councilmember Groff
2020	Councilmember Laliberte
2019	Councilmember Laliberte
2018	Councilmember Laliberte
2017	Councilmember Etten
2016	Councilmember Willmus
2015	Councilmember Etten
2014	Councilmember Laliberte
2013	Councilmember Willmus

Policy Objectives

Required by Statute

Racial Equity Impact Summary

NA

Budget Implications

NA

Staff Recommendations

20
21
22
23
24
25

NA

Requested Council Action
Motion to designate the Acting Mayuor for 2024.

Prepared by: Katie Bruno, Deputy City Clerk

Attachments: 1. MN Statute 412.121

26

412.121 ACTING MAYOR.

At its first meeting each year the council shall choose an acting mayor from the council members. The acting mayor shall perform the duties of mayor during the disability or absence of the mayor from the city or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

History: 1949 c 119 s 15; 1969 c 9 s 83; 1973 c 123 art 2 s 1 subd 2; 1986 c 444

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.g.

Department Approval



City Manager Approval



Item Description: Designate City Council Liaisons to various Groups and Committees

Background

Each year, the Council reviews, discusses and appoints Councilmembers to various commissions, community groups, task forces and other groups. Attachment 2 includes the 2020, 2021, and 2022 appointments.

Discussions about Council Liaisons could include:

- Changes to membership
- Additional groups appropriate to have a council or staff liaison
- Policy for selection and rotation of councilmembers to these groups
- Expectations (frequency, type of information) for reporting to the Council
- The level of activity that liaisons play

Policy Objectives

Per [Minnesota Statute 424a.04\(1a\)](#) the three municipal trustees of a Firefighter Relief Association must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

Racial Equity Impact Summary

NA

Budget Implications

NA

Staff Recommendations

NA

Requested Council Action

Motion to approve a Resolution designating appointments to various groups and committees, including the Fire Relief Association.

Prepared by: Katie Bruno, Deputy City Clerk

- Attachments:**
1. Resolution
 2. List of Recent Liaisons
 3. MN Statute 424A.04
 4. 2023 City Liaison Attendance

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 8th day of January, 2024 at 6:00 p.m.

The following members were present:

and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION DESIGNATING REPRESENTATIVES TO VARIOUS GROUPS
AND COMMITTEES INCLUDING THE FIREFIGHTER RELIEF ASSOCIATION**

WHEREAS the Council appoints the following individuals to serve on the following groups and organizations; and

Group/Organization/Activity	2024
Northeast Youth & Family Services Board, Roseville Board Member	
North Suburban Communications Commission/North Suburban Access Corporation Board, Board Member	
Ramsey County League of Local Governments, Roseville Representative	
Visit Roseville	
Rice/Larpenteur Alliance Executive Committee	
Rice/Larpenteur Neighborhood Livability & Events Committee	
Rice/Larpenteur Economic Development & Transportation Committee	

Council Standing Subcommittees	2024
City Manager Performance Review	
Council Representative to Legislative Work	

WHEREAS, Per Minnesota Statute 424A.04 Subdivision 1 (a), the three municipal trustees to the Fire Relief Board must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) of the City of Roseville, Minnesota (the ‘City’), that the Council designate:

1. Mayor Roe as the elected municipal representative to the Roseville Firefighter Relief Association, and;
2. The City Manager as the municipal representative to the Roseville Firefighter Relief Association.

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

the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
s) s
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 January 8, 2024 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8th day of January, 2024.

Patrick Trudgeon, City Manager

(Seal)

Group/Organization/Activity	2021	2022	2023
Northeast Youth & Family Services Board, Roseville Board Member	Groff	Groff	Groff
North Suburban Communications Commission/North Suburban Access Corporation Board, Board Member	Roe	Roe	Roe Groff (Alternate)
Ramsey County League of Local Governments, Roseville Representative	Strahan	Strahan	Schroeder
Roseville Fire Relief Association, Board of Trustees, Ex-officio members	City Manager, Roe, Fire Chief	City Manager, Roe, Fire Chief	City Manager, Roe, Fire Chief
Visit Roseville	Groff Sept. 2020-Aug. 2023	Groff Sept. 2020-Aug. 2023	Groff
Rice/Larpenteur Alliance Executive Committee	Roe	Roe	Roe
Neighborhood Livability & Events Committee	Etten	Etten	Etten

Council Standing Subcommittees	2021	2022	2023
City Manager Performance Review	Etten, Willmus	Etten, Willmus	Etten, Schroeder
Council Representative to Legislative Work	Strahan	Strahan	Strahan

424A.04 VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.

Subdivision 1. **Membership.** (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

(b) A relief association that is a subsidiary of an independent nonprofit firefighting corporation must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association, two trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated, and one trustee must be the fire chief serving with the independent nonprofit firefighting corporation. The bylaws of a relief association may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The two municipal trustees must be elected or appointed municipal officials, selected as follows:

(1) if only one municipality contracts with the independent nonprofit firefighting corporation, the municipal trustees must be two officials of the contracting municipality who are designated annually by the governing body of the municipality; or

(2) if two or more municipalities contract with the independent nonprofit corporation, the municipal trustees must be one official from each of the two largest municipalities in population who are designated annually by the governing bodies of the applicable municipalities.

(c) The municipal trustees for a relief association that is directly associated with a fire department operated as or by a joint powers entity must be the fire chief of the fire department and two trustees designated annually by the joint powers board. The municipal trustees for a relief association that is directly associated with a fire department service area township must be the fire chief of the fire department and two trustees designated by the township board.

(d) If a relief association lacks the municipal board members provided for in paragraph (a), (b), or (c) because the fire department is not located in or associated with a municipality or joint powers entity, the municipal board members must be the fire chief of the fire department and two board members appointed from the fire department service area by the board of commissioners of the applicable county.

(e) The term of the appointed municipal board members is one year or until the person's successor is qualified, whichever is later.

(f) A municipal trustee under paragraph (a), (b), (c), or (d) has all the rights and duties accorded to any other trustee, except the right to be an officer of the relief association board of trustees.

(g) A board must have at least three officers, who are a president, a secretary and a treasurer. These officers must be elected from among the elected trustees by either the full board of trustees or by the relief association membership, as specified in the bylaws. In no event may any trustee hold more than one officer position at any one time. The terms of the elected trustees and of the officers of the board must be specified in the bylaws of the relief association, but may not exceed three years. If the term of the elected trustees

exceeds one year, the election of the various trustees elected from the membership must be staggered on as equal a basis as is practicable.

Subd. 2. Fiduciary duty. The board of trustees of a relief association shall undertake their activities consistent with chapter 356A.

Subd. 2a. Fiduciary responsibility. In the discharge of their respective duties, the officers and trustees shall be held to the standard of care specified in section 11A.09. In addition, the trustees shall act in accordance with chapter 356A. Each member of the board is a fiduciary and shall undertake all fiduciary activities in accordance with the standard of care of section 11A.09, and in a manner consistent with chapter 356A. No fiduciary of a relief association shall cause a relief association to engage in a transaction if the fiduciary knows or should know that the transaction constitutes one of the following direct or indirect transactions:

- (1) sale or exchange or leasing of any real property between the relief association and a board member;
- (2) lending of money or other extension of credit between the relief association and a board member or member of the relief association;
- (3) furnishing of goods, services, or facilities between the relief association and a board member; or
- (4) transfer to a board member, or use by or for the benefit of a board member, of any assets of the relief association. A transfer of assets does not mean the payment of relief association benefits or administrative expenses permitted by law.

Subd. 3. Conditions on relief association consultants. (a) If a volunteer firefighter relief association employs or contracts with a consultant to provide legal or financial advice, the secretary of the relief association shall obtain and the consultant shall provide to the secretary of the relief association a copy of the consultant's certificate of insurance.

(b) A consultant is any person who is employed under contract to provide legal or financial advice and who is or who represents to the volunteer firefighters relief association that the person is:

- (1) an actuary;
- (2) a certified public accountant;
- (3) an attorney;
- (4) an investment advisor or manager, or an investment counselor;
- (5) an investment advisor or manager selection consultant;
- (6) a pension benefit design advisor or consultant; or
- (7) any other financial consultant.

History: 1979 c 201 s 14; 1980 c 607 art 15 s 12; 1981 c 224 s 210; 1983 c 219 s 8; 1989 c 319 art 8 s 27; 2000 c 461 art 15 s 10; 1Sp2001 c 10 art 16 s 1; 1Sp2005 c 8 art 9 s 14; 2009 c 169 art 10 s 38; 2012 c 286 art 12 s 16; 2018 c 211 art 14 s 19

City Council Liaisons	2023
	Attendance
Northeast Youth and Family Services Board (Groff)	9 of 9 meetings
North Suburban Cable Commission/North Suburban Access Corporation (Roe)	6 of 6 meetings
Ramsey County League of Local Governments (Schroeder)	10 of 12 meetings
Visit Roseville (Groff)	4 of 6 meetings
Roseville Fire Relief Association (Roe)	6 of 6 meetings
Roseville Fire Relief Association (City Manager)	6 of 6 meetings

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 7.h.

Department Approval



City Manager Approval



Item Description: Consider City Council and Advisory Commission Rules of Procedure

Background

Each year, the City Council reviews the City Council and Advisory Commission Rules of Procedure for ways to best conduct City business. The Rules of Procedure were last modified on January 10, 2022. (Attachment 1).

At the joint meeting with the Planning Commission on October 16, 2023, the City Council heard a request by the Planning Commission to allow its members to add discussion items to their agenda to determine if a majority of Commission members are interested in exploring the topic further (Attachment 2). While the City Council felt that the Planning Commissioners should always feel free to bring up items for discussion and determine if there was enough interest to pursue the topic, the City Council thought it might be worth exploring whether the City Council and Advisory Commission Rules of Procedure should be clarified to allow all Commissions to bring up items for discussion absent direction by the City Council. (Attachment 3) If there is interest in allowing Commission members to bring forward agenda items, the City Council should review Rule 9 of the City Council and Advisory Commission Rules of Procedure and determine how that section should apply to Advisory Commissions.

The City Council should also discuss allowing virtual participation by Council members, Advisory Commission members, staff, and members of the public at meetings. While there are currently limits on when and how City Council and Advisory Commission members can participate at City meetings, it may be good to have guidance in the Rules of Procedure on when virtual participation at City meetings is allowed, especially as it relates to members of the public.

Policy Objectives

Ensuring that clear and defined procedures for conducting City Council and Commission meetings is important in providing transparency and building trust with the public that City business will be conducted in a fair and consistent manner.

Racial Equity Impact Summary

A virtual format may promote additional participation from those who have barriers to in-person attendance. Virtual meetings reduce the economic and transportation-related barriers that often discourage women, individuals with disabilities, and people who are employed in shift work from attending in-person evening meetings.

Budget Implications

Not applicable

Staff Recommendations

39 The City Council should discuss the current City Council and Advisory Commission Rules
40 and Procedure and determine if any changes should be made. If no changes are desired,
41 no further action is needed and the current Rules of Procedure will remain in effect.

42
43 **Requested Council Action**

44 The City Council should discuss the current City Council and Advisory Commission Rules
45 and Procedure and determine if any changes should be made. If no changes are desired,
46 no further action is needed and the current Rules of Procedure will remain in effect.

47
48 **Prepared by:** Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

- 49 **Attachments:**
- 1. Adopted City Council and Commissions Rules of Procedure
 - 2. Planning Commission Memo for Joint Meeting 10.16.23
 - 3. City Council meeting minutes October 16 2023
 - 4. BENCH HANDOUT

Revised January 10, 2022

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The City adopts Rosenberg's Rules of Order for all meetings.

Rule 2 Electronic and/or Paper Agenda Packets

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

Rule 3 Public Comment

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

- a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 6 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 7 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 8 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 9 Agenda

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

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Council Direction on Councilmember Initiated Agenda Items

89 9) Approval of Minutes

90 10) Consent Agenda

91 11) Future Agenda Review, Reports, and Announcements - Council and City
92 Manager

93 12) Adjourn

94
95
96 * Business Items may include Presentations, Discussions, Public Hearings, Work Session Items,
97 and/or other Council Actions, as appropriate.

98
99 The Council will schedule a 10-minute break approximately two hours after the start of meeting.

100
101 Councilmembers are encouraged to introduce new items including background information and
102 supporting materials for discussion and possible action. Councilmembers have the right to place
103 items on the agenda as follows:

104
105 1. A Councilmember may, at a council meeting, request that an item be placed on a
106 future council agenda, or;

107
108 2. A Councilmember may make a request for an agenda item outside of a council
109 meeting by submitting an email request to the city manager, no later than noon of the
110 Wednesday preceding the council meeting.

111
112 An agenda item submitted per 1 or 2 above will be included on the agenda for the next council
113 meeting under the heading "Council Direction on Councilmember Initiated Agenda Items" at
114 which time the Council, on consideration of any preliminary material provided by the initiating
115 Councilmember for inclusion in the meeting packet, will by motion provide direction as to
116 whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

117
118 Additionally, a Councilmember may request the addition of an agenda item at the same meeting
119 at which the item is proposed to be addressed. However, the addition of such an agenda item shall
120 require the approval of a majority of the Councilmembers present.

121 122 **Rule 10 City Council Task Force or Subcommittee Formation**

123 The Council may, as issues arise, establish a two-member task force to study the issue. The
124 membership will be agreed upon by the City Council majority. The task force will have a specific
125 topic or issue to address and the task force will report its findings or recommendations by a
126 specific deadline established by the Council.

MEMORANDUM



Date: October 16, 2023

To: Mayor Roe
Members of the City Council

From: Planning Commission

RE: Review of Planning Commission's Purpose, Scope, Duties and Functions

At the request of the City Council, the Commission has discussed our purpose, scope, duties and functions to determine if changes could be made to improve the Commission experience. This topic was introduced to the Commission by Council member Etten on June 7th, then discussed by the Commission on three additional occasions, including meetings on July 5th, August 2nd, and October 4th. After thoughtful conversation, and recognition of the statutory role the Planning Commission is required to fulfill, the Commission built consensus surrounding the following four items the Commission is requesting the City Council consider adding to the Planning Commission's purpose, scope, duties, and functions:

1. Adjust/amend the announcement at Planning Commission meetings to better explain the Commission's limited role in specific applications and the level of influence afforded to the Commission during the public hearing/meeting process. Encourage broader City-wide communication efforts (City newsletter) centered on the role of the Planning Commission in an effort to better inform the public and to help provide greater context in advance of specific land use requests that might impact their neighborhoods.
2. Consider having an opportunity for more than one joint meeting per year to discuss topics that may arise during the course of conducting regular commission business.
3. Consider adding a 'sketch plan' process to allow for informal Planning Commission input on projects before applications are submitted.
4. Allow Commission members to add discussion items to Planning Commission agendas to determine if a majority of the Commission is interested in exploring the topic further. Items whereby a majority of the Commission agree needs examining will be brought forward to the City Council for direction.

The Commission collectively finds that implementation of the above noted items would enhance the quality of work conducted by the Commission and serve to better engage Commissioners and the community in the work of the Planning Commission. Thank you.

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Councilmember Schroeder appreciated the MAC for working on some positive solutions for this and working with the Police Department very closely. She thanked the MAC for all the work that has been done.

Mayor Roe explained regarding the MAC not being directed by the City Council was intentional because people can engage as they are able to and there is not a formal process with an expectation of strict attendance rules. He thought that arrangement made sense.

Mr. Newby agreed and thought the MAC could give regular updates to the City Council or reporting for the Council to see.

Mayor Roe and the City Council thanked the MAC for their update.

Recess

Mayor Roe recessed the meeting at approximately 6:27 p.m., and reconvened at approximately 6:30 p.m.

b. Joint Meeting with the Planning Commission

Planning Commission Chair Michelle Pribyl briefly highlighted this item as detailed in the Request for Council Action and related attachments dated October 16, 2023.

Planning Commission Members present were: Chair Pribyl; Commissioners McGehee, Kruzel, Aspnes, Bjorum and Bauer.

Chair Pribyl highlighted a few of the work plan items the Planning Commission spent time on in 2022-2023. She indicated the Commission would like the Council to consider adding a sketch plan review process as a part of the Planning Commission tasks.

Mayor Roe explained as a previous Planning Commission member, he did not want the Planning Commission to feel so constrained that all the Commission can do is to say yes or no to a proposal based on whether it meets the City Code. He thought one of the legitimate and important roles the Commission has is hearing something, if it seems fairly clear to the Commission that something in the Code is not working properly, then a legitimate outcome of consideration of the proposal could be to say either the Commission recommends denial for these reasons or tabling it in order to work on the Code or not make a recommendation and ask the Council if the Commission should look at a particular issue or those types of things. He noted it can be easy to think all that needs to be done is to check the Code and if it matches that is the end of it but he did not want the Commission to feel they were powerless to do anything else.

Councilmember Schroeder agreed because she was looking at one of the Planning Commission items that says, “allow Commission members to add discussion items”. She indicated the Commission was always allowed to do that so she was a little surprised to see that in the information, based on what the Mayor just said. He noted if something were to come up, the Commission could add it to their agenda and talk about it and she hoped the Commission already knew it was something they could do.

Commissioner McGehee thought the issue was because there is not any place on the agenda for the Commission to add anything like that.

Mayor Roe suggested this be looked at because the City has Council’s Rules of Procedure that applies to the City Council and Commissions. Part of that applies to the Council and to the extent that there may be a lack of clarity or good direction to Commissions, he thought the City Council could certainly work on that.

Councilmember Strahan stated as the Commission is looking at items, she appreciated all of the discussions between the Commission in making decisions. She stated the minutes help her when the items come to the Council for a decision. She thought as the City comes to the Sacred Settlement legislation with the State of Minnesota the Planning Commission can help the City apply how that works for Roseville and if there is anything in particular the City needs to do to make sure the City can comply with the law would be very helpful. She appreciated the continued effort to work towards sustainability, but thought even a step further, in her mind, is the walkability of Roseville. She asked if anything can be done within the City’s ability to focus on that. She noted the Commission listed some properties for potential land use applications, and she saw a couple others that are sizable and should probably be on the Commission’s radar as well.

Councilmember Groff stated he finds these things to be interesting because he struggled with the exact same things when he was on the Commission. He hoped some movement forward could be made, noting there was confusion while he was on the Commission about what the Commission was allowed to do.

Mayor Roe indicated regarding the sketch plan review that is a process, in one form or another, that Roseville has done in the past and even some have been done before the City Council at times. One thing the Council set up when the process was revised a number of years ago related to open houses and the notion the City was hearing from residents that residents do not hear about the projects until it is before the City Council. So, hopefully, the open house process has helped people become aware of projects. He wondered if the Planning Commission review should happen before a neighborhood meeting so the developer can understand what some of the issues are that they need to pay attention to when there is an open house.

Chair Pribyl thought it would be helpful to have it as early as possible. Coming from the other side of the table and being an architect, they prefer getting input from jurisdiction as early as possible, so they are not headed down a road that in the end is not going to be something that is enjoyed by the community. She thought the sooner the better and just in terms of procedural element, having it before the open house also gives everyone more time to deal with it rather than having an open house and then a fixed schedule, limitation of time, before a decision is before the Council.

Councilmember Schroeder thought that was a good point because one of the feedback items she gets is that people come and talk and then feel there is nothing they can do or that the decision is already made. She thought if the City allows people to come earlier in the process, maybe they would feel a bit more heard versus when it is already done.

Commissioner Kruzel thought the City needed to make sure to communicate that as well because by the time people hear about a project, it seems to be already done and cannot be changed.

Commissioner McGehee thought sometimes there was a mismatch between the expectations of the community and what the City can do. They may be able to change the zoning in the future to accommodate some of the issues that come up, but it cannot be changed on the fly when the person has their materials there. She thought if the process began with the staff and developer meeting with the community before the developer has put massive amounts of money and effort into having his plan that he is now rolling out in the community, that is the key. She noted the developer, least of all, wants to make a lot of changes when people come before the Planning Commission. She suggested the planning department or a subset of the group participate in that neighborhood open house. She thought that good developers really do want to have their projects accepted to work with the community to the extent they can, but they do not want to be in the position of being forced to do something that they do not want to do also.

Commissioner Bjorum concurred and thought the key to the whole sketch plan process is that it is an informal presentation. It is extremely helpful to just get preliminary sketches, renderings, or something in front of people to get their feedback. But what helps this side of things, is that it puts notes on paper and when that comes to the Commission formally, the Commission has the information previously discussed that were important. This would give the Commission a much more objective look at whether or not this meets the intent of what the City wants the Planning Commission to look at.

Mayor Roe thought that was a great point and something he was going to mention as well, having a sort of single reference document that tracks that feedback and developer response through the process, regardless of whether a sketch plan step is

done or not. He thought that improvement would be helpful and a valuable role for the Planning Commission to play. He could see how that would work and thought they would need to think about the parameters around which types of proposals sketch plans would be done for. He suggested it would be a good idea to get feedback from staff and a development perspective too.

Mayor Roe wondered if there was a way to have a representative or two from the Commission, especially on larger proposals that might be controversial, to attend the Council consideration of that item to make a couple of remarks to summarize the discussion that the Commission had and some of the issues or concerns.

The Council liked the idea of a tracking report from the beginning of a project up to the point it is before the Council because it would help the City to see if there is anything that needs to be looked at and possibly changed in the Code that may not be working.

Chair Pribyl asked whether there was consideration for what the Planning Commission was looking at was incentivizing sustainability. She wondered if that was of interest to the Council, to keep going down that path.

Mayor Roe did not think the Council had a problem with looking at it from that perspective and it made a lot of sense to do that. He thought there was some concern about how bonuses worked and how they worked in conjunction with other bonuses the City already had in the Code.

Commissioner McGehee explained she has a different take on sustainability from anybody here. For her, if there was a pattern or objections that the City had over the past year and a half, it was density in subdivisions. If the City looks seriously at sustainability and realizes that the City has the highest impervious surface of any of the metro area cities, then when they talk about increased density they are talking about increased impermeable surface, fewer trees, and more water runoff and flooding issues, so there are two angles to consider. There is an incentive angle and there is also a zoning issue where the City thinks about the community at large. She thought the City should pay attention to both sides of sustainability. The other one is the environmental side and what kind of environment is the City creating in terms of air quality, health, noise, traffic, all of those things that are impermeable surface is a part of that. When looking at the Zoning Code, she was surprised and thought there were things within the Code that could be looked at.

Mayor Roe thought this was always the challenge because ultimately, even if there are objections, those objections often do not rise to the level of something that is actually not allowed in the Code. So, the City is not able to do anything but approve the project, but the City can try to deal with issues as early in the process as possible.

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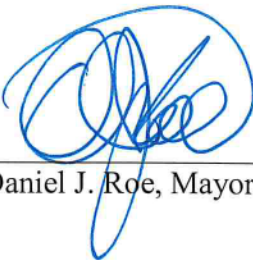
Mayor Roe and the City Council appreciated the joint meeting and indicated the Planning Commission can come to the City Council anytime with questions.

- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approval of City Council Minutes**
- 10. Approve Consent Agenda**
- 11. Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager**
City Manager Patrick Trudgeon reviewed the October 23, 2023 City Council meeting, November 6, 2023 EDA meeting and the November 6, 2023 City Council meeting.
- 12. Adjourn**
Strahan moved, Groff seconded, adjournment of the meeting at approximately 7:13 p.m.

Roll Call

Ayes: Groff, Strahan, Schroeder, and Roe.

Nays: None.



Daniel J. Roe, Mayor

ATTEST:



Patrick J. Trudgeon, City Manager

Possible new Rule 6:
(other rules to be renumbered to accommodate)

Roe; 1/5/24

Rule 6 Commission Meeting Order of Business

Commission meetings shall generally follow an Order of Business that includes, at a minimum, the following: Roll Call, Approval of the Agenda, Public Comment, Business Items, and Approval of Minutes, and may include (at the Commission's discretion) a Future Agenda Review agenda item, during which commissioners may propose, and the Commission may discuss and approve, the inclusion of agenda items for future meetings. A Commission may, at its discretion, adopt the procedure in the City Council Agenda rule, or a similar procedure, for the proposal and consideration of new agenda items.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

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	\$1,798,235.49
108287-108521	\$1,354,568.22
Total	\$3,152,803.71

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.

Requested Council Action

Motion to approve the payment of claims as submitted.

31

32

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval 01.08.2024

33

Bank Reconciliation

Board Audit

User: Joshua.Kent
 Printed: 01/02/2024 - 9:28AM
 Date Range: 11/29/2023 - 01/02/2024
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	5,797.91
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	78,472.56
108469	Storm Combatives Training and Consul	FIT March 11-15, 2024	12/20/2023	3,297.00
Total for Department: 00 General Function				87,567.47
Department: 01 General Government				
0	4Imprint-CC	Swag for POC Conference	12/12/2023	404.71
0	Adam's Pest Control Inc	Small flies service	11/29/2023	559.00
0	Alleycat's Gourmet Sandwiches-CC	Arb volunteer appreciation lunch	12/12/2023	383.84
0	Aloft Austin-CC	Conference Hotel	12/12/2023	1,254.95
0	Arrowwood Resort-CC	MN GFOA Conference Rooms	12/12/2023	1,634.52
0	Background Investigation Bureau - CC	Background Checks	12/12/2023	267.89
0	DG Minnesota CS 2021, LLC	Solar Billings Oct 2023	11/29/2023	2,235.08
0	DG Minnesota CS 2021, LLC	Solar Billing November 2023	12/27/2023	1,542.22
0	D'Lanie Perry	Mileage and Parking Reimbursement	11/29/2023	83.27
0	Dollar Tree-CC	Arb volunteer recognition supplies	12/12/2023	10.74
0	Erickson, Bell, Beckman & Quinn P.A.	Prosecution Services through 10/31/23	11/29/2023	14,239.00
0	Erickson, Bell, Beckman & Quinn P.A.	Prosecution Services through Nov 30,	12/20/2023	14,358.00
0	Fikes, Inc.	Restroom Supplies	12/06/2023	502.80
0	Fikes, Inc.	Restroom Supplies	12/13/2023	323.71
0	Impark-CC	Parking	12/12/2023	15.00
0	Jimmy John's- CC	Lunch at conference	12/12/2023	11.46
0	Kath Fuel Oil Service, Inc.	ULS Dyed Nordic B35	12/13/2023	788.15
0	League of MN Cities-CC	2023 Fall Forumms - R. Schroeder	12/28/2023	30.00
0	Lunds & Byerlys-CC	Arboretum volunteer recognition	12/12/2023	8.99
0	Mailchimp-CC	Standard Plan 5000 Contacts	12/12/2023	100.00
0	Mavericks-CC	Lunch w/ Mayor	12/28/2023	20.82
0	McGough Property Management, LLC	Management Fee	12/13/2023	15,832.48
0	Michelle Pietrick	GFOA Conference Meals Reimbursed	12/20/2023	78.68
0	MSP Airport-CC	Parking at airport during conference tr	12/12/2023	144.00
0	Mystic Lake-CC	Conference Hotel	12/28/2023	356.07
0	Nitti Sanitation-CC	October Service	12/12/2023	776.11
0	Phil Weix	Mileage Reimbursement for Accountir	11/29/2023	52.40
0	Pine Tree Apple Orchard-CC	Volunteer Recognition - arboretum	12/12/2023	73.86
0	Reference-CC	Driving Records	12/28/2023	43.00
0	Roseville Rotary-CC	Rotary	12/12/2023	360.67
0	Sam's Club-CC	Arboretum volunteer recognition supp	12/12/2023	60.45
0	Sandstrom Land Management, LLC	CH Fall Cleanup	12/06/2023	1,690.00
0	SignUpGenius-CC	Gold Annual Subscripton	12/28/2023	271.82
0	Smartpress-CC	Job Fair Supplies	12/12/2023	195.57
0	Suburban Ace Hardware-CC	GFCI Receipt	12/12/2023	29.99
0	T Mobile-CC	Cell Phone - R. Boggs	12/28/2023	29.32
0	Target- CC	Water	12/12/2023	15.76
0	TimeSaver Off Site Secretarial, Inc.	Council, etc meetings	12/06/2023	617.75
0	Uber-CC	Airport to conference hotel ride	12/12/2023	65.77
0	US Bank-Non Bank	October 2023 Terminal Charges	12/11/2023	2,598.56
0	Veracruz All Natural TX- CC	Breakfast at conference	12/12/2023	12.13
0	Volgistics-CC	volunteer database	12/12/2023	234.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Walmart-CC	Tide	12/12/2023	43.22
0	Xcel Energy	December Xcel Billings	12/13/2023	9,532.23
0	Yale Mechanical	Repairs	12/13/2023	1,365.93
0	Yale Mechanical	Fall Maintenance - Maint Garage	12/27/2023	3,774.00
108288	Anchor Solar Investments, LLC	Solar Leasing	11/29/2023	1,700.33
108289	API Garage Door	Pub Works Door Repairs	11/29/2023	1,618.00
108307	Kennedy & Graven, Chartered	RS 160 Retainer and Expenses	11/29/2023	16,844.51
108347	David R. Cantu	December Billings	12/06/2023	432.00
108354	Metropolitan Courier Corp.	Services for the month of November 2	12/06/2023	796.39
108360	NFP Insurance Services, Inc.	BSwift Fee Nov 2023	12/06/2023	690.20
108366	Shred-N-Go, Inc.	Admin Shredding Services	12/06/2023	71.89
108369	Trans Union, LLC	Credit Checks	12/06/2023	150.18
108375	API Garage Door	Door Repair, Pub Works	12/13/2023	219.00
108382	CL Bensen Company, Inc.	Filters	12/13/2023	703.80
108384	Dell Marketing, L.P.	Admin - Monitor, keyboard, mouse	12/13/2023	423.20
108396	Huebsch, Inc.	Floor Mats	12/13/2023	1,183.28
108398	Kennedy & Graven, Chartered	General, September Services	12/13/2023	16,078.60
108401	Linn Building Maintenance	General Cleaning for December 2023	12/13/2023	8,626.00
108426	API Garage Door	Pub Works Garage Door Repairs	12/20/2023	6,600.00
108439	Dell Marketing, L.P.	Monitor - S. Prather	12/20/2023	136.88
108490	Deluxe Corp.	DBA ICR Deposit Ticket Books	12/27/2023	443.64

Total for Department: 01 General Government

133,745.82

Department: 02 Public Safety

0	4Imprint-CC	Outreach Supplies - Stress balls for C/	12/12/2023	312.12
0	Aldi-CC	Employee recognition	12/28/2023	40.00
0	Amanda Krinke	Tuition Reimbursement	12/20/2023	1,500.00
0	Amazon.com- CC	Laundry Pods, HDMI cable	12/12/2023	401.51
0	Amazon.com- CC	Coffee filters	12/28/2023	790.22
0	Ancom Technical Center	Repairs	12/20/2023	280.00
0	Arrowwood Resort-CC	Conference Hotel	12/28/2023	234.52
0	Axon-CC	Camera Mount	12/28/2023	89.85
0	BCA-CC	Training - M. Kahl	12/12/2023	500.00
0	Brueggers Bagels- CC	Training Meal	12/28/2023	23.83
0	Burger Bar-CC	Conference meal	12/28/2023	29.30
0	Canis Callidus-CC	Part backordered - will be refunded	12/12/2023	133.95
0	Car Wash Partners	November wash services	12/20/2023	368.00
0	Cari McCollor	PD Tuition Reimbursement	12/20/2023	1,500.00
0	Caribou Coffee- CC	Ttraining Meal	12/12/2023	176.22
0	Chipotle- CC	Training meal	12/12/2023	51.96
0	Chipotle- CC	Training Meal	12/28/2023	43.90
0	Christine Marston	Reimbursement for Human Trafficking	12/20/2023	277.02
0	City of Maplewood	East Metro Training Facility	12/27/2023	2,250.00
0	City of St. Paul	Canine Boarding 9/28 - 10/1/23	12/20/2023	2,355.00
0	Convention Center-CC	Parking for outreach	12/28/2023	15.00
0	Costco-CC	Food/Supplies for Family Support Nig	12/12/2023	360.90
0	Costco-CC	Food/Supplies Instacart	12/28/2023	610.19
0	CPR Certified Trainer-CC	CPR Class	12/12/2023	174.00
0	Craguns Lodge - CC	Conference Hotel	12/12/2023	644.25
0	Cub Foods- CC	Training Drinks	12/28/2023	18.54
0	Dairy Queen-CC	Training treats	12/28/2023	27.07
0	Days Inn-CC	Home ARP - Hotel Room	12/12/2023	135.00
0	Dollar General-CC	Tracphone	12/12/2023	59.53
0	Dollar Tree-CC	Supplies for Family Support Night	12/12/2023	12.08
0	Dollar Tree-CC	Home ARP Grant supplies	12/28/2023	43.14
0	Ebay Inc-CC	Mic Attachement	12/12/2023	88.44
0	Ebay Inc-CC	Radio Equipment	12/28/2023	137.31
0	Emergency Apparatus Maint. Inc	Pump Test - Engine E-633	12/06/2023	1,505.43
0	Emergency Automotive Tech Inc	Soundoff MPower 4" 12 LED Dual Cc	12/06/2023	249.90
0	Emergency Automotive Tech Inc	Vehicle Supplies	12/13/2023	142.79
0	Five Guys-CC	Training Meal	12/28/2023	93.87
0	Goodwill-CC	Training Items	12/28/2023	80.05

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Hey Dude Shoes-CC	Uniform Boots	12/28/2023	79.99
0	House of Coates-CC	Training Meal	12/28/2023	47.34
0	HudsonNews-CC	Water	12/28/2023	3.09
0	IDville-CC	Ink and blank cards for ID printer	12/12/2023	161.90
0	Ikea-CC	Training Supplies	12/28/2023	31.98
0	IStorage Blaine-CC	Home ARP Grant - storage	12/12/2023	140.40
0	Jersey Mikes Subs-CC	Training Meal	12/12/2023	35.59
0	Jersey Mikes Subs-CC	Training Meal	12/28/2023	72.75
0	Jimmy John's- CC	Training Meal	12/12/2023	39.31
0	Jimmy John's- CC	First Resp Training Meal	12/28/2023	471.79
0	Keys Cafe & Bakery-CC	Training Meal	12/12/2023	167.69
0	Keys Cafe & Bakery-CC	Training Meal	12/28/2023	122.41
0	KwikTrip-CC	Training - Water	12/12/2023	8.98
0	La Tapatia-CC	Training Meal	12/28/2023	151.33
0	Lund Food Holdings-CC	Training	12/12/2023	44.99
0	Lunds & Byerlys-CC	Food for family support night	12/12/2023	92.82
0	Lunds & Byerlys-CC	Water	12/28/2023	12.58
0	Marathon Oil-CC	Propane filled	12/12/2023	36.00
0	Masa Consulting, Inc.	Mental Health Suppor Services for No	12/06/2023	4,600.00
0	Masa Consulting, Inc.	Mental Health support survices for No	12/20/2023	2,500.00
0	McDonalds-CC	Conference Meal	12/28/2023	9.23
0	Menards-CC	Propane torch kit	12/12/2023	39.72
0	Menards-CC	Paint, batteries, supplies	12/28/2023	189.50
0	MESH-CC	Training Course	12/28/2023	30.00
0	Metro Transit-CC	Home ARP - Transit Card	12/12/2023	40.00
0	Metro Transit-CC	Home ARP Grant - ride card	12/28/2023	20.00
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	2,160.04
0	MN Fire Service Certification Board	Fire Officer Certification Exam - Reill	11/29/2023	126.00
0	Mn Law Enforcement-CC	Conference Fee	12/28/2023	520.00
0	MN State Colleges-CC	PD TRaining	12/28/2023	318.00
0	Motel 6 - CC	Home ARP Grant - Motel Rooms	12/12/2023	245.14
0	Motel 6 - CC	Home ARP Grant motel room	12/28/2023	149.38
0	MSP Airport-CC	Parking - Denver Conference	12/28/2023	72.00
0	Nitti Sanitation-CC	October Service	12/12/2023	230.74
0	Office Depot- CC	Case	12/12/2023	16.10
0	Pioneer Press-CC	16 week online subscription	12/12/2023	1.00
0	PLEAA-CC	Registration - A. Cuddihy	12/12/2023	166.65
0	PLEAA-CC	PLEAA TRaining	12/28/2023	41.20
0	Reid Larson	Reimbursemet for damaged watch	12/20/2023	18.41
0	Safe Life Defense-CC	Vests for CSO's	12/28/2023	554.57
0	SFM-Non Bank	Invoice #22796, Fire Idemnity	12/11/2023	2,161.38
0	Speedway-CC	Food for officers during incident	12/12/2023	22.85
0	Stout St Social Denver-CC	Conference Meal	12/12/2023	26.00
0	Streicher's	Uniform - E. Reski	12/20/2023	4,390.71
0	Suburban Ace Hardware-CC	Tape/Wire	12/28/2023	145.08
0	Sun Country -CC	Baggage Fees	12/12/2023	45.00
0	Target- CC	Phone Case	12/12/2023	103.09
0	Target- CC	Home Arp Grant grocery	12/28/2023	433.66
0	Tavern Grill-CC	Training Meal	12/12/2023	183.18
0	Tipsy Steer-CC	Training Meal	12/12/2023	57.31
0	Tracfone-CC	tracfone plan	12/12/2023	22.72
0	U of M Duluth Athletics-CC	Explorers - UMD Hockey Game	12/28/2023	125.00
0	Uber-CC	Home ARP Grant - ride	12/12/2023	25.24
0	Uber-CC	Home ARP Grant ride	12/28/2023	7.00
0	UE Medical-CC	Single Use Blade	12/12/2023	457.00
0	Uline-CC	Desktop thermal transfer ribbons	12/12/2023	254.63
0	UPS Store- CC	Shipping fees	12/12/2023	12.72
0	Walgreens-CC	Home ARP Grant rx	12/28/2023	20.69
0	Wasp Bar Code-CC	Property room supplies	12/12/2023	304.38
0	Wellness Pharmacy-CC	Home ARP Grant - pharmacy	12/12/2023	6.00
0	Xcel Energy	Xcel November Billings	11/29/2023	3,012.38
0	Xcel Energy	December Billings	12/27/2023	4,098.14
0	Yale Mechanical	FD - Contract Maintenance	12/06/2023	4,522.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Zachary Wiesner	Reimbursement for K9 equipment/sup	12/20/2023	95.77
108288	Anchor Solar Investments, LLC	Solar Leasing	11/29/2023	371.91
108290	Aspen Mills Inc.	Nametag - C. Dubay	11/29/2023	44.55
108291	AT&T Mobility	Wireless, Account #287284171528	11/29/2023	758.40
108311	McKesson Medical-Surgical	BLD GLUC Test Strip, Lancet, Safety	11/29/2023	175.50
108313	MN State Fire Chiefs Associati	Membership Renewal - Roseville	11/29/2023	520.00
108318	Ramsey County	3rd Quarter Billing July 1st thru Sept 2	11/29/2023	50,574.90
108342	Aspen Mills Inc.	Clothing - T. Sweeny	12/06/2023	74.99
108346	Circle K Stores Inc.	November Washes	12/06/2023	65.00
108350	Henry Schein, Inc.	EcoVue Ultrasound Gel 20g NS	12/06/2023	114.29
108353	McKesson Medical-Surgical	Bandages	12/06/2023	45.98
108356	MN BCA	Background Checks	12/06/2023	66.50
108357	MN Dept of Labor and Industry	ELV-1013592 Elevator Annual Op	12/06/2023	100.00
108368	TK Elevator Corp.	Gold - Full Maintenance	12/06/2023	507.64
108376	Aspen Mills Inc.	Clothing - T. Larson	12/13/2023	657.77
108393	Henry Schein, Inc.	Berman Airway 40mm Infant	12/13/2023	37.44
108394	HM Cragg	Generator Repairs	12/13/2023	1,044.49
108401	Linn Building Maintenance	General Cleaning for December 2023	12/13/2023	1,400.00
108406	MN BCA	Background Checks	12/13/2023	33.25
108410	Ramsey County	Fleet Support Fee for November 2023	12/13/2023	305.76
108418	Twin Cities Transport & Recovery	Tow Charge	12/13/2023	975.00
108419	Verizon	Account #487223064-00001, Oct 27 -	12/13/2023	40.01
108424	AceK9	Ace WatchDog Service	12/20/2023	280.00
108427	Axon Enterprise, Inc.	Standard Battery Pack	12/20/2023	1,683.60
108428	Batteries Plus Bulbs	3V Lithium CR	12/20/2023	25.50
108430	Caliber Collision	Repairs on Squad 2302, RO# 3311048	12/20/2023	6,564.38
108435	Como Park Animal Hospital	Medical Examination/Boarding	12/20/2023	2,352.56
108437	Corporate Mark, Inc.	Clothing	12/20/2023	62.00
108441	Forest Lake Sportsmen's Club	Law Enforcement Rental	12/20/2023	360.00
108442	Galls, LLC	Clothing	12/20/2023	2,142.88
108445	Illinois Law Enforcement Admin Profe	2023 Illinois LEAP Conference Regist	12/20/2023	369.00
108446	Interstate All Battery Center	Batteries	12/20/2023	354.26
108448	John Alan Roberto	Santa Hats	12/20/2023	760.00
108449	K9 Storm Incorporated	K9 Storm Leash	12/20/2023	223.00
108452	Language Line Services	Interpretation Services	12/20/2023	252.80
108454	McKesson Medical-Surgical	Airway, Sharps Container, Bandages	12/20/2023	135.09
108455	Minnesota Occupational Health	Review Lead Questionnaires, Blood L	12/20/2023	1,230.00
108460	Performance Plus LLC	Preplacement Medical Exam, screens	12/20/2023	1,260.00
108461	Police Service Dogs, Inc.	DD Collar w no handle	12/20/2023	20.00
108466	Ramsey County	Fleet Support Fee for November 2023	12/20/2023	33,908.01
108467	SOS Office Furniture	Office Chairs	12/20/2023	678.00
108473	Tri-County Law Enforcement Assoc.	Annual Dues	12/20/2023	90.00
108474	Hua Truong	Rent Assistance CN#23500414	12/20/2023	300.00
108475	Twin Cities Transport & Recovery	Tow Charges	12/20/2023	2,135.00
108477	University of Minnesota Veterinary Me	Fecal Flotation	12/20/2023	43.20
108478	Verizon	Account 487223064-00004, Oct 27-No	12/20/2023	2,160.54
108482	BCA	Background Check	12/27/2023	33.25
108487	Comcast	Services 12/18/23 - 1/17/24	12/27/2023	111.65
108492	DVS Special Services	Vehicle tabs	12/27/2023	30.50
108495	Group Health Non-Patient A/R	Education Agreement 2023	12/27/2023	3,496.00
108513	Stryker Sales. LLC	RC-4, Patient Cable	12/27/2023	309.50

Total for Department: 02 Public Safety

169,339.54

Department: 03 Public Works

0	Airgas USA, LLC	Vehicle Supplies	11/29/2023	313.15
0	Allen Knoll	Union Purchase Reimbursement	12/20/2023	177.69
0	Amazon.com- CC	Engineer Rulers and Tape Measures	12/28/2023	126.20
0	Apple-CC	iCloud Storage	12/12/2023	1.98
0	APWA-CC	Conference Registration	12/12/2023	733.80
0	Barnes & Noble-CC	Training - Book	12/12/2023	26.84
0	Corporate Connection, Inc.	Clothing	12/20/2023	1,214.05
0	Emergency Automotive Tech Inc	Whelen Mini-Century Lightbar	12/20/2023	2,206.15

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Factory Motor Parts, Co.	Chill Winter blade, CCA700	12/13/2023	573.17
0	Factory Motor Parts, Co.	Halogen Sealed Beam	12/20/2023	458.68
0	Factory Motor Parts, Co.	Standard Miniature Lamps	12/27/2023	117.22
0	Fastenal Company Inc.	Vehicle Supplies	11/29/2023	188.75
0	Fastenal Company Inc.	Vehicle Supplies	12/06/2023	59.86
0	Fastenal Company Inc.	Veh Supplies	12/27/2023	230.30
0	Harbor Freight Tools-CC	Socket Tray, Putty Knives	12/28/2023	89.90
0	Home Depot- CC	Oil	12/28/2023	97.05
0	MacQueen Equipment	Debris HSE	12/27/2023	812.66
0	Mansfield Oil Company of Gainsville,	CONV 87 OCT E-10	11/29/2023	10,167.92
0	McMaster-Carr	Galvanized Steel Lanyard	12/13/2023	40.39
0	Menards-CC	Crack Filler	12/28/2023	11.89
0	Midway Ford Co.	FO*G Module	12/27/2023	640.20
0	MN Dept of Revenue-Non Bank	October 2023 Fuel Tax	12/11/2023	156.75
0	MN State Colleges-CC	Concrete Field Inspector Recertificatic	12/28/2023	750.00
0	Napa Auto Parts	Solenoid	11/29/2023	43.14
0	Napa Auto Parts	V-Belt	12/27/2023	69.04
0	Premium Waters Inc	Monthly Dec	12/13/2023	6.40
0	Premium Waters Inc	Coffee	12/27/2023	34.50
0	Pulstar-CC	Antennas for snow plows - Pub Works	12/28/2023	231.97
0	Snap On-CC	Vehicle Supplies	12/12/2023	155.50
0	Snap On-CC	Oper. Supplies	12/28/2023	82.80
0	Suburban Ace Hardware-CC	Grass Seed	12/28/2023	149.97
0	T Mobile-CC	Cell Phones	12/28/2023	483.51
0	Xcel Energy	Xcel November Billings	11/29/2023	14,964.75
0	Xcel Energy	December Xcel Billings	12/13/2023	17.60
0	Xcel Energy	December Billings	12/27/2023	14,556.77
0	Zarnoth Brush Works, Inc.	Elgin threaded Zarnoth disposiable gu	12/13/2023	3,400.00
108287	Allstate Peterbilt of South St. Paul	Filters	11/29/2023	45.80
108297	Cintas Corporation	Clothing	11/29/2023	42.70
108305	Jeff Belzers Roseville Chrysler Dodge .	Dodge Charger Repairs	11/29/2023	3,614.32
108308	Konrad Material Sales, LLC.	Deery 3723 Crack Sealant	11/29/2023	6,450.00
108317	Precision Landscape & Tree,Inc	Tree Removal	11/29/2023	2,927.50
108319	Ramsey County	REB Facility Transactions for Oct 202	11/29/2023	212.10
108329	Suburban Tire Wholesale, Inc.	Tires	11/29/2023	1,112.92
108340	1st Ayd Corporation	Moss Rubber 30in Doube Blade, All S	12/06/2023	114.64
108341	Alliant, Inc.	2023 Soil Health Testing Extension	12/06/2023	2,895.18
108344	Beehive Industries, LLC	October 2023 Enhancements	12/06/2023	375.00
108345	CES Imaging	SSP Minimum - Cannon TX3000MFP	12/06/2023	40.00
108381	Cintas Corporation	Clothing	12/13/2023	42.70
108387	E. G. RUD & SONS, INC.	Job No: 23.1152, Millwood Ave, St. P	12/13/2023	1,485.00
108391	Grainger Inc	Air Regulators, Pressure Gauge	12/13/2023	440.67
108408	Newman Signs, Inc.	EC-Film-Black, T-3M	12/13/2023	1,516.50
108412	Ruffridge Johnson Equipment, Inc.	Operating supplies	12/13/2023	934.21
108433	Cintas Corporation	Clothing	12/20/2023	42.70
108436	Compass Minerals America, Inc	1200 Tons of Road Salt per Minnesota	12/20/2023	116,821.61
108447	Jeff Belzers Roseville Chrysler Dodge .	Bottle - Cool	12/20/2023	3,449.23
108451	K-Tech Specialty Coating, Inc.	Beet Heet Concentrate	12/20/2023	3,220.25
108457	Newman Signs, Inc.	Signs	12/20/2023	3,974.26
108462	Powerplan BF	Vehicle Parts	12/20/2023	1,827.54
108463	Precise MRM, LLC	10 MB Flat Data Plan US with NAF	12/20/2023	744.00
108464	Precision Landscape & Tree,Inc	Tree Pruning	12/20/2023	5,400.00
108466	Ramsey County	Fleet Support Fee for November 2023	12/20/2023	109.20
108470	Suburban Tire Wholesale, Inc.	Tires	12/20/2023	532.00
108476	Universal Truck Service, LLC	Transmission maintenance	12/20/2023	1,615.55
108481	Allstate Peterbilt of South St. Paul	Air Filter	12/27/2023	34.72
108485	Cintas Corporation	Clothing	12/27/2023	85.40
108496	H & L Mesabi Company	Vehicle Supplies	12/27/2023	3,747.00
108498	Jeff Belzers Roseville Chrysler Dodge .	Hose - Radiat	12/27/2023	70.54
108514	Suburban Tire Wholesale, Inc.	Tires	12/27/2023	1,853.16
108515	Twin Cities Transport & Recovery	Tow Charge	12/27/2023	165.00
108516	Universal Truck Service, LLC	Transmitssion Services	12/27/2023	721.65

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Total for Department: 03 Public Works		220,053.60
		Total for Fund:100 General Fund		610,706.43

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 101 General Fund Donations				
Department: 02 Public Safety				
0	Amazon.com- CC	Dog Training Items	12/28/2023	316.97
0	La Tapatia-CC	Emp Recog. Meal	12/28/2023	119.10
0	PayPal-CC	Clickers	12/28/2023	28.00
0	Rock Creek Crates-CC	Dog crate	12/12/2023	3,233.45
Total for Department: 02 Public Safety				3,697.52
Total for Fund:101 General Fund Donations				3,697.52

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accou	11/29/2023	95.15
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	957.70
108355	Mission Construction	Erosion Control Escrow Refund - EC2	12/06/2023	3,000.00
108386	Chris DuBois	Erosion Control Escrow Refund - EC2	12/13/2023	1,000.00
108453	Leopardo Companies	Erosion Control Escrow Refund - EC2	12/20/2023	2,250.00
Total for Department: 00 General Function				7,302.85
Department: 03 Public Works				
0	MN State Colleges-CC	Grading & Base Inspector Recertificat	12/28/2023	250.00
0	SRF Consulting Group, Inc.	Cty Rd B and Snelling Pedestrian Imp	12/13/2023	13,525.60
0	T Mobile-CC	Cell Phones	12/28/2023	7.63
0	US Bank-Non Bank	October 2023 Terminal Charges	12/11/2023	2.32
108385	DLT Solutions, LLC	Subscription Renewals	12/13/2023	11,537.10
Total for Department: 03 Public Works				25,322.65
Total for Fund:103 Contracted Engineering Svcs				32,625.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 109 Information Technology				
Department: 01 General Government				
0	Metro-INET	Monthly IT Services	12/13/2023	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: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accot	11/29/2023	100.18
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	2,120.27
Total for Department: 00 General Function				2,220.45
Department: 01 General Government				
0	Adobe System-CC	Invoice 2577033045	12/28/2023	29.99
0	Pioneer Press-CC	subscription	12/28/2023	23.65
0	Star Tribune-CC	Subscription - No invoice	12/12/2023	49.27
Total for Department: 01 General Government				102.91
Total for Fund:110 Telecommunications				2,323.36

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 111 IT: Roseville Capital				
Department: 01 General Government				
108300	Dell Marketing, L.P.	New Desktop for PD	11/29/2023	1,930.75
108384	Dell Marketing, L.P.	PD Monitors	12/13/2023	4,469.95
Total for Department: 01 General Government				6,400.70
Total for Fund:111 IT: Roseville Capital				6,400.70

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	412.64
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	11,004.00
0	MN Dept of Revenue-Non Bank	October 2023 Sales Tax and Use	12/11/2023	3,556.72
108431	Central Park Foundation	Reimbursement for revenue taken in.	12/20/2023	944.00
Total for Department: 00 General Function				15,917.36
Department: 04 Recreation				
0	Aldi-CC	Sprouts Snacks	12/12/2023	9.66
0	Amazon.com- CC	Office Supplies	12/12/2023	141.48
0	Amazon.com- CC	Goodie Bags	12/28/2023	103.29
0	Angel Benes	Two Tap Sessions	12/27/2023	337.50
0	Atsuko Johnson	Hula, Baby and Me Hula, Hula Sessio	12/20/2023	962.50
0	B & H Photo-CC	Security Rack Panel	12/12/2023	19.32
0	Canva-CC	Department Subscription	12/28/2023	119.40
0	Carrie Anderson	Mileage Reimbursement 8/11 - 11/17/	12/20/2023	154.58
0	Comcast-CC	Comcast services - Sandcastle	12/12/2023	289.84
0	Daniel Kuch	Community Band Director - July thru	12/13/2023	1,000.00
0	DG Minnesota CS 2021, LLC	Solar Billings Oct 2023	11/29/2023	570.83
0	DG Minnesota CS 2021, LLC	Solar Billing November 2023	12/27/2023	405.48
0	Elizabeth Fletcher	Monday Chair Yoga (Oct 30-Dec18	12/27/2023	765.00
0	Elizabeth Leverty	Dance Program Purchases	12/06/2023	30.19
0	Elizabeth Leverty	Recital Meeting Food Reimbursement	12/13/2023	32.45
0	Frattallones-CC	Wire	12/12/2023	10.99
0	Frattallones-CC	Corner Brace	12/28/2023	74.40
0	Inferno Dance-CC	Small Group 10 ppl	12/12/2023	518.50
0	Lois Cunningham	Chair Yoga Thursday Nov 2 - Dec 28,	12/20/2023	246.40
0	Menards-CC	Swivel	12/12/2023	292.14
0	Menards-CC	Distilled Water	12/28/2023	21.96
0	Metro Volleyball Officials	Fall Volleyball Weeks 7-9	12/06/2023	4,012.00
0	Metro Volleyball Officials	Fall Volleyball Weeks 1-3	12/13/2023	4,352.00
0	Michaels-CC	Frames	12/28/2023	24.56
0	Mood Media-CC	Monthly payment	12/12/2023	73.50
0	Morgan Heier	Mileage Reimbursement 11/15/23	12/20/2023	9.83
0	MSP Airport-CC	Parking - NRPA Conference	12/28/2023	96.00
0	Nitti Sanitation-CC	October Service	12/12/2023	566.34
0	R & R Specialties of Wisconsin, Inc	Line/Ice Painting	11/29/2023	2,296.20
0	Staples-CC	Office Supplies	12/12/2023	15.75
0	Suburban Ace Hardware-CC	Fasteners	12/12/2023	112.86
0	Suburban Ace Hardware-CC	Plumbing	12/28/2023	6.44
0	Taho Sportswear, Inc.	Fall Softball Tees	12/20/2023	1,000.00
0	Voss Lighting	Lighting Supplies	11/29/2023	332.00
0	Walmart-CC	Cleaning Supplies	12/28/2023	74.06
0	When I Work-CC	Small business Plan subscription	12/28/2023	90.00
0	Willie McCray	Basketball 11/29/23	12/13/2023	1,490.00
0	Willie McCray	20 Games Dec 6	12/20/2023	1,550.00
0	Willie McCray	Basketball - 20 Games and Assigner M	12/27/2023	1,610.00
0	Xcel Energy	Xcel November Billings	11/29/2023	17,761.25
0	Xcel Energy	December Billings	12/27/2023	63,386.84
108310	Kelli McClellan	Labor/28 CDs	11/29/2023	890.00
108312	MN Dept of Labor and Industry	103123 Boiler	11/29/2023	10.00
108314	MR Cutting Edge	Job 9994	11/29/2023	1,018.00
108320	Reach for Resources, Inc	Recreation Contracts - Oct 2023	11/29/2023	70.64
108321	Revolutionary Sports, LLC	Soccer and Volleyball Classes 10/11 -	11/29/2023	3,640.00
108324	Roseville Area Schools Community Ed	Account #1016, Stadium Lights	11/29/2023	1,598.75
108325	Shamrock Group, Inc.	CO2 Cylinder Rent	11/29/2023	30.35
108327	St. Croix Coffee Tea Company	Concessions for sale	11/29/2023	1,237.35
108330	Summit Fire Protection	Semi-Annual Inspection	11/29/2023	470.50
108333	Think Small	Refund for Canceled Reservation 12/1	11/29/2023	332.85
108334	Total Mechanical Services, Inc.	DHU Compressor Repairs	11/29/2023	1,924.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
108335	TradeTools, Inc.	Operating Supplies/Tools	11/29/2023	106.84
108339	Watson Company	Consession items for sale	11/29/2023	3,136.72
108361	On Site Companies-OSSTC	Portables	12/06/2023	599.21
108364	Nancy Robbins	Reimbursement for Holiday Craft Fair	12/06/2023	158.90
108365	Todd Richard Sauers	Fall Referee and Assigning Fees	12/06/2023	5,254.00
108367	St. Anthony-New Brighton Comm. Svc	Osceola Train Trip - Reissue	12/06/2023	710.00
108395	House of Print	24 Page Book, Winter Brochure	12/13/2023	4,897.99
108400	Jessica Lee	Second Half Payment Fall 2023	12/13/2023	1,262.70
108401	Linn Building Maintenance	General Cleaning for December 2023	12/13/2023	3,140.00
108407	MRPA	Professional Membership	12/13/2023	2,285.00
108414	Sandra Sherbarth-Lynch	Fall Pickleball Session #3	12/13/2023	1,203.20
108423	AARP	AARP Driver Safety Course	12/20/2023	180.00
108434	The Cleaning Authority, Inc.	Nov Monthly Cleaning	12/20/2023	3,855.60
108444	Ice Sports Industry-ISI	Skater Registrations	12/20/2023	69.00
108468	St. Croix Coffee Tea Company	Merchandise for Sale	12/20/2023	349.49
108472	Total Mechanical Services, Inc.	System Adjustments	12/20/2023	344.00
108479	Watson Company	Merchandise for sale	12/20/2023	784.40
108480	Phillip Yetter	Reimbursement for Community Band	12/20/2023	29.39
108486	City of Little Canada	Attn: Parks & Rec Dept, Adult Trip - C	12/27/2023	5,005.00
108506	Joseph Mueller	Reimbursement for Community Band	12/27/2023	157.12
108509	Revolutionary Sports, LLC	Basketball and volleyball Nov 17-Dec	12/27/2023	2,934.75
Total for Department: 04 Recreation				152,651.79
Total for Fund:200 Recreation Fund				168,569.15

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	307.18
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	6,821.67
Total for Department: 00 General Function				7,128.85
Department: 04 Recreation				
0	Batteries Plus-CC	Batteries	12/28/2023	33.12
0	Certified Laboratories, Inc.	Brilliance Aerosol	12/27/2023	179.45
0	Cushman Motor Co Inc	Vehicle Supplies	12/20/2023	1,077.56
0	Frattallones-CC	Antifreeze, washer fluid, oil	12/12/2023	130.80
0	Gertens Greenhouses-CC	Flowers	12/28/2023	44.98
0	Hugo Feed Mill-CC	Straw Bales	12/12/2023	29.85
0	Ian Dolan	Union purchase reimbursement	11/29/2023	59.99
0	Luke Gerlinger	Union Purchase Reimbursement	12/27/2023	112.15
0	Menards-CC	Shovels, handles, small eng pro	12/12/2023	113.72
0	Menards-CC	Operating Supplies	12/28/2023	211.60
0	Nitti Sanitation-CC	October Service	12/12/2023	1,061.95
0	Owen Larson	Union Purchase Reimbursement	12/20/2023	242.99
0	Sherwin Williams - CC	Paint	12/12/2023	76.76
0	Suburban Ace Hardware-CC	Goo Off Spray and spray paint	12/12/2023	17.98
0	Suburban Ace Hardware-CC	Spray Paint/Roller	12/28/2023	15.97
0	T Mobile-CC	Phone Supplies	12/28/2023	54.17
0	Xcel Energy	December Xcel Billings	12/13/2023	4,041.11
0	Xcel Energy	December Billings	12/27/2023	3,779.75
0	Zoro Tools-CC	Flush Valve Kit	12/28/2023	22.39
108297	Cintas Corporation	Clothing	11/29/2023	2.66
108317	Precision Landscape & Tree,Inc	Tree Removal	11/29/2023	9,687.50
108326	SKB Environmental, Inc.	Apliances (RESI)	11/29/2023	48.04
108361	On Site Companies-OSSTC	Portables	12/06/2023	292.00
108401	Linn Building Maintenance	General Cleaning for December 2023	12/13/2023	325.00
108407	MRPA	Professional Membership	12/13/2023	180.00
108419	Verizon	Account #487223064-00001, Oct 27 -	12/13/2023	391.13
108433	Cintas Corporation	Clothing	12/20/2023	2.66
108459	Oakdale Rental Center	Concrete	12/20/2023	324.00
108464	Precision Landscape & Tree,Inc	Tree Removal	12/20/2023	8,716.50
108485	Cintas Corporation	Clothing	12/27/2023	10.64
108491	Douglas Industries, Inc	Backboard, Breakaway Goal w/ Nylon	12/27/2023	846.00
108497	Interstate PowerSystems	Maintenance/Labor	12/27/2023	7,198.81
Total for Department: 04 Recreation				39,331.23
Total for Fund:204 P & R Contract Maintenance				46,460.08

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 221 Municipal Jazz Band				
Department: 04 Recreation				
0	Glen Newton	Big Band Director - Nov Payment	12/20/2023	250.00
0	Glen Newton	Yamaha Keyboard for Roseville Big B	12/27/2023	710.00
108458	Bob Nielsen	Drive van, supervise load/unload	12/20/2023	45.00
Total for Department: 04 Recreation				1,005.00
Total for Fund:221 Municipal Jazz Band				1,005.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	620.38
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	8,529.70
0	Mn Dept of Labor-CC	Building Permit Surcharge	12/12/2023	3,062.74
0	Rehder Forestry Consulting	9/15 Larpenteur & Kent Visit and Offi	12/13/2023	170.00
108349	Ehlers & Associates, Inc.	Dominium	12/06/2023	147.50
108351	Kennedy & Graven, Chartered	Edison Apartments TIF	12/06/2023	422.50
108362	Presbyterian Homes & Services	Construction Deposit Refund, 1910 Ct	12/06/2023	5,000.00
108493	Ehlers & Associates, Inc.	Dominium	12/27/2023	1,106.25
Total for Department: 00 General Function				19,059.07
Department: 02 Public Safety				
0	Amazon.com- CC	Training supplies	12/28/2023	873.48
0	MBPTA-CC	Fall Education Workshop	12/12/2023	108.55
0	Reveal by Tactacam-CC	Subscription - tablet	12/12/2023	120.00
0	St. Paul Bagelry-CC	Code Enforcement Meeting	12/12/2023	97.18
0	Suburban Ace Hardware-CC	Front Gate Keys	12/12/2023	19.45
0	T Mobile-CC	Inspector Cell Phones	12/28/2023	280.90
0	Tokle Inspections, Inc.	November Electrical Inspections	12/13/2023	9,787.52
0	US Bank-Non Bank	October 2023 Terminal Charges	12/11/2023	3,342.44
108419	Verizon	Account #487223064-00001, Oct 27 -	12/13/2023	52.00
Total for Department: 02 Public Safety				14,681.52
Department: 10 Community Development				
0	Panera Bread-CC	Training Meal, Planning	12/12/2023	86.28
108363	Ramsey County Recorder/Registrar	Account 9000008, Docs 5007518, 500	12/06/2023	184.00
108489	David Bartholomay	Books	12/27/2023	151.95
Total for Department: 10 Community Development				422.23
Total for Fund:260 Community Development				34,162.82

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	499.22
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	12,292.14
0	MN Dept of Revenue-Non Bank	October 2023 Sales Tax and Use	12/11/2023	1,452.22
Total for Department: 00 General Function				14,243.58
Department: 01 General Government				
0	Alex Frederick	Mileage Reimbursement 10/11 - 11/22	12/06/2023	129.04
0	Amazon.com- CC	Rubbing Alcohol	12/12/2023	105.02
0	Amazon.com- CC	Office Supplies	12/28/2023	102.84
0	Driver License Guide-CC	ID Checking Guides	12/28/2023	54.00
0	Fikes, Inc.	Restroom Supplies	12/06/2023	125.70
0	Fikes, Inc.	Restroom Supplies	12/13/2023	80.93
0	Full Slate-CC	Renewal unlimited appointments 5 sta	12/12/2023	49.95
0	Imaging Spectrum-CC	Photo Paper/Holders	12/12/2023	828.37
0	Kari Leverty	Mileage Reimbursement 1/10/23 - 12/	12/27/2023	178.16
0	Mary Dracy	Mileage Reimbursement 10/31 - 11/29	12/06/2023	201.74
0	McGough Property Management, LLC	Facility Management	12/13/2023	1,405.56
0	Parking Ramp-CC	Parking - St. Cloud MDRA	12/12/2023	7.00
0	Sandstrom Land Management, LLC	LC Fall Cleanup	12/06/2023	350.00
0	USPS-CC	Postage	12/12/2023	975.27
0	USPS-CC	Postage	12/28/2023	1,114.65
0	Walgreens-CC	Cleaning alcohol	12/12/2023	17.96
0	Xcel Energy	December Billings	12/27/2023	793.99
108296	CenturyLink	Account 651 766-4616 731	11/29/2023	131.46
108301	Distinctive Window Cleaning Company	Licence Center Window Cleaning	11/29/2023	45.00
108366	Shred-N-Go, Inc.	LC Shredding Services	12/06/2023	131.89
108384	Dell Marketing, L.P.	License center replacement	12/13/2023	1,346.07
108396	Huebsch, Inc.	Floor Mats	12/13/2023	875.10
108401	Linn Building Maintenance	General Cleaning for December 2023	12/13/2023	880.00
108432	CenturyLink	Monthly Phone Charge 651-766-4616	12/20/2023	182.64
Total for Department: 01 General Government				10,112.34
Total for Fund:265 License Center				24,355.92

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 270 Charitable Gambling				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accot	11/29/2023	3.77
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	60.25
Total for Department: 00 General Function				64.02
Total for Fund:270 Charitable Gambling				64.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 294 Police - DWI Enforcement				
Department: 02 Public Safety				
0	Christine Marston	Reimbursement for Alc Compliance Ch	12/20/2023	37.36
Total for Department: 02 Public Safety				37.36
Total for Fund:294 Police - DWI Enforcement				37.36

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 295 Police Grants				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accot	11/29/2023	35.03
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	86.96
Total for Department: 00 General Function				121.99
Total for Fund:295 Police Grants				121.99

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 400 Police Vehicle Revolving				
Department: 02 Public Safety				
0	Amazon.com- CC	SWAT Sidearm Parts	12/12/2023	987.82
0	Corporate Mark-CC	SWAT Hats	12/12/2023	107.00
0	Emergency Automotive Tech Inc	Setup of Squad 2300 -Crime Scene Ve	12/20/2023	10,508.09
0	Mystery Ranch - CC	SWAT Backpacks	12/28/2023	473.00
0	Palmetto State Armory-CC	Sidearm parts	12/28/2023	227.48
0	Pelican Products-CC	SWAT Case	12/28/2023	156.55
0	Ray OHerron Co-CC	SWAT Sidearm Parts	12/12/2023	148.44
108427	Axon Enterprise, Inc.	Squad Cameras	12/20/2023	63,000.00
Total for Department: 02 Public Safety				75,608.38
Total for Fund:400 Police Vehicle Revolving				75,608.38

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 401 Fire Vehicles Revolving				
Department: 02 Public Safety				
0	Amazon.com- CC	EMT Medic Backpacks	12/12/2023	574.22
0	Amazon.com- CC	Pickleball Net	12/28/2023	234.99
0	MacQueen Equipment	MSA G1 Small Facepiece	12/13/2023	960.25
108343	Barnum Companies, Inc.	Planned Maintenance	12/06/2023	272.74
108359	Motorola Solutions, Inc.	Radios	12/06/2023	5,898.56
108505	Motorola Solutions, Inc.	Radios	12/27/2023	13,092.48
108508	RAK Construction, Inc	Fire Wall Demo	12/27/2023	9,900.00
Total for Department: 02 Public Safety				30,933.24
Total for Fund:401 Fire Vehicles Revolving				30,933.24

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 402 Parks & Recreation Vehicle Rev				
Department: 04 Recreation				
0	Crysteel Truck Equipment, Inc.	Blade Crate (Snowplow)	11/29/2023	20,157.00
0	Cushman Motor Co Inc	Holder Tractor Sidewalk Machine and	11/29/2023	9,669.00
0	MTI Distributing, Inc.	2 - Toto 4000-D Groundsmasters with	11/29/2023	157,946.04
Total for Department: 04 Recreation				187,772.04
Total for Fund:402 Parks & Recreation Vehicle Rev				187,772.04

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 408 Pathway Maintenance Fund				
Department: 03 Public Works				
108399	Molly M. Krakowski	Ind. Contractor services, Marion Street	12/13/2023	1,625.00
Total for Department: 03 Public Works				1,625.00
Total for Fund:408 Pathway Maintenance Fund				1,625.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 409 Central Svcs Equip Revolving				
Department: 01 General Government				
108348	Definitive Technology Solution, Inc.	Copier Rental	12/06/2023	3,481.95
108443	GreatAmerica Financial Services	Standard Payment and Meter Rental	12/20/2023	332.00
Total for Department: 01 General Government				3,813.95
Total for Fund:409 Central Svcs Equip Revolving				3,813.95

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 411 Recreation Improvements				
Department: 04 Recreation				
108302	Fra-Dor Inc.	Delivery - Pulverized	11/29/2023	2,765.00
108337	Vacker Inc.	Amphitheater Sign	11/29/2023	5,410.00
Total for Department: 04 Recreation				8,175.00
Total for Fund:411 Recreation Improvements				8,175.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 415 Roseville-John Rose Oval Proje				
Department: 04 Recreation				
108450	Kaiser Manufacturing, Inc.	Oval Safety Pad/Fence System	12/20/2023	40,838.38
108472	Total Mechanical Services, Inc.	Project # 900-21-427, Application 10	12/20/2023	89,345.88
Total for Department: 04 Recreation				130,184.26
Total for Fund:415 Roseville-John Rose Oval Proje				130,184.26

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 417 Streetscape				
Department: 03 Public Works				
108484	Cemstone Products Co, Inc.	Concrete in Medians	12/27/2023	2,225.50
Total for Department: 03 Public Works				2,225.50
Total for Fund:417 Streetscape				2,225.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 589 TIF District #22 Twin Lakes II				
Department: 10				
108493	Ehlers & Associates, Inc.	TIF Consulting	12/27/2023	272.50
Total for Department: 10				272.50
Total for Fund:589 TIF District #22 Twin Lakes II				272.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 590 Street Construction				
Department: 03 Public Works				
0	American Engineering Testing, Inc.	2023 Street Improvements	11/29/2023	1,285.00
0	New Look Contracting, Inc.	Contract Number: 23-05, Pay Request	12/20/2023	407,413.55
0	T. A. Schifsky & Sons, Inc.	Contract #23-04, Pay Request 4	12/13/2023	51,419.65
108387	E. G. RUD & SONS, INC.	Project Number 23-05	12/13/2023	790.00
Total for Department: 03 Public Works				460,908.20
Total for Fund:590 Street Construction				460,908.20

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 592 Street Construction - 2022				
Department: 03 Public Works				
108294	Braun Intertec Corporation	McCarrons Retaining Wall - Services t	11/29/2023	7,600.00
108471	TKDA Associates	South McCarrons Blvd Retaining Wall	12/20/2023	2,024.47
Total for Department: 03 Public Works				9,624.47
Total for Fund:592 Street Construction - 2022				9,624.47

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accot	11/29/2023	171.61
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	1,802.88
Total for Department: 00 General Function				1,974.49
Department: 05 Sanitary Sewer				
0	Bluefin Payment Systems-Non Bank	October 2023 UB Payments.com Char	12/11/2023	11,156.69
0	Corporate Connection, Inc.	Shipping for replacement	12/20/2023	28.59
0	Gopher State One Call	319 Total Billable Tickets	12/13/2023	143.55
0	InfoSend, Inc.	Postage/Services	12/06/2023	504.38
0	Josh Immerman	Reimbursement for work boot purchas	11/29/2023	271.96
0	Metropolitan Council	Waste Water Services, Cust #5164	12/06/2023	292,802.56
0	MN Pollution Control-CC	Training Certification	12/12/2023	398.39
0	MN Pollution Control-CC	Training Certification	12/28/2023	56.18
0	T Mobile-CC	Cell Phones	12/28/2023	169.16
0	T. A. Schifsky & Sons, Inc.	Contract #23-04, Pay Request 4	12/13/2023	1,192.71
0	TigerTough-CC	Seat Covers	12/28/2023	365.23
0	Xcel Energy	December Billings	12/27/2023	1,470.00
108344	Beehive Industries, LLC	October 2023 Enhancements	12/06/2023	375.00
108370	Transwest	Repairs to Unit CR 204, Freightliner 1	12/06/2023	39,982.33
108372	911 Restoration of Minneapolis	Mitigation Services	12/13/2023	1,878.05
108422	2277 Roseville West, LLC	PW-Storage lease payment for January	12/20/2023	1,722.43
108429	Bolton & Menk, Inc.	Long Lake Lift Station, Professional S	12/20/2023	47,893.55
108493	Ehlers & Associates, Inc.	Utility Rate Study	12/27/2023	132.50
108497	Interstate PowerSystems	Maintenance/Labor	12/27/2023	7,198.81
Total for Department: 05 Sanitary Sewer				407,742.07
Total for Fund:600 Sanitary Sewer				409,716.56

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	276.54
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	3,918.05
0	MN Dept of Revenue-Non Bank	October 2023 Sales Tax and Use	12/11/2023	41,037.38
108292	JOHN BAKER	Refund Check 009671-000, 434 WOC	11/29/2023	64.50
108293	RYAN BOLINGER	Refund Check 019355-000, 2955 MII	11/29/2023	129.57
108298	CTW GROUP INC.	Refund Check 026303-000, 1235 ELI	11/29/2023	126.94
108303	DON GOOLEY	Refund Check 025974-000, 2754 HAL	11/29/2023	42.30
108306	JAMES & JUDITH JENSEN	Refund Check 021572-000, 1745 ALI	11/29/2023	144.76
108309	LINDA LARSON	Refund Check 019131-000, 2744 FEF	11/29/2023	168.26
108315	MARY PERRON	Refund Check 025630-000, 761 LOV	11/29/2023	220.47
108316	PIL PEL FAIR LLC	Refund Check 026192-000, 1901 W H	11/29/2023	779.01
108322	SALLY ROFFERS	Refund Check 009763-000, 965 WOC	11/29/2023	61.22
108323	ROSEDALE SQUARE NORTH	Refund Check 004928-000, 2701 LIN	11/29/2023	51.22
108332	TERESA TAYLOR	Refund Check 003457-000, 470 GRA	11/29/2023	36.28
108336	KELESY TROW	Refund Check 018395-000, 2978 MA	11/29/2023	175.14
108378	JOSH BUEGE	Refund Check 021847-000, 169 MIN	12/13/2023	114.97
108379	ANGELINA FENSKE & CHAD DRO	Refund Check 020294-000, 1132 TR	12/13/2023	177.57
108380	JAMES CHRISTIANSEN	Refund Check 025882-000, 2968 MA	12/13/2023	217.51
108383	JANICE CYPHERS	Refund Check 000750-000, 930 BRE	12/13/2023	47.35
108389	PAUL FOURNIER	Refund Check 005156-000, 1092 LO	12/13/2023	50.09
108392	MATT GRAMSE	Refund Check 020987-000, 937 LOV	12/13/2023	176.79
108397	ANN IVERSON	Refund Check 021786-000, 3101 SH	12/13/2023	214.27
108403	LUTHER CADILLAC	Refund Check 022317-000, 2325 PRI	12/13/2023	454.96
108405	BILL METZGER	Refund Check 009917-000, 1245 WII	12/13/2023	61.34
108409	JOHN PETERSON	Refund Check 017742-000, 2281 CO	12/13/2023	179.92
108413	JUDY SHEEHAN	Refund Check 000249-000, 1720 ALI	12/13/2023	136.94
108416	TERESA TAYLOR	Refund Check 003457-000, 470 GRA	12/13/2023	28.72
108420	MARTHA VOGEL	Refund Check 000788-000, 1474 BRI	12/13/2023	54.73
108421	VICTOR WANG	Refund Check 002619-000, 2125 DR	12/13/2023	157.46
108483	RUSSELL CATTELAN	Refund Check 004916-000, 2824 LAI	12/27/2023	74.09
108499	THOMAS KENNEDY	Refund Check 007354-000, 1697 RO	12/27/2023	60.53
108500	LEE HOMES CORP	Refund Check 024682-000, 858 W CC	12/27/2023	100.45
108501	BEVERLY LONDON	Refund Check 008451-000, 352 SAN	12/27/2023	59.48
108502	RICHARD & NANCY MCNAMARA	Refund Check 012054-000, 1250 JOS	12/27/2023	83.81
108507	OPEN DOOR LABS INC	Refund Check 026145-000, 2823 AR	12/27/2023	196.12
108510	BETTY SCHMIDT	Refund Check 001018-000, 1744 CH	12/27/2023	72.61
108511	DUANE SEIGLER	Refund Check 007505-000, 1829 RO	12/27/2023	12.80
108517	JACOB WANDER	Refund Check 020371-000, 3061 PAT	12/27/2023	183.71
108518	JUSTIN WELK	Refund Check 021191-000, 2207 W C	12/27/2023	199.77
108521	CHUE XIONG	Refund Check 011423-000, 1820 AGI	12/27/2023	56.09
Total for Department: 00 General Function				50,403.72
Department: 06 Water Fund				
0	Adam's Pest Control Inc	Selontra Rodent Pait - Shryer Pump H	12/13/2023	131.13
0	Amanda Rodriguez	Reimbursement for work boots purcha	11/29/2023	207.69
0	Apple-CC	iCloud Storage	12/12/2023	0.99
0	City of Roseville- Non Bank	October 2023 City water bills due Nov	12/11/2023	8,638.53
0	DECC Duluth-CC	Parking	12/12/2023	10.00
0	Ferguson Waterworks #2518	Operating Supplies	11/29/2023	827.27
0	Ferguson Waterworks #2518	Operating Supplies	12/13/2023	786.24
0	Ferguson Waterworks #2518	Neptune 360 AMI 5001-10000, Ann E	12/20/2023	27,046.00
0	Ferguson Waterworks #2518	R900 MIU Upgrade Fee	12/27/2023	1,143.00
0	Frattallones-CC	Nylon barb	12/12/2023	2.57
0	Gopher State One Call	319 Total Billable Tickets	12/13/2023	143.55
0	Holiday Inn-CC	Conference Hotel	12/12/2023	579.90
0	Home Depot- CC	sink hole cover	12/12/2023	4.24
0	InfoSend, Inc.	Postage/Services	12/06/2023	504.39
0	Lowes-CC	Vehicle Supplies	12/12/2023	542.80
0	Menards-CC	Toolbox, mr. clean	12/12/2023	109.20

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Menards-CC	Operating Supplies	12/28/2023	101.96
0	Suburban Ace Hardware-CC	Fasteners, silicone, plumbing	12/12/2023	114.35
0	Suburban Ace Hardware-CC	Kinfe Blades/Pliers	12/28/2023	34.98
0	T Mobile-CC	Cell Phones	12/28/2023	192.50
0	T. A. Schifsky & Sons, Inc.	Contract #23-04, Pay Request 4	12/13/2023	791.13
0	T. A. Schifsky & Sons, Inc.	Yard Purchases 11/3 - 12/8/23	12/27/2023	1,209.98
0	UPS Store- CC	Shipping	12/28/2023	14.58
0	Xcel Energy	Xcel November Billings	11/29/2023	5,254.06
0	Xcel Energy	December Billings	12/27/2023	5,428.91
108295	Cemstone Products Co, Inc.	Operating Supplies	11/29/2023	855.50
108299	Davids Hydro Vac, Inc.	Hydro Excavation Services	11/29/2023	3,175.00
108304	Holcim-MWR, Inc.	Road base	11/29/2023	4,454.19
108331	T Mobile	Account #967323231, Mobile # 651-4	11/29/2023	35.85
108338	Water Conservation Service, Inc.	Leak Locates	11/29/2023	696.03
108344	Beehive Industries, LLC	October 2023 Enhancements	12/06/2023	375.00
108352	Legend Companies	Install Weld-O-Let on Water Tower Pi	12/06/2023	2,520.00
108373	Advanced Engineering & Environment	2023 SCADA Services	12/13/2023	1,078.00
108377	Batteries Plus Bulbs	9V Industrial	12/13/2023	32.64
108390	Fra-Dor Inc.	Clean Concreate/AS	12/13/2023	90.00
108404	Martin Marietta Materials Inc	Waterbreak Patches	12/13/2023	1,635.42
108415	St. Paul Regional Water Services	November 2023 Water, Acct #070953	12/13/2023	416,600.00
108419	Verizon	Account #487223064-00001, Oct 27 -	12/13/2023	-27.09
108422	2277 Roseville West, LLC	PW-Storage lease payment for January	12/20/2023	1,722.43
108425	Advanced Engineering & Environment	Booster Station Rehab Phase 3, Servic	12/20/2023	1,545.00
108438	Davis Lock & Safe Inc	Keys	12/20/2023	70.00
108465	Q3 Contracting, Inc.	Road signs/setup	12/20/2023	747.30
108494	Ferguson Enterprises Inc #3099	Operating Supplies	12/27/2023	423.85
Total for Department: 06 Water Fund				489,849.07
Total for Fund:610 Water Fund				540,252.79

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	210.37
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	1,090.50
0	MN Dept of Revenue-Non Bank	October 2023 Sales Tax and Use	12/11/2023	2,479.68
0	Xcel Energy	Xcel November Billings	11/29/2023	-68.85
0	Xcel Energy	December Billings	12/27/2023	-81.99
Total for Department: 00 General Function				3,629.71
Department: 07 Golf Course				
0	Amazon.com- CC	Price tags and tag gun	12/28/2023	150.68
0	eReplacementParts.com-CC	operating supplies/parts	12/12/2023	156.33
0	Frattallones-CC	Key Blank	12/28/2023	2.59
0	Home Depot- CC	Grinder blades & Sprayer	12/12/2023	46.93
0	HoodFilters.com-CC	Filters	12/12/2023	115.65
0	MTI Distributing, Inc.	Gear-Bevel - CREDIT	11/29/2023	584.36
0	MTI Distributing, Inc.	Cable-Steering	12/27/2023	141.45
0	Nitti Sanitation-CC	October Service	12/12/2023	514.57
0	Suburban Ace Hardware-CC	Fasteners	12/12/2023	70.25
0	Suburban Ace Hardware-CC	Oper. Supplies	12/28/2023	15.15
0	U of M-CC	Golf course superintendent course	12/12/2023	145.00
0	Uline-CC	Gloves	12/12/2023	188.79
0	Xcel Energy	Xcel November Billings	11/29/2023	1,070.36
0	Xcel Energy	December Billings	12/27/2023	1,274.60
108417	Tio's Food and Beverage	Purchase Cookies for Golf Event	12/13/2023	89.18
108440	Edina Realty	Refund for Security Deposit - Banquet	12/20/2023	200.00
Total for Department: 07 Golf Course				4,765.89
Total for Fund:620 Golf Course				8,395.60

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accot	11/29/2023	183.05
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	2,894.77
Total for Department: 00 General Function				3,077.82
Department: 08 Storm Water				
0	Certified Laboratories-CC	Sting x pro, Drop Dead Aerosol	12/12/2023	870.50
0	Corporate Connection, Inc.	Clothing	12/20/2023	370.32
0	Gopher State One Call	319 Total Billable Tickets	12/13/2023	143.55
0	InfoSend, Inc.	Postage/Services	12/06/2023	504.39
0	Nick Picha	Union Purchase Reimbursement	11/29/2023	129.00
0	Ryan N. Johnson	Conference Parking Reimbursement	11/29/2023	128.97
0	Sandstrom Land Management, LLC	BMP Maintenance Nov 2023	12/06/2023	3,937.50
0	Suburban Ace Hardware-CC	Power equipment parts/labor	12/12/2023	50.99
0	T Mobile-CC	Cell Phones	12/28/2023	66.83
0	T. A. Schifsky & Sons, Inc.	Contract #23-04, Pay Request 4	12/13/2023	2,207.73
0	TimeSaver Off Site Secretarial, Inc.	Council, etc meetings	12/06/2023	234.50
0	WSB & Associates, Inc.	Twin Lakes Trail, North Culvert Desig	12/27/2023	3,012.75
0	Xcel Energy	Xcel November Billings	11/29/2023	2,103.23
0	Xcel Energy	December Billings	12/27/2023	1,402.21
108344	Beehive Industries, LLC	October 2023 Enhancements	12/06/2023	375.00
108411	Roadkill Animal Control	3 Total Servivces for Nov 2023	12/13/2023	402.00
108422	2277 Roseville West, LLC	PW-Storage lease payment for January	12/20/2023	1,722.43
108488	Davey Resource Group, Inc.	City Ditch 2 Maintenance	12/27/2023	5,400.00
108503	Meyer Contracting, Inc.	Willow Pond Outlet Maintenance	12/27/2023	78,306.51
108504	MN Board of Water & Soil Resources	Purchase of Wetland Banking Credits	12/27/2023	39.91
108519	West Rondeau Lake Drive LLC	Purchase of Wetland Banking Credits	12/27/2023	2,273.83
108520	WM Corporate Services, Inc.	MSW Ton, Waste MGMT Fee	12/27/2023	181.83
Total for Department: 08 Storm Water				103,863.98
Total for Fund:640 Storm Drainage				106,941.80

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 650 Environmental				
Department: 00 General Function				
0	LINA	Bill Reference - 15688_110123, Accot	11/29/2023	31.65
Total for Department: 00 General Function				31.65
Department: 09 Recycle				
0	Eureka Recycling	Recycling Services	12/06/2023	68,424.53
108371	Urban Sustainability Directors Network	USDN Membership - Contact Noelle I	12/06/2023	500.00
Total for Department: 09 Recycle				68,924.53
Total for Fund:650 Environmental				68,956.18

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 700 Workers Compensation				
Department: 00 General Function				
0	SFM-Non Bank	Invoice #22796, Motor Vehicle Claim	12/11/2023	11,376.49
Total for Department: 00 General Function				11,376.49
Total for Fund:700 Workers Compensation				11,376.49

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
0	Delta Dental Plan of Minnesota/DDMN	November 2023 Premium	12/06/2023	8,375.45
108328	Stericycle, Inc.	Steri-Safe Budget Subscription	11/29/2023	309.90
108374	All Safe Global, Inc.	Annual Inspection	12/13/2023	1,573.62
Total for Department: 00 General Function				10,258.97
Total for Fund:710 Risk Management				10,258.97

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 722 HRA Property Abatement Program				
Department: 00 General Function				
108358	Montgomery Brinkman, LLC	Gather and return carts	12/06/2023	357.00
108456	Montgomery Brinkman, LLC	Debris Collection	12/20/2023	900.94
Total for Department: 00 General Function				1,257.94
Total for Fund:722 HRA Property Abatement Program				1,257.94

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 723 HRA Operating Fund				
Department: 00 General Function				
0	Center for Energy and Environment	Senior Deferred Loans	11/29/2023	63,274.64
Total for Department: 00 General Function				63,274.64
Total for Fund:723 HRA Operating Fund				63,274.64

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	Center for Energy and Environment	Senior Deferred Loans - Admin Fees	11/29/2023	1,750.00
0	Golden Shovel Agency	Economic Gateway & GateKeeper Ser	12/06/2023	1,050.00
0	Golden Shovel Agency	Economic Gateway & GateKeeper Ser	12/27/2023	1,050.00
0	Jeanne Kelsey	Reimbursement for 10 Poinsettia for R	12/13/2023	21.33
0	LINA	Bill Reference - 15688_110123, Accoi	11/29/2023	54.22
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Novem	12/11/2023	1,255.13
0	TimeSaver Off Site Secretarial, Inc.	Council, etc meetings	12/06/2023	70.00
108351	Kennedy & Graven, Chartered	Habitat Land Trust Agreement	12/06/2023	2,935.00
108388	Economic Development Association of	2024 EDAM Membership Dues - 3 M	12/13/2023	770.00
Total for Department: 00				8,955.68
Total for Fund:725 EDA Operating Fund				8,955.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 727 SE Roseville				
Department: 00 General Function				
108512	St. Paul Area Chamber of Commerce	Rice & Larpenteur - Nov 2023 Service	12/27/2023	10,416.67
Total for Department: 00 General Function				10,416.67
Total for Fund:727 SE Roseville				10,416.67

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve 2 Temporary Liquor Licenses, 1 Temporary Gambling License, and 1
Massage Therapy Establishment 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:

Temporary Liquor License

Bent Brewstillery
1744 Terrace Dr
Roseville, MN 55113

Bent Brewstillery is holding a Winter Luau on January 13, 2024. This is their 1st event in 2024. Their total number of days is 1 out of the limit of 12 for the calendar year.

Saint Rose of Lima Catholic Church
2048 Hamline Ave
Roseville, MN 55113

Saint Rose is holding a fundraiser at the School on February 3, 2024. This is their 1st event in 2024. Their total number of days is 1 out of the limit of 12 for the calendar year.

Temporary Gambling Permit

Saint Rose of Lima Catholic Church
2048 Hamline Ave
Roseville, MN 55113

Saint Rose is holding a raffle fundraiser at the school on February 3, 2024.

Massage Therapy Establishment License

Merle Mania LLC dba Woodhouse Spa Rosedale
1595 West Highway 36, #945
Roseville, MN 55113

Policy Objectives

Required by City Code

Racial Equity Impact Summary

There is no anticipated racial equity impact.

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Budget Implications

The correct fees were paid to the City at the time the application(s) were made.

Staff Recommendations

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

Requested Council Action

Motion to approve the Temporary Liquor Licenses for Bent Brewstillery and Saint Rose, the Temporary Gambling Permit for Saint Rose, and the Massage Therapy Establishment License for Merle Mania LLC dba Woodhouse Spa Rosedale

Prepared by: Katie Bruno

- Attachments:**
- 1. Temporary Liquor Application, St Rose
 - 2. Temporary Liquor Application, Bent Brewstillery
 - 3. Temporary Gambling Application, St Rose
 - 4. Business License Application, Woodhouse Spa

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Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555

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

Name of organization Saint Rose of Lima Catholic Church		Date organized 9/1/1941	Tax exempt number 8570281
Address 2048 Hamline Ave. No.	City Roseville	State Minnesota	Zip Code 55113
Name of person making application Joseph Juare jjuaire@saintroseoflima.net		Business phone 651-357-1204	Home phone
Date(s) of event February 3, 2024	Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name Father Marc Pavaglio	City Roseville	State Minnesota	Zip Code 55113
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.
School cafeteria. Athletic Booster Club Bean Bag Toss and Raffle

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.
Catholic Mutual Insurance, \$1,000,000

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
Date Fee Paid	City or County E-mail Address
	City or County Phone Number
Signature City Clerk or County Official	Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Attachment 2

Name of organization		Date organized		Tax exempt number	
Bent Brewstillery		Jun 11, 2011		45-2650832	
Address		City	State	Zip Code	
1744 Terrace Dr		Roseville	Minnesota	55113	
Name of person making application		Business phone		Home phone	
Bartley Blume		651-233-3843			
Date(s) of event		Type of organization			
1/13/24		☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Bartley Blume		Roseville	Minnesota	55113	
Organization officer's name		City	State	Zip Code	
			Minnesota		
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.
Winter Luau

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.

West Bend Insurance Company
Aggregate Limit \$2,000,000
Each Common \$1,000,000



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
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit11/17
Page 1 of 2

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Saint Rose of Lima Catholic Church

Previous Gambling Permit Number: X-62002-21-039

Minnesota Tax ID Number, if any: 8570281

Federal Employer ID Number (FEIN), if any: 41-0790158

Mailing Address: 2048 Hamline Ave North

City: Roseville State: MN Zip: 55113 County: Ramsey

Name of Chief Executive Officer (CEO): Fr. Marc Pavaglio

CEO Daytime Phone: 651-357-1201 CEO Email: frpavaglio@saintroseoflima.net

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): jjuaire@saintroseoflima.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Saint Rose of Lima Catholic School

Physical Address (do not use P.O. box): 2072 Hamline Ave. No.

Check one:

☒ City: Roseville Zip: 55113 County: Ramsey

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 3, 2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Father Marc Paveglio Date: 11/28/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Father Marc Paveglio

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



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

Massage Therapy Establishment License Application Part I

Type of applicant (Select only one)

- ☐ Individual, you own the business and have employees
☐ Sole Proprietorship, you own the business, and you are the only employee
☐ Partnership ☒ Corporation ☐ Other Organization

Legal Name of Licensee: Maria Manica, LLC
 Business Name (dba) Woodhouse Spa Rosedale
 Business Address Rosedale Center, 1595 Hwy 310 West #945
Roseville, MN 55113
 Business Phone _____
 Email Address amy@mn.woodhousespas.com
 MN Tax ID 9187954 Federal Tax ID 92-2219980

Proof of Minnesota Tax Identification form

Applicant's Social Security Number _____

Proof of Worker's Compensation Insurance: → this is for our - No employees yet -
Phoenix Insurance Agency other 2 locations
 Insurance Company Name VBIS 34077 Dates of Coverage so this is pending
 Policy Number _____

I am not required to have worker's compensation liability coverage because

- ☐ I have no employees covered by the law
☒ Other (Specify) Will secure prior to opening

Section A: Applicant

Individual:

If applicable, complete this question and Part II Personal History form, then proceed to Section B.

Name _____
 First Last Middle Maiden
 Residence Address _____
 Street Address City County State Zip
 Residence/mobile phone _____ Business Phone _____
 Email address _____

Partnership:

If applicable, complete the question for general and limited partners, then proceed to section B.

Part II Personal History form is required for each general partner.

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Corporation/other organization:

If applicable, complete the questions, then proceed to Section B. Attach a copy of the Certificate of Incorporation.

President

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone 336-501-6080

Vice President

First Name Marc Last Name Adams Middle Name Patrick

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone 336-209-0040

Secretary

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Treasurer

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Section B: Persons in charge of licensed establishment

General Manager, proprietor, managing partner or any other individual or agent in charge of the establishment.

A Part II Personal History must be completed by each person listed in this section.

First Name Amy Last Name Adams Middle Name Jane

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone 336-501-6080

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Section C: History

Complete separate form for each owner

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been engaged as an employee or operated a spa, salon or other business which offered massage? ☒ Yes ☐ No

If yes, give dates and places.

Woodhouse Spa - est. 2016 Maple Grove, MN
Woodhouse Spa - est 2018 Woodburn, MN

Do you and/or your spouse have a direct or indirect interest in any other establishment in the City of Roseville to which a massage therapy establishment license has been issued? ☐ Yes ☒ No

If yes, list names and addresses of interest.

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? ☐ Yes ☒ No

If yes, give date, place and nature of conviction.

Have you or your spouse had any interest in any previous therapeutic massage license that was revoked, or suspended or not renewed? ☐ Yes ☒ No

If yes, explain in detail providing dates of such revocation.

Have you individually, or with others, made an application for a massage license, which was denied? ☐ Yes ☒ No

If yes, state circumstances.

What is the amount and source of investments you will have in the business, buildings, premises, fixtures, furniture, stock in trade?

100% owner interest split equally
between Amy Adams & Marc Adams

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

CONSENT TO BACKGROUND CHECK I hereby consent to and authorize the Roseville Police Department or other qualified service providers in conducting and completing criminal background checks to use the information I have provided to check criminal histories, arrest and driving records, and warrant information; and for the City to consider these records to determine my eligibility for a License. I understand that the information contained in the criminal background investigation is not public, except that it may be conveyed to other law enforcement or licensing agencies.

By signing below you certify that the above information is correct. In addition, you acknowledges that you are responsible for reviewing the background and work history of all of your employees, including those that have received a massage therapist license from the City.

Falsification of answers given or material submitted will result in denial of application.

Applicant signature  Title President
Date 1/1/24

Payment due at the time of application: Annual License Fee \$325

Make checks payable to: City of Roseville

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

Background

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment 1* includes a list of items submitted for Council review and approval.

Staff will note that unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with Attachment 2.

Policy Objectives

Required under City Code 103.05

Racial Equity Impact Summary

Not applicable.

Budget Implications

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

Staff Recommendations

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

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	White Bear Acura Subaru	2024 Subaru Outback	(a)	\$ 40,000	\$ 29,307	2024 CIP
Police Department	White Bear Acura Subaru	2024 Subaru Ascent	(b)	\$ 80,000	\$ 34,492	2024 CIP
Public Works	Minnesota Equipment	Felling FT-20I Trailer (MN State Contract # T-603-221690)	(c)	\$ 20,000	\$ 18,127	2024 CIP

Key

- (a) The purchase of the 2024 Subaru Outback will be the new Community Outreach vehicle. This is budgeted within the Police Vehicle and Equipment 2024 CIP Fund.
- (b) The purchase of the 2024 Subaru Ascent will be replacing an older Investigations vehicle. This vehicle is also budgeted within the Police and Equipment 2024 CIP Fund.
- This trailer would be purchased off of Minnesota State Contract # T-603-221690, which expires on 1/31/2024. It is projected that there will be a price increases of nearly 10% upon expiration of this contract. This trailer will replace two exsisting trailers (1994 trailer & 2014 trailer). The 1994 trailer hauled our small grader and the 2014 trailer hauls multiple pieces of equipment. This two for one option will give the City of Roseville more versitility and larger capacity and will eliminate a dedicated trailer to just the small grader. Both the 1994 and 2014 trailers, due to age, high usage, wear and condition require replacement, which follows the vehicle and equipment replacement guidelines.
- (c)

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Replacements
Total Estimated Cost:	\$335,000
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

The Police Department generally replaces marked squad cars every three years and unmarked vehicles every 10 years. The decision on whether to replace a vehicle is based on each individual vehicle's age, mileage, overall condition, and potential re-sale value.

Five marked squads, two unmarked vehicles and one administrative/community relations vehicle are scheduled for replacement. The community service officer vehicle was scheduled as well but due to lower mileage than anticipated and overall condition, replacement has been pushed back to 2025. Money recouped from selling retired police vehicles helps to offset the purchase of one of the unmarked vehicles.

The department is committed to reducing greenhouse gas emissions and is exploring hybrid or electric options for unmarked vehicles and administrative vehicles.

Location:

Not applicable.



Public Works Department

Memo

To: Michelle Pietrick, Finance Director
From: Steve Zweber, Public Works Superintendent-Streets
cc: Jesse Freihammer, Public Works Director
Date: December 21, 2023
Re: Trailer replacement

2024 Public Works Capital Improvement Fund budgeted \$20,000 for replacement of two trailers for one trailer. The 1994 trailer hauled our small grader and the 2014 trailer hauls multiple pieces of equipment.

The 2 for 1 option will give us more versatility and larger capacity and will eliminate a dedicated trailer to just the small grader. Both trailers, due to age, high usage, wear and condition require replacement. This follows our vehicle and equipment replacement guidelines.

Minnesota State Contract # T-603 expires 1/31/2024. Projected price increases are near 10%.

Requesting approval to purchase a FT-20I Felling trailer on Minnesota State Contract #T-603-221690 from Minnesota Equipment for \$18,127.00

Sale of existing trailers to follow.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Designation of Official Bank Depositories and Electronic Funds
Transfers Authority for 2024

Background

State Statute 118 A.2, requires the City to designate official bank depositories for which city funds may be deposited and held for safekeeping. The attached resolution lists those institutions that will be used for various banking services. The institutions are selected on a bid basis.

State Statute 471.38, requires that the City delegate authority to make electronic funds transfers to a designated business administrator or chief financial officer. The Finance Director has been delegated electronic funds transfer authority.

Traditionally, the Mayor, City Manager, and Finance Director have been designated as the city's official signatories.

Policy Objectives

The designation of official bank depositories, official bank signatories and authority to make electronic funds transfers is required under State Statute.

Racial Equity Impact Summary

Not applicable.

Budget Implications

Not applicable.

Staff Recommendations

Staff recommends approval of the attached resolution.

Requested Council Action

34 Adopt the attached resolution designating the official bank depositories for 2024 and
35 designating the Finance Director Michelle Pietrick the authority to make electronic funds
36 transfers for 2024.

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Prepared by: Joshua Kent - Assistant Finance Director

- Attachments:**
- 1. Resolution designating the official depositories for 2024 and electronic funds authority for 2024
 - 2. Minnesota Statutes Section 118A.02
 - 3. Minnesota Statutes Section 471.38

40

**EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL
CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA**

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 8th day of January, 2024 at 6:00 p.m.

The following members were present: _____. The following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

**RESOLUTION ON DESIGNATION OF DEPOSITORIES AND ELECTRONIC FUNDS
TRANSFERS AUTHORITY**

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville that the following banks are designated official depositories for the City of Roseville for 2024.

- US Bank
- BMO Harris Bank

BE IT FURTHER RESOLVED, by the City Council of the City of Roseville does hereby designate official signatories for the City of Roseville for fiscal year 2024:

- City Mayor
- City Manager
- Finance Director

BE IT FURTHER RESOLVED, by the City Council of the City of Roseville does hereby delegate authority to make electronic funds transfers to the Finance Director for fiscal year 2024.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a 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, 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 8th day of January, 2024, with the original thereof on file in my office.

48
49 WITNESS MY HAND officially as said Manager and the corporate seal of the City this 8th day of
50 January, 2024.

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55

56 (SEAL)

57

Patrick Trudgeon
City Manager

58

Prepared by:
Attachments: A:

59

118A.02 DEPOSITORIES; INVESTING; SALES, PROCEEDS, IMMUNITY.

Subdivision 1. **Designation; delegation.** (a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

(b) The governing body may authorize the treasurer or chief financial officer to:

- (1) designate depositories of the funds;
- (2) make investments of funds under sections 118A.01 to 118A.06 or other applicable law; or
- (3) both designate depositories and make investments as provided in this subdivision.

Subd. 2. **Sale; proceeds; immunity, if loss.** (a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.

(b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections 118A.04 and 118A.05.

History: 1996 c 399 art 1 s 3

471.38 CLAIMS.

Subdivision 1. **Itemization; declaration.** Except as provided in subdivision 2, if an account, claim, or demand against a local government for any property or services can be itemized in the ordinary course of business, the board or officer authorized by law to audit and allow claims shall not audit or allow the claim until the person claiming payment, or the person's agent, provides to the board or officer an itemized list in writing or in an electronic transaction record. By making the claim for payment, the person making the claim is declaring that the account, claim, or demand is just and correct and that no part of it has been paid. The board or officer may in its discretion allow a claim prepared by the clerk or secretary of the board or officer prior to the declaration by the claimant if the declaration is made on the check or order-check by which the claim is paid, as provided in section 471.391, subdivision 2. For the purposes of this section, "local government" means any county, local social services agency, school district, town, or home rule charter city of the second, third, or fourth class, or any park district.

Subd. 2. **Application.** The provisions of this section do not apply to any claim or demand for an annual salary or fees of jurors or witnesses, fixed by law, nor to the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis, by the governing board of the municipality, and which is now authorized by law to be paid on a payroll basis.

Subd. 3. **Electronic funds transfer.** Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments. A local government may make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

Subd. 3a. **Eligibility.** The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls:

- (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;

(f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

History: (766) *RL s 438; 1949 c 416 s 1; 1951 c 350 s 1; 1953 c 50 s 1; 1955 c 312 s 1; 1959 c 56 s 1; 1961 c 5 s 1; 1976 c 44 s 68; 1979 c 334 art 6 s 25; 1986 c 444; 1989 c 329 art 9 s 29; 1994 c 631 s 31; 2001 c 13 s 1; 2017 c 52 s 1*

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Designate the 2024 Legal Newspaper

Background

Minnesota Statute [412.831](#) requires cities designate a legal newspaper annually for publication of ordinances and other notices.

The city requested information from the Pioneer Press, and Star Tribune.

Newspaper	Pioneer Press	Star Tribune
Cost per column inch	\$7.28	\$17.90
2023 Rates	\$6.86	\$18.96
Cost per line	\$.52	\$1.58
2023 Rates	\$.49	\$1.58
Distribution	(Sunday) 136,492	(Sunday) 206,724
Publication Frequency	Daily	Daily
Access to Archived Affidavits	Yes	Yes

Policy Objectives

Required by Statute.

Racial Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The 2024 budget includes funds for legal notices. In 2023, Roseville spent approximately \$2,680.00 on legal notices.

21 **Staff Recommendations**

22 Motion to designate the Pioneer Press as the legal newspaper for the City of Roseville for
23 2024.

24
25 **Requested Council Action**

26 Motion to designate a legal newspaper for the City of Roseville for 2024.
27

28 **Prepared by:** Katie Bruno, Deputy City Clerk

Attachments: 1. Bids received
2. MN Statute 412.831



10 River Park Plaza • Suite 700 • St. Paul, MN 55107

Thank you for the opportunity to bid on the public notice publications for City of Roseville.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, Washington, and Anoka counties and Western Wisconsin.

Our Legal Publication rates for all notices for 2024 are as follows:

\$7.28 per column inch per publication (this = \$0.52 per line, there are 14 lines per column inch)

Sunday full circulation is 136,492 – however, you may publish a notice on any day of the week.

Deadline to submit legal notices (please note, holidays will have early deadlines):

Deadlines for Liner (text only) ads.	
Publication day	Deadline to submit materials
Monday	Friday 4 pm
Tuesday	Monday 12 pm
Wednesday	Tuesday 12 pm
Thursday	Wednesday 12 pm
Friday	Thursday 12 pm
Saturday	Friday 11 am
Sunday	Thursday 4 pm

Deadlines for Display ads.	
Notice includes chart, graphics, map, or any special formatting.	
Publication day	Deadline to submit materials.
Monday	Friday 3 pm
Tuesday	Monday 11 am
Wednesday	Tuesday 11 am
Thursday	Wednesday 11 am
Friday	Thursday 11 am
Saturday	Friday 10 am
Sunday	Thursday 3 pm

All legal notices should be emailed to legals@pioneerpress.com. Once we receive your request, you'll receive a confirmation email and will be contacted shortly. You will be emailed a proof (which includes the cost) and an affidavit will be emailed within 7 days of publication.

Thank you for considering the Saint Paul Pioneer Press as the official legal newspaper for City of Roseville. Please let me know if you have any questions, we look forward to partnering with you.

Thank you,

True Lee – Advertising
tlee@pioneerpress.com

Always delivering the best local news. All Ways.

Affirmative Action, Equal Opportunity Employer.



2024 DESIGNATED LEGAL NEWSPAPER RATES:

- **\$1.58 per line per day.** Approximately \$17.90 per column inch.
12 lines per column inch.
- **Notices are charged per line not per column inch**, so you are not paying for space you are not using.
- Pricing applies to legal notices/public hearing notices only.

No rate increase for 2024.

Feel free to contact me anytime and if you would like a quote using an example of a notice, I'd be happy to work with you!

Thanks so much,
Liz

Click [here](#) to view this email in your browser.



**STAR TRIBUNE LEGAL NOTICES –
YOUR ONE STOP SHOP.**

Why choose Star Tribune when it comes to Legal Notices?

Because we offer everything you need to be successful, including a simple placement process, fair rates, timely turnaround, and the legal qualification to meet all statute requirements.



2024 DESIGNATED LEGAL NEWSPAPER RATES:

- **\$1.58 per line per day.** Approximately \$17.90 per column inch. 12 lines per column inch.
 - **Notices are charged per line not per column inch**, so you are not paying for space you are not using.
 - Pricing applies to legal notices/public hearing notices only.
-

PLACEMENT:

- Minnesota Statute 412.831 requires annual designation of an official newspaper. Star Tribune is a qualified legal newspaper, publishing legal notices 7 days per week.
 - Primary areas served: Anoka County, Ramsey County, Dakota County, Hennepin County, Scott County, Carver County, Wright County, and Sherburne County.
 - **Legal notices will also run on StarTribune.com at no extra charge.**
 - **Legal Notices will also run on the MNA Public Notice website at no extra charge, a requirement for the State of Minnesota.** <https://www.mnpublicnotice.com>
-

DEADLINES - (applies to placement, changes & cancellations):

- Two days prior to first publication date at 4pm CST.
- Legal display deadlines are advanced 24-48 hours.
- Deadlines will be advanced for holidays/special occasions.
- Affidavits must be emailed 24-48 business hours after last publication date.

Monday: Friday 4pm

Tuesday: Friday 4pm

Wednesday: Monday 4pm

Thursday: Tuesday 4pm

Friday: Wednesday 4pm

Saturday: Thursday 4pm

Sunday: Friday 4pm

CIRCULATION:

- Sunday - 206,724
- Monday - 98,486
- Tuesday - 98,486
- Wednesday - 98,486
- Thursday - 98,486
- Friday - 98,486
- Saturday - 98,486

Star Tribune Print, DMA (AAM News Media Statement, September 30 2022)

For more information and to advertise, contact [Liz Deleeuw](#) or [Josh Windschill](#) or email placeads@startribune.com or call 612-673-7000.



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Liz Deleeuw
Star Tribune
Account Executive – Legals, Classifieds, Employment
612-743-0133
elizabeth.deleeuw@startribune.com

412.831 OFFICIAL NEWSPAPER.

The council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.

History: 1949 c 119 s 100; 1973 c 123 art 2 s 1 subd 2

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Annual City Sign Permits for 2024

Background

The City Council annually approves sign permits for city events held throughout the year by multiple City Departments.

For 2024 the Departments prepared the attached list of signage requirements for the entire year, recognizing that some events may change dates or times slightly.

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

Policy Objectives

The policy objective is to ensure the City follows the appropriate rules and regulations as set forth by the City Council while aiming to ensure a unified representation for events organized by different City Departments throughout the year.

Racial Equity Impact Summary

N/A

Budget Implications

None.

Staff Recommendations

Staff recommends the Council approve the 2024 sign permit for city uses and promotions as listed in the attached summary.

Requested Council Action

By motion, approve the 2024 sign permit for city uses and promotions as listed in the sign summary dated 1-8-24.

Prepared by: Matthew Johnson, Director of Parks and Recreation and other departments as appropriate

Attachments: 1. RCA - Annual City Temporary Signage for 2024 - Attachment

Annual City Temporary Signage 1-8-24

EVENT/ACTIVITY	SIGN DESCRIPTION	LOCATION	TIMING
PR - Rink Attendants Recruitment	4 x 4 two sided display	At 6 warming house locations	As needed November / Dec
PR - Cedarholm Specials, Rosefest Sign, Tournament signs	4 x 8 signs on plywood	- Placed in front along Hamline Ave. - Attached to fence along Hwy 36	April - October
PR - Discover Your Parks Series	4 x 8 signs on plywood	In front of each scheduled park	Various locations, May - August
PR - Community Halloween Party	4 x 8 sign on plywood - Directional and informational	- HANC - CP Dale Street Arboretum area	October
PR - Nature Center Special Events Earth Day, Open House	4 x 8 sign - Directional and informational	HANC	Periodically February - September
PR - FOR Parks Fundraising Events	Directional and informational	Numerous locations throughout the city	Select Dates June - November
PR - Passport to Play	4 x 8 sign on plywood	In front of each programmed park	May - August
PR - Summer Staff Recruitment	4 x 8 sign on plywood	Rotated among parks system-wide	February - May
PR - Arboretum Special Events Plant Sale	4 x 4 two sided display	Entrance to the Arboretum Parking Lot on Dale Street	Periodically May - September
PR - Rosefest events including Parade, Run for the Roses, Party in the Park, Taste of Rosefest	Traffic information	Along and near route	June/July
PR - Holiday Craft Fair/Boutique	4 x 8 signs on plywood - Directional and informational	- City Hall, Skating Center - Civic Center and C and Woodhill, - Numerous locations throughout City	December
PR - Art Series/Art and Craft Show	4 x 4 two sided displays - Directional and informational	- Roseville Skating Center - Civic Center and C and Woodhill, entrance to Skating Center - Numerous locations throughout City	Periodically March - December
PR - Wild Rice Festival	4 x 8 signs on plywood - Directional and informational	- HANC - Numerous locations throughout City	September - October
PR - Summer Special Events at Amphitheatre	Directional and informational	Central Park Lexington and Amphitheatre area	May - August
PR - Tapping Time Event	4 x 8 signs on plywood - Directional and informational	- HANC - Numerous locations throughout City	March
PR - Skating Center Events	- Directional and informational - Welcome	Near Campus	Major Local/State/National/ International events as scheduled
PD - Recruiting Police Reserves	5 x 5 two-sided display	In front of City Hall	As needed
PD - Family Night Out and Night to Unite	4 x 8 signs on plywood	City Hall and Central Park	July - August
FD - Fire Prevention Program	Informational	Fire Station	As needed
FD - Fire Dep. Open House/Com. Events	4 x 4 two-sided display	Fire Station	As needed
PW - Clean Up Day	Directional and Informational	Dale St Parking Lot, City Campus	Week of Event
PW - Shredding Day	Directional and Informational	City Campus	Week of Event
PW - Less Mow May	Directional and Informational	Numerous locations throughout City	Month of May

AD - Community Survey	• Various signs/sizes with QR codes	• Numerous locations throughout City	• February - April
LC - Renovation	• 4 x 8 affixed to the building or between two building support poles	• License Center	• TBD

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024
Item No.: 10.g.

Department Approval

Janice Gundlach

City Manager Approval

Sam F. Truog

Item Description: Adopt a resolution appointing the Building Official as Assistant Weed Inspector for 2024

Background

Under Minnesota Statute 18.80, the Mayor shall act as local weed inspector for the City. A municipality may appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality. The appointed assistant or assistants shall have the power, authority and responsibility of the Mayor in the capacity of weed inspector.

Since 2003, the City Council has appointed the Community Development Department Codes Coordinator/Building Official to act as Assistant Weed Inspector.

Policy Objectives

Not applicable

Racial Equity Impact Summary

Not applicable

Budget Implications

None

Staff Recommendations

Staff recommends appointment of the Community Development Department's Building Official as the duly authorized and designated Assistant Weed Inspector for calendar year 2024.

Requested Council Action

By motion, adopt a resolution appointing the City of Roseville Community Development Department's Building Official as the duly designated Assistant Weed Inspector for calendar year 2024, pursuant to Minnesota Statutes 18.80.

Prepared by: David Englund, Building Official

Attachments: 1. Resolution
2. 2023 State Statute

**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 8th day of January 2024, at 6:00 p.m.

The following members were present:

and the following were absent:

Council Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION APPROVING APPOINTMENT OF ASSISTANT WEED INSPECTOR

WHEREAS, Minnesota State Statute 18.80 Subp. 2, requires the mayor of each city to act as local weed inspector of the municipality; and

WHEREAS, Minnesota State Statute 18.80 Subp. 3, allows a municipality to appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA the appointment of the City of Roseville Community Development Department's Building Official as Assistant Weed Inspector for the municipality.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member

and upon vote being taken thereon, the following voted in favor:

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

RESOLUTION APPROVING APPOINTMENT OF ASSISTANT WEED INSPECTOR

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 ____ of ____, 202__, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this ____ of ____, 202__.

BY:

Patrick Trudgeon, City Manager

(SEAL)

18.80 INSPECTORS.

Subdivision 1. **County agricultural inspectors and county-designated employees.** The county board shall either appoint at least one county agricultural inspector to carry out the duties specified under section 18.81, subdivisions 1a and 1b, or a county-designated employee to carry out the duties specified under section 18.81, subdivision 1a. A notice of the appointment of either a county agricultural inspector or county-designated employee must be delivered to the commissioner within 30 days.

Subd. 2. **Local weed inspectors.** The supervisors of each town board and the mayor of each city shall act as local weed inspectors within their respective municipalities.

Subd. 3. **Assistant weed inspectors.** A municipality may appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality. The appointed assistant or assistants have the power, authority, and responsibility of the town board members or the city mayor in the capacity of weed inspector.

History: 1992 c 500 s 6; 2009 c 94 art 1 s 28

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Authorization to Seek Donations for Various City Functions and Events

Background

The City Council established a policy in February of 1997 requiring Council approval of formal written request for donations to the city. The city has annually requested support from community groups and businesses for several city functions and special events. The activities that the authorization is requested to seek donations for include:

Administration Department

- Spring Volunteer Recognition Banquet
- Fall Volunteer Recognition Banquet
- Fall Wellness Fair

Fire Department

- Community Partnerships for purchase of Vehicles, Supplies, & Equipment
- Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
- Explorer supplies and training
- Vial of life project
- EMS Week
- Night to Unite
- Family Night Out
- Animal Rescue
- Fire Department Community Support Fund
- Fire and medical safety and prevention materials & supplies
- Fill the Boot

Parks and Recreation Department

- Tapping Time at Nature Center
- Community Arts Program
- Earth Day
- Summer Concert Series
- Puppet Wagon
- Discover Your Parks
- Cedarholm Events and Leagues
- Rosefest
- Party in the Park
- Roll in Movies at the OVAL
- Halloween Event
- Holiday Craft Fair
- New Year's Eve Event

Wild Rice Festival at HANC
Sweetheart Dance
Superhero Carnival
Recreation Fee Assistance Program

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Park Patrol supplies
Heart Defibrillators
Community Police Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior/Kids Safety camp
Community Action Team Outreach
Police Activities League

Policy Objectives

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

Racial Equity Impact Summary

The collection of donations helps the City engage directly with residents and business owners and provides and extends services to community members that need assistance or enrichment.

Budget Implications

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

Staff Recommendations

Staff recommends the authorization as per city policy for the requesting of donations for the following special events:

Administration Department

Spring Volunteer Recognition Banquet
Fall Volunteer Recognition Banquet
Fall Wellness Fair

Fire Department

Annual Firefighter Recognition Event
Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
Explorer supplies and training
Vial of life project
EMS Week
Night to Unite
Family Night Out
Animal Rescue

93 Fire Department Community Support Fund
94 Fire and medical safety and prevention materials & supplies
95 Fill the Boot
96

97 Parks and Recreation Department

98 Tapping Time at Nature Center
99 Community Arts Program
100 Earth Day
101 Summer Concert Series
102 Puppet Wagon
103 Discover Your Parks
104 Cedarholm Events and Leagues
105 Rosefest
106 Party in the Park
107 Roll in Movies at the OVAL
108 Halloween Event
109 Holiday Craft Fair
110 New Year's Eve Event
111 Wild Rice Festival at HANC
112 Sweetheart Dance
113 Superhero Carnival
114 Recreation Fee Assistance Program
115

116 Police Department

117 Shop with a Cop program
118 Night to Unite
119 Family Night Out
120 Reserve Officer Recognition Dinner
121 Park Patrol supplies
122 Heart Defibrillators
123 Community Police Academy
124 Police Explorers- training and supplies
125 Safety Brochures and Information
126 K9 Unit
127 Senior/Kids Safety camp
128 New American Forum
129 Community Action Team Outreach
130 Police Activities League
131

132 **Requested Council Action**

133 Motion authorizing the City Manager or his designee to send letters requesting support for:
134

135 Administration Department

136 Spring Volunteer Recognition Banquet
137 Fall Volunteer Recognition Banquet
138 Fall Wellness Fair
139

140 Fire Department

141 Annual Firefighter Recognition Event
142 Community Partnerships for purchase of Vehicles, Supplies, & Equipment
143 Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
144 Explorer supplies and training
145 Vial of life project
146 EMS Week
147 Night to Unite
148 Family Night Out

Animal Rescue
Fire Department Community Support Fund
Fire and medical safety and prevention materials & supplies
Fill the Boot

Parks and Recreation Department

Tapping Time at Nature Center
Community Arts Program
Earth Day
Summer Concert Series
Puppet Wagon
Discover Your Parks
Cedarholm Events and Leagues
Rosefest
Party in the Park
Roll in Movies at the OVAL
Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC
Sweetheart Dance
Superhero Carnival
Recreation Fee Assistance Program

Police Department

Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Park Patrol supplies
Heart Defibrillators
Community Police Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior/Kids Safety camp
New American Forum
Community Action Team Outreach
Police Activities League

Prepared by: Matt Johnson, Director of Parks and Recreation and other departments as appropriate

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Approve 2024 Reapportionment of Assessments

1
2 **Background**

3 Whenever the legal description of property changes, it is necessary to reassign previously
4 levied assessments remaining on the property to the proper frontage or area of the new lot
5 or lots. This is called "Reapportionment of Assessments." This typically happens when a
6 property is subdivided or an easement is recorded on the property. The City Council must
7 approve all reapportionments.

8
9 Until 1993, each reapportionment was done with a separate Council Action request and
10 Resolution. The need to process separate reapportionments was very costly and time
11 consuming. In the past, there have been as many as 30 reapportionments in a single
12 year. By adopting one resolution authorizing the Public Works Director to reapportion the
13 assessments, the overall process is streamlined and saves time for the City Council and
14 staff.

15
16 **Policy Objectives**

17 The City Council must approve the reapportionment of levied assessments for property
18 subdivisions. The Engineering staff does the calculations to reapportion the assessments
19 and processes all supporting documentation for each request.

20
21 **Racial Equity Impact Summary**

22 This resolution should have no equity impacts since it is administrative in nature.

23
24 **Budget Implications**

25 There are no budget impacts associated with this resolution.

26
27 **Staff Recommendations**

28 This system has been used since 1993 and has worked well. It is the staff
29 recommendation to continue this action for 2024.

30
31 **Requested Council Action**

32 Approval of a resolution authorizing the Public Works Director to reapportion assessments
33 in 2024.

34

35

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Resolution

36

**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 8th day of January, 2024, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION RELATING TO APPORTIONMENT OF
ASSESSMENTS FOR THE YEAR 2024**

WHEREAS, the assessment rolls for various improvements in the City of Roseville were certified to the County Auditor of the County of Ramsey, and since the certifications, a number of parcels of property contained within said assessment rolls have been divided and conveyed; and

WHEREAS, said division requires that apportionment of the original assessments be made by the City Council of the City of Roseville in order that the proper assessment can be extended by the County Auditor against each parcel of property thereafter; and

WHEREAS, during the year, numerous requests to apportion the original assessments on numerous parcels are received by the City of Roseville; and

WHEREAS, it would be more expedient to allow the Public Works Director, or his assigned staff, to apportion the original assessments in as much as the City Council of the City of Roseville approves all apportionment prepared by city staff when requested.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville that the Public Works Director or his assigned personnel are hereby authorized to make the apportionment of original assessments against all of the requested properties for the year of 2024.

The City Manager of the City of Roseville is hereby authorized to prepare a certified copy of this resolution and to certify the same to the County Auditor of Ramsey County, Minnesota.

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

32 , , , and Mayor , and the following voted against the same:
33 .

34 WHEREUPON said resolution was declared, duly passed and adopted.

REQUEST FOR COUNCIL ACTION

Date: 1/8/2024
Item No.: 10.j.

Department Approval

City Manager Approval



Item Description: Approve Amended Professional Services Agreement with Metro-
INET

Background

Metro-INET became a separate IT joint powers authority in 2021. Previously, Metro-INET was part of the City of Roseville and provided IT services to 43 other local government agencies.

Last year, the City entered into a professional services agreement that outlines the administrative services and space that the City of Roseville will provide Metro-INET through the end of 2025. The agreement only listed the costs for the services and space for 2023. The existing agreement is being amended to reflect a 3% cost increase for the services and space in 2024 and 2025. Under the amended agreement, Metro-INET will pay the City \$45,180 in 2024 and \$46,536 in 2025.

Policy Objectives

Roseville has long valued shared partnerships with other local government entities and the private sector to provide cost-effective and efficient services to the community. Since its creation, Metro I-Net has been a model of partnership of providing local government IT services in the Twin Cities metro. Once Metro-INET fully transitions to a fully independent joint powers authority, Roseville will continue to benefit from this shared service.

Racial Equity Impact Summary

There are no racial equity impacts expected with this action.

Budget Implications

Entering into this agreement will provide the City of Roseville \$45,180 in 2024 and \$46,536 in 2025.

Staff Recommendations

Staff recommends the City Council approve entering into the professional services agreement with Metro-INET Joint Powers Authority for Financial Services and use of City facilities.

Requested Council Action

Motion to approve entering into the professional services agreement with Metro-INET Joint

35
36
37

Powers Authority for Financial Services and the use of City facilities.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments: 1. Amended Professional Services Agreement with Metro-INET

38

Amended Agreement for Financial Personnel Services

This Agreement (“Agreement”) is made by and between the City of Roseville, a municipal corporation (hereinafter “City”), and the North East Metropolitan Area Municipal Internet Working Collaborative, an intergovernmental unit organized under a joint powers agreement pursuant to Minnesota Statutes section 471.59 (hereinafter “Metro-INET”) (collectively, the “Parties”).

Recitals

WHEREAS, beginning in 1999, the City provided Information Technology services and personnel to up to 44 local governmental units through a collaboration known as Metro-INET;

WHEREAS, beginning in 2021, Metro-INET became an independent organization providing IT services to the local governmental units in the previous collaboration;

WHEREAS, through 2022, Metro-INET utilized City personnel to perform IT services, as well as administrative services in Human Resources, Finance, and Legal services;

WHEREAS, beginning in 2023, Metro-INET is able to fully employ a workforce to perform such services except those related to financial services;

WHEREAS, the City is agreeable to continue to make financial services personnel available to Metro-INET on a contract basis; and,

WHEREAS, the parties wish to memorialize in writing their respective duties and obligations upon which their contractual agreement is premised.

NOW, THEREFORE, in consideration of the promises and covenants hereinafter contained, and intending to be legally bound thereby, the City and Metro-INET agree as follows:

1. ***Scope of Work Proposal.*** The City agrees to provide the professional services described in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set forth in Provision 3 below.
2. ***Term; Renewal.*** The term of this Agreement shall be from January 1, 2023, through December 31, 2023, the date of signature by the Parties notwithstanding. This Agreement shall automatically renew annually for additional terms from January 1, 2024 through December 31, 2024 and January 1, 2024 through December 31, 2025, unless earlier terminated by either party in accordance with Paragraph 9 of this Agreement.

3. ***Compensation for Services.*** Metro-INET agrees to pay the City the compensation described in Exhibit B attached hereto for the Work, subject to the following:

A. Any changes in the Work which may result in an increase to the compensation due the City shall require prior written approval of Metro-INET. Metro-INET will not pay additional compensation for Work that does not have such prior written approval.

B. Third party independent contractors and/or subcontractors may be retained by the City when required by the complex or specialized nature of the Work and when authorized in writing by Metro-INET. Metro-INET shall be responsible for and shall pay all costs and expenses payable to such third-party contractors unless otherwise agreed to by the Parties in writing.

C. The City shall charge Metro-INET for the use of any City facility space and equipment necessary to perform the Work by City employees during the course of this Agreement. Such facility space and equipment, together with associated costs, shall be described and itemized as Special Conditions in Exhibit C attached hereto.

4. ***Metro-INET Representative and Special Requirements:***

A. Holly LaRochelle shall act as Metro-INET's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define Metro-INET's policies and decisions with respect to the Work to be performed under this Agreement. Metro-INET may change the its representative at any time after prior notification to the City of such change in writing.

B. In the event that Metro-INET requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements shall be stated in Exhibit C attached hereto. The Parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement.

5. ***Method of Payment.*** The City shall submit to Metro-INET on a monthly basis an itemized written invoice for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to Metro-INET. Invoices shall contain the following:

A. For Work reimbursed on an hourly basis, the City shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the City shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the City shall provide an itemized listing and such documentation of such expenses as is reasonably required by Metro-INET.

B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the City: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

A. Metro-INET shall have the right to suspend the Work to be performed by the City under this Agreement when it deems necessary to protect Metro-INET, the residents of Metro-INET's governmental units, or others who are affected by the Work. If any Work to be performed by the City is suspended in whole or in part by Metro-INET, the City shall be paid for any services performed prior to the delivery upon the City of the written notice from Metro-INET of such suspension.

B. The City shall be reimbursed for services performed by any third-party independent contractors and/or subcontractors only if Metro-INET has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

6. **City Management and Staffing.** The City has designated its City Manager and Finance Director ("Project Contacts") to perform and/or supervise the Work, and as the persons for Metro-INET to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the City as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The City may not remove or replace the Project Contacts without the prior approval of Metro-INET.

7. **Standard of Care.** All Work performed by the City under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind to the Work being performed under this Agreement.

8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by either Party under this Agreement which is requested to be kept confidential shall not be made available by the other Party to any individual or organization without the requesting Party's prior written approval. The books, records, documents and accounting procedures and practices of either Party to this Agreement are subject to examination by the other and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Parties shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of either Party.

9. **Termination.** This Agreement may be terminated at any time by either Party, with or without cause, by delivering to the other Party at the address set forth in Provision 25 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the City shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the Metro-INET under this Agreement) by the City through and until the date of termination.

10. **Subcontractor.** The City shall not enter into subcontracts for services provided under this Agreement without the express written consent of Metro-INET. If subcontracts are approved and entered into, the City shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.

11. ***Independent Contractor.*** At all times and for all purposes herein, the City and its employees are independent contractors to and not employees of Metro-INET.

12. ***Non-Discrimination.*** During the performance of this Agreement, the Parties shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Parties shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Parties shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Parties further agree to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

13. ***Assignment.*** The Parties shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the other Party.

14. ***Services Not Provided For.*** Metro-INET shall not be required to pay for any claim for services furnished by the City not specifically provided for herein.

15. ***Compliance with Laws and Regulations.*** The City shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The City and Metro-INET, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13.

16. ***Waiver.*** Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Party's ability to enforce a subsequent breach.

17. ***Indemnification.*** To the fullest extent permitted by law, each party agrees to defend, indemnify and hold harmless the other and their elected officials, members, board members, executive director, officers, agents, employees and representatives from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any of their own negligent or wrongful act or omission, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work and against all losses resulting from their own failure to fully perform all of their respective obligations under this Agreement.

18. ***Insurance; Liability Limitation.*** The parties acknowledge that the City is a self-insured entity and shall remain sufficiently self-insured to cover any and all liabilities and/or judgments potentially arising out of the performance of this Agreement. Nothing in this Agreement constitutes, nor shall be construed to constitute, a waiver of any liability limitation contained in

Minnesota Statutes Chapter 466 or any other limitation of liability contained in statute, at law, in equity, or elsewhere.

19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (“Information”) shall become the property of Metro-INET, but the City may retain copies of such documents as records of the services provided. Metro-INET may use the Information for any reasons it deems appropriate without being liable to the City for such use. The City shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of Metro-INET.

20. ***Annual Review.*** Metro-INET shall have the right to conduct an annual review of the performance of the Work performed by the City under this Agreement. The City agrees to cooperate in such review and to provide such information as Metro-INET may reasonably request. Following each performance review the Parties shall, if requested by Metro-INET, meet and discuss the performance of the City relative to the remaining Work to be performed by the City under this Agreement.

21. ***Conflicts.*** No salaried officer or employee of either Party and no elected official of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

22. ***Governing Law.*** This Agreement shall be controlled by the laws of the State of Minnesota.

23. ***Counterparts.*** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

24. ***Severability.*** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

25. ***Notices.*** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to the Executive Director if such notice is to be given to Metro-INET, b) if mailed to the other Party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other Party addressed as follows:

If to City:

City of Roseville
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113
Attn: City Manager

If to Metro-INET:

Metro-INET
2660 Civic Center Drive
Roseville, MN 55113
Attn: Executive Director

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other Party shall commence to run one business day after the date of mailing or delivery to the courier. Any Party may change its address for the service of notice by giving written notice of such change to the other Party, in any manner above specified, 10 days prior to the effective date of such change.

26. ***Entire Agreement.*** Unless stated otherwise in this Provision 26, the entire agreement of the Parties is contained in this Agreement and its Exhibits. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

Date: _____
Mayor

By: _____

Date: _____
City Manager

By: _____

Metro-INET

Date: 12/29/2023

By: 

Executive Director

EXHIBIT A

WORK

The City shall perform the following Work at the following locations:

Administrative Overhead Fee

In recognition of the use of city assets, including non-IT personnel, city facilities and space, and city equipment and materials, the City will charge Metro-INET an Administrative Overhead Fee equal of \$3,655 monthly.

The Administrative Overhead Fee shall cover the following services:

Fiscal Agent Services

Per the Metro-INET Joint Powers Agreement, Article VII FISCAL AND OPERATIONAL SERVICES, Section 7.1, the City of Roseville Finance Director shall serve as the fiscal and operations agent of Metro-INET (“Fiscal Agent”). The Fiscal Agent shall provide services as set forth in the JPA and on additional matters as may be determined by the Board through authorization for services by contract with Metro-INET. The Fiscal Agent shall be responsible for management of all of Metro-INET’s funds, for the keeping and storing of Metro-INET’s financial records, recommending to the Board and maintaining adequate insurance coverage of Metro-INET consistent with municipal liability limitations under Minnesota law, and to provide for the annual financial audit and accounting of all Metro-INET related activities. The Fiscal Agent shall be responsible for collecting and preserving all Metro-INET records and data pursuant to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The Fiscal Agent shall post a fidelity bond or other insurance against loss of organization funds in an amount approved by the Board, at the expense of Metro-INET.

Financial Services

The City shall provide personnel sufficient to fulfill all financial services duties on behalf of Metro-INET’s operations, as generally described here:

General Cash Receipts

- Process cash & checks into Springbrook or QuickBooks
- Run end-of-day reports & balance cash drawer
- Prepare bank deposit

Accounts Payable

- Process invoices / mail distribution
- Process purchasing card transactions
- Process non-bank transactions
- Process payroll-related items
- Manage accounts: Setup, ACH forms, 1099's, etc.
- Prepare City Council reports
- Purchasing card: card issuance, account changes

Purchasing card support

Accounts Receivable/Billings

Manage customer accounts and database
Process late penalties and delinquent certifications
Prepare AR billings for mailing

Payroll Accounting

Process payroll for full-time employees
Process payroll for part-time/seasonal employees
Process payroll-related deductions and payments
Reconcile payroll-related G/L accounts
Manage flex-spending accounts
Manage database: adds, changes, and deletes
Employee /HR assistance: reports and information
Non-recurring: 941's, W2's, PCORI Fee/Form 721
Distribute paycheck stubs (folding, stuffing, stapling)

Purchase Orders

Process purchase orders

General Accounting

Manage fixed asset database; adds, changes, and deletes
Manage fixed assets; calculations & reports
Journal entries
Review bank deposits & reconcile daily cash report
Petty cash and investments tracking

General Accounting Reconciliation

Accounting & Financial Reporting

Monthly & Quarterly JE's / JE review for internal controls
Account reconciliations (escrows, forfeitures, donations)
Manage Purchasing Card program
Interest allocation
Audit preparation (schedules, reconciliations, Notes)
Coordinate annual audit
Annual reporting (ACFR)
Springbrook or Quickbooks software reports & maintenance

Banking & Investing

Investments & cash management
Bank/Cash reconciliation
Coordinate banking services/relations

Risk Management & Insurance

Report & manage claims (all)
Update quarterly claims worksheet

- Issue Accord certificates & vehicle insurance cards
- Register vehicles with License Center
- Drivers' license checks for employees & volunteers
- Coordinate with Third Party Administrators/services
- Policy renewal process

Budget/Capital Planning & Financial Analysis

- Data assembly, analysis & communications
- General financial analysis
- Attendance at meetings/discussions (internal)

Metro-INET Board Support

- Agenda preparation (including research & analysis)
- Attendance at meetings

General Reception Desk Duties

- Answer and route phone calls

Mail Duties

- Sort incoming mail
- Process outgoing mail/affix postage

Use of City Facilities and Equipment

The City shall provide sufficient office and storage space for Metro-INET personnel sufficient to fulfill their duties and operations. The City shall allow Metro-INET to use city equipment and materials as part of its operations. The office and storage space used by Metro-INET is shown on the attached Exhibit C.

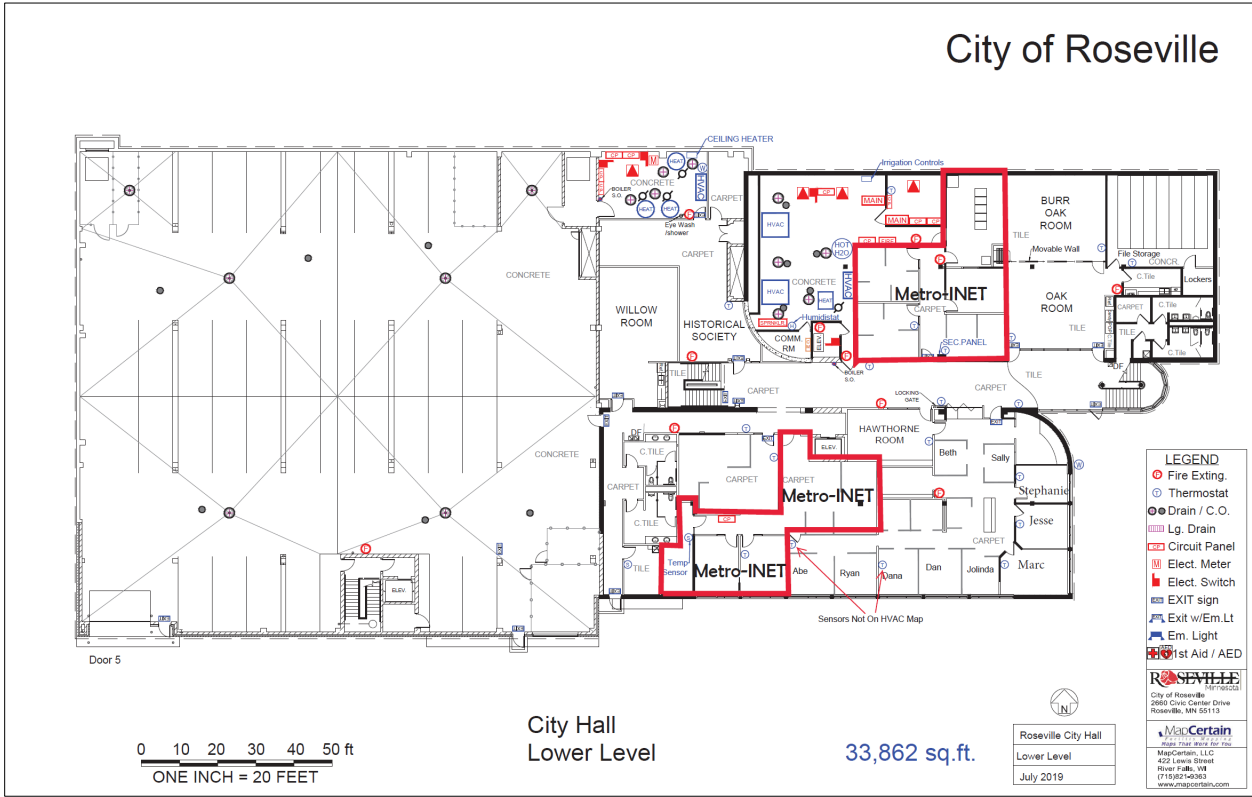
EXHIBIT B
COMPENSATION

Metro-INET shall pay the City the amount of \$3,655 per month for the Administrative Overhead Fee as described in Exhibit A. The monthly Administrative Overhead Fee will increase to \$3,765 on January 1, 2024 and \$3,878 on January 1, 2025.

EXHIBIT C

SPECIAL CONDITIONS

[Facility Site Plan Attached]



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.k.

Department Approval



City Manager Approval



Item Description: Approve Annual Contracts with Northeast Youth and Family Services

Background

The City of Roseville has long partnered with Northeast Youth and Family Services (NYFS) to provide services to at-risk youth and families in Roseville through an annual contract. In addition, the City also contracts with NYFS to help fund a Community Advocate position to provide assistance to individuals and families referred by law enforcement agencies. Roseville has partnered with NYFS on the Community Advocate program since 2019 and has found this program helpful in providing resources for people and families in crises. The cities of Mounds View, New Brighton, and White Bear Lake also participate in the Community Advocate program.

Included as Attachments 1 and 2 are the draft contracts between the City and NYFS for continuing its core services as well as the Community Advocate services for Roseville residents in 2024. The total cost of these contracts is \$108,490 (\$85,044 for core services and \$23,446 for the Community Advocate) and is included in the 2024 City Budget.

Policy Objectives

Having NYFS providing services to residents helps the City advance it's Community Aspiration of being a "Physically and mental active and healthy" community.

Racial Equity Impact Summary

NYFS provides direct services to Roseville at-risk youth and families. Most of these services are free of charge or on a sliding scale. While there is no specific demographic information on the clients served by NYFS, providing services free of charge or on a sliding scale does allow for those unable to pay to receive help that they may not otherwise be able to afford. Staff will work with NYFS to receive demographic information on the clients they serve.

Budget Implications

The total cost of the NYFS services in 2024 is \$108,490 and is included in the adopted 2024 budget.

Staff Recommendations

Staff recommends entering into the annual agreements with NYFS.

36 **Requested Council Action**

37 Motion to approve annual contracts with Northeast Youth and Family Services to provide
38 services to at-risk youth and families in Roseville.
39

40 **Prepared by:** Patrick Trudgeon, City Manager (651) 792-7021 pat.trudgeon@cityofroseville.com

Attachments: 1. Roseville and NYFS Professional Services Agreement 2024
2. Roseville Community Advocate Professional Services Agreement 2024

41

AGREEMENT

1. PARTIES

This agreement is made and entered into by and between the City of Roseville, Minnesota ("Municipality") and Northeast Youth and Family Services ("NYFS").

2. RECITALS

- a. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey and Washington County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282, and 832.
- b. Through this Agreement the Municipality intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- c. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the Municipality and NYFS.

3. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- a. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- b. Services Provided. NYFS shall provide the Municipality and its residents with youth and family programs set forth in the Addendum attached hereto.
- c. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:

- i. Report regarding proposed changes in services and programs to the Municipality; and
- ii. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

d. Funding

- i. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
- ii. The Municipality shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation based on the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U) and municipal population estimates based on MN State Demographic Center. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
- iii. Any new municipality joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
- iv. Amounts payable by the Municipality shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the Municipality's share for that year.

- e. Board Representation. The Municipality shall have the right to NYFS Board Representation of City Council, staff or community members (as designated by the Municipality and approved by NYFS Board) on the Board of Directors as either a Board Member or Board Advisor.

- f. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the follows:

- i. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of

the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.

- ii. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.
 - iii. On or before December 31, of any year NYFS shall submit a written report to the Municipality including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, biannually NYFS shall submit a written report to the participating municipality.
 - iv. Periodically advising the Municipality of services available through NYFS to the Municipality's residents;
 - v. Establishing a sliding scale for services available through NYFS to the Municipality's residents and periodically advising the Municipality of such fees;
 - vi. Providing other reasonable information requested by the Municipality;
 - vii. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the Municipality as an additional insured and providing a copy of the insurance certificate evidencing such policy to the Municipality;
 - viii. Upon Request NYFS will provide the Municipality with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
 - ix. NYFS shall defend and indemnify the Municipality from any and all claims or causes of actions brought against the Municipality of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
 - x. Without the written approval of the Municipality, NYFS will not enter into any agreement with any other municipality which differs from the terms and conditions of this Agreement.
- g. Term. The term of this agreement will be through December 31, 2024. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the Municipality if a successor agreement has not been executed prior to the end of the term.

h. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

- i. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
- ii. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

- iii. Consider the request and by a majority vote deny it.
- iv. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
- v. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

MUNICIPALITY

City of Roseville

By: _____

Elected Official

Its: _____

Clerk/Manager/Administrator

Dated: _____

NYFS

Northeast Youth & Family Services

By: _____

Its: President/CEO

By: _____

Its: Chair of the Board of Directors

Dated: _____

Contracted Services

Mental Health Services:

- *Shoreview and White Bear Lake Mental Health Clinics* – licensed mental health staff provide therapy for the emotional health of children, teens, and adults.
- *School-Based Mental Health* – licensed mental health staff provide onsite therapy in the schools for the emotional health of students within Roseville, Mounds View, Saint Anthony New Brighton and White Bear Lake school districts.
- *Northeast Educational & Therapeutic Services (NETS)* – provides therapy and academic support for youth in grades 6 -12 with severe mental illnesses who cannot function in traditional school environments.
- *Domestic and Sexual Violence Program*– individual and group therapy and legal advocacy services for adults and children who have witnessed or experienced domestic and/or sexual violence.

Community Service Programs:

- *Youth Diversion* – a coordinated range of services for youth who have committed minor offenses (e.g. shoplifting, chemical/alcohol use, vandalism) to help them focus on positive behavior and prevent recidivism.
- *Community Connections* – This seven-week program helps youth develop social and emotional skills while expanding their horizons and helping them deepen their commitment to their own futures through service, post-secondary education exposure, career exploration, and mentorship.

Non-Contracted Services

Community Service Programs:

- *Community Advocate* – This program serves people who have been involved with local law enforcement but have needs that cannot be sufficiently addressed by law enforcement alone. This can include: mental health issues, family instability, medical care and other needs. Addressing these underlying issues reduces the need for law enforcement intervention in the future.



**Northeast Youth & Family Services
Municipal Participation Figures**

	Municipal Contract 2023	Community Advocate 2023	Municipal Contract 2024	Board Approved Increase of 4.9% based on CPI-U	Dollar increase over 2023	Community Advocate 2024	Board Approved Increase of 4.9% based on CPI-U	Dollar increase over 2023
Falcon Heights	\$ 12,246.11		\$ 12,846.17		\$ 600.06			
Little Canada	\$ 23,213.75		\$ 24,351.22		\$ 1,137.47			
Mounds View	\$ 29,789.41	\$ 27,938.75	\$ 31,249.09		\$ 1,459.68	\$ 29,307.75		\$ 1,368.999
New Brighton	\$ 51,673.28	\$ 11,175.50	\$ 54,205.27		\$ 2,531.99	\$ 11,723.10		\$ 547.60
North Oaks	\$ 11,854.97		\$ 12,435.86		\$ 580.89			
Roseville	\$ 81,071.55	\$ 22,351.00	\$ 85,044.05		\$ 3,972.51	\$ 23,446.20		\$ 1,095.20
St. Anthony	\$ 20,265.65	\$ 13,969.38	\$ 21,258.67		\$ 993.02	\$ 14,653.87		\$ 684.50
Shoreview	\$ 59,185.45		\$ 62,085.53		\$ 2,900.09			
Birchwood	\$ 1,957.95		\$ 2,053.89		\$ 95.94			
Hugo *	\$ 16,275.00		\$ 17,072.48		\$ 797.47			
Mahtomedi	\$ 17,970.20		\$ 18,850.74		\$ 880.54			
Vadnais Heights	\$ 29,498.85		\$ 30,944.29		\$ 1,445.44			
City of WBL	\$ 56,901.18	\$ 27,938.75	\$ 59,689.33		\$ 2,788.16	\$ 29,307.75		\$ 1,369.00
WB Tnship	\$ 24,798.43		\$ 26,013.56		\$ 1,215.12			
Lauderdale	\$ 5,075.91		\$ 5,324.63		\$ 248.72			
Arden Hills	\$ 22,215.00		\$ 23,303.54		\$ 1,088.54			
Total	\$ 463,992.69	\$ 103,373.38	\$ 486,728.34		\$ 22,735.65	\$ 108,438.67		\$ 5,065.30

* Hugo splits its support of NYFS with another Community-Based Mental Health agency

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into effective January 1, 2024, by and between the City of Roseville, Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "City," and Northeast Youth & Family Services, a Minnesota Nonprofit Corporation located at 3490 Lexington Ave North, Suite 205, Shoreview, MN 55126 ("Provider").

The City and Provider, in consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, agree as follows:

Provider agrees to provide the services described in this Agreement.

Statement of work. Provider will provide community advocacy services to households referred from City law enforcement departments. Services will be provided by the Community Advocate, an employee of the Provider who will work on a fulltime basis independently and collaboratively with the City. The Community Advocate will be supervised by the designee within Northeast Youth & Family Services.

The Community Advocate will provide "follow up" activities to referred households which will include efforts to establish a relationship, assess needs, develop a Goal Action Plan, connect to resources, and follow up on the impact of the Goal Action Plan.

The Community Advocate will maintain regular communication with an identified City "point of contact" regarding new referrals, progress on current referrals and follow up on closed referrals.

The Community Advocate will typically work a traditional Monday through Friday schedule during business hours, with occasional evening hours as contact with referrals necessitate. Generally, the work schedule may be set between the Community Advocate and the supervisor designee at Northeast Youth & Family Services.

Time For Completion.

The services rendered by Provider will commence on January 1, 2024, and will continue for one year, unless this agreement is terminated or renewed in accordance with the relevant provisions within.

Project Management.

Provider will assign specific individuals as principal project members and ensure that the major work and coordination will remain the responsibility of these individuals during the term of the Agreement. Provider is responsible to place an appropriate employee in the role of Community Advocate.

The City will designate a “point of contact” as the project manager for this Agreement, and the individual to whom all communications pertaining to the Agreement shall be addressed. The project manager shall have the authority to transmit instructions, receive information, and interpret and define the City's policy and decisions pertinent to the work covered by this Agreement.

Billings and Payment.

Services provided to the City will be provided as part of a collaborative program at an approved upon cost of \$23,446.20 to the City. The City shall have no liability or bear any responsibility for payment for any services provided by Provider outside the scope of this agreement, even if the individual was identified or referred for such services via the services provided for in this agreement.

City Responsibilities.

The City will provide Provider with access to information from City documents, staff, and other sources needed by Provider to complete the work described in this Agreement.

Amendment or Changes to Agreement.

A. City or Provider may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be authorized in writing in advance by either the City or Provider.

B. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement are valid only when reduced to writing and duly signed by the parties.

C. Modifications or additional schedules may not be construed to adversely affect vested rights or causes of action which have accrued prior to the effective date of such amendment, modification, or supplement. The term "this Agreement" includes any future amendments, modifications, and additional schedules made in accordance with these terms.

Notices.

Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement must be delivered in person or deposited in United States Certified Mail, Return Receipt Requested. Any notices or other communications must be addressed as follows:

To the City
City of Roseville
Attn: Roseville Police Department
2660 Civic Center Drive
Roseville, MN 55113

To the Provider
Northeast Youth & Family Services
Attn: President & CEO
3490 Lexington Ave North, Suite 205
Shoreview, MN 55126

Survival of Obligations.

A. The respective obligations of the parties under these terms and conditions, which by their nature would continue beyond termination, cancellation, or expiration, will survive termination, cancellation, or expiration of this Agreement.

B. If a court or governmental agency with proper jurisdiction determines that this Agreement, or a provision of the Agreement is unlawful, this Agreement or that provision, will terminate. If a provision is so terminated but the parties legally, commercially, and practicably can continue this Agreement without the terminated provision, the remainder of this Agreement will continue in effect.

Records, Dissemination of Information.

A. For purposes of this Agreement, the following words and phrases have the meanings given in this section, except where the context clearly indicates that a different meaning is intended.

"Work product" means any report, recommendation, paper, presentation, drawing, demonstration, or other materials, whether in written, electronic, or other format that results from Provider's services under this Agreement. "Work Product" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

"Supporting documentation" means any surveys, questionnaires, notes, research, papers, analyses, whether in written, electronic, or in other format and other evidences used to generate any and all work performed and work products generated under this Agreement. "Supporting Documentation" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

"Business records" means any books, documents, papers, account records and other evidences, whether written, electronic, or in other forma, belonging to Provider and pertaining to work performed under this Agreement.

"Business records" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

B. All deliverable work products and supporting documentation that directly result from the Provider's services under this Agreement and that are not protected personally-identifiable information will be delivered to the City throughout the engagement under this Agreement and at the conclusion of services.

C. The Provider agrees not to release, transmit, or otherwise disseminate information associated with or generated as a result of the work performed under this Agreement without prior knowledge and written consent of the City.

D. In the event of termination, all documents finished or unfinished, and supporting documentation prepared by the Provider under this Agreement, and that are not protected personally-identifiable information, will be delivered to the City by Provider by the termination date and there will be no further obligation of the City to Provider except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination.

E. The parties agree to maintain all business records in such a manner as will readily conform to the terms of this Agreement and to make such materials available at reasonable times during this Agreement period and for six (6) years from the date of the final payment under the contract for audit or inspection by the City, the Auditor of the State of Minnesota, or other duly authorized representative.

F. The parties agree to abide strictly by Chapter 13, Minnesota Government Data Practice Act, and any other applicable data privacy and security laws and regulations. The requirements of this provision do not apply to any information or data created, collected, received, stored, used, maintained, or disseminated by Provider in providing services to an individual that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

G. Notwithstanding anything in this Agreement to the contrary, Provider will comply with all state and federal laws applicable to the disclosure of information related to the health status of or provision of health care to individuals served by Provider. In the event of any ambiguity or conflict between any laws regarding disclosure of such information, such ambiguity or conflict shall be resolved in favor of the law or interpretation that is most protective of the privacy and confidentiality of the individual served.

Provider will create, maintain, and secure personally-identifiable health information as appropriate to document interventions or care provided by Provider in Provider's sole discretion.

Personally-identifiable health information may be reported to the City only as authorized by law. Personally-identifiable data may be shared with the subject's consent. Personally-identifiable information may be shared without the subject's consent to prevent or lessen a serious or imminent threat to the health or safety of an individual or the public or if the subject is involved in an emergency interaction and disclosure of information is necessary to protect the health or safety of the referred person or another person. Certain data obtained by the City to respond to an emergency are private data on individuals and will not be used for any other purpose. To the extent possible, private data released to the City to respond to an emergency will be marked and designated as private data by the releasing party or person.

The parties will document releases of information as required by law, including the date and circumstances under which the release was made, the person or agency to whom the release was made, and the information released.

Human Rights/Affirmative Action/Economic Opportunity.

Provider agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, creed, religion, color, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to the same.

Compliance With Applicable Law.

The parties agree to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations and standards established by any agency of such governmental units, insofar as they relate to the performance of the provisions of this Agreement. Each party is responsible to obtain all permits or licenses required for the performance of services under this Agreement as applicable to the actions of the respective party.

Conflict of Interest.

Provider's acceptance of this agreement indicates compliance with City code. As such, except as permitted by law, no City official or employee shall be a party to or have a direct financial interest in any sale, lease, or contract with the City. The Provider also affirms that to the best of the Provider's knowledge, their involvement in this contract does not result in a conflict of interest with any part or entity which may be affected by the terms of this contract. The Provider agrees that should any conflict or potential conflict of interest become known to the Provider, Provider will immediately notify the City of the situation so that a determination can be made about Provider's ability to continue performing services under this contract.

Responsibility for Acts and Omissions.

Each party agrees that it will be responsible for its own acts and omissions and the acts and omissions of its employees, elected officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the extent authorized by law, and will not be responsible for the acts and omissions of the other party or their employees, elected officials, and agents, or for any liability resulting therefrom. The City's liability is governed and limited by the Municipal Tort Claims Act, Minnesota Statutes chapter 466, and other applicable law.

Each party warrants that it is able to comply with the obligations of this Agreement through commercial insurance or a self-funding program.

All insurance policies or self-insurance certificates are open to inspection by the other party and copies of the policies or certificates of self-insurance shall be submitted to a party upon written request.

Assignment.

The City and Provider each binds itself and its successors, legal representatives, and assigns of such other party, with respect to all covenants of this Agreement; and neither the City nor the Provider will assign or transfer their interest in this Agreement without the written consent of the other.

Termination.

This Agreement will continue in full force and effect until completion of the project unless either party terminates the Agreement. Either party may terminate this Agreement, without or without cause, by providing 60 days written notice to the other party.

In the event of termination, the Provider will deliver all work products and supporting documentation developed up to the time of termination.

Renewal.

This Agreement may be renewed or extended by the written agreement of the parties.

Alterations.

Any alteration, variation, modification or waiver of the provisions of the specifications that may have occurred during the bidding process or amendments to this Agreement are valid only when reduced to writing.

Interpretation of Agreement, Venue.

This Agreement will be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this agreement must be venued in the District Court of the County of Ramsey, Second Judicial District, State of Minnesota.

Independent Provider.

It is agreed by the parties, that at all times and for all purposes, within the scope of the Agreement resulting from this solicitation, the relationship of the Provider to the City is that of independent Provider and not that of employee. No statement contained in this Agreement may be construed so as to find the Provider an employee of the City.

Cooperative agreement, independent authority

The parties are entering into this Agreement for the purposes of providing collaborative services to individuals experiencing crisis who are the subject of a police call for service. Each party agrees that its employees who act under this Agreement are granted independent authority to provide services within the employee's scope of practice, as regulated and governed by the respective employing party.

The parties agree that their respective employees will act collaboratively but exercise independent judgment, discretion, and acts within each respective employee's area of responsibility or authority, this includes independent assessment and exercise of authority under Minnesota Statutes chapters 148E, 2538, 626, 629 and any other statutory or other applicable authority. The parties agree and stipulate that none of its employees or agents has the authority to require the employees or agents of the other party to exercise any independent authority reserved by law.

Waiver.

The waiver by either party of any breach under the terms of this Agreement or any rights or remedies arising under the terms of this Agreement will not constitute a waiver of the party's right to any rights and/or remedies with respect to any subsequent breach or default of the terms of the Agreement.

Subcontracting.

Provider agrees not to enter into any subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of the City.

Insurance.

Provider is required to carry insurance of the kind and in the amounts shown below for the life of the Agreement. Certificates for General Liability Insurance should state that the City of White Bear Lake, its officials, employees, agents and representatives are Additional Insureds.

1. General or Business Liability Insurance
 - \$1,500,000 per occurrence
 - \$2,000,000 aggregate per project
 - \$2,000,000 products/completed operations total limit
 - \$1,500,000 personal injury and advertising

Policy must include an "all services, products, or completed operations" endorsement when appropriate.

2. Worker's Compensation and Employer's Liability. Provider must maintain appropriate Worker's Compensation coverage as required by Minnesota law.
3. Professional Liability Insurance is required when a contract is for service for which professional liability insurance is available for purchase.
 - a. \$1,000,000 per occurrence
 - b. \$2,000,000 aggregate

4. General Insurance Requirements

- a. All policies must be written on an occurrence basis or as acceptable to the City. Certificates of insurance must indicate if the policy is issued on a claims-made or occurrence basis. Agent must state on the certificate if company carries errors and omissions coverage.
- b. The Provider may not commence any work until Certificates of Insurance covering all of the insurance required for this project is approved and the Project manager has issued a notice to proceed. Insurance must remain in place for the duration of the original contract and any extension periods.
- c. The City reserves the right to review Provider's insurance policies at any time to verify that City requirements have been met.
- d. Satisfaction of policy limits required above for General Liability Insurance, may be met with the purchase of an umbrella or excess policy.

Any excess or umbrella policy will be written on an occurrence basis, and if such policy is not written by the same insurance carrier, the proof of underlying policies shall be provided with any certificate of insurance.

Force Majeure.

Neither the City nor the Provider may be held responsible for performance if its performance is prevented by acts or events beyond the party's reasonable control, including, but not limited to: severe weather and storms, earthquake or other natural occurrences, demonstrations, strikes and other labor unrest, power failures, electrical power surges or current fluctuations, nuclear or other civil military emergencies, or acts of legislative, judicial, executive.

Entire Agreement.

It is understood and agreed that this entire Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matters of the Agreement.

NORTHEAST YOUTH & FAMILY SERVICES

CITY OF ROSEVILLE

By _____

By: _____

Title_____

Title_____

Date _____

Date _____

By: _____

Title_____

Date _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.I.

Department Approval



City Manager Approval



Item Description: Approve First Amendment to Critical Corridors Grant Agreement for County Road B and Snelling Avenue (TH 51) Pedestrian Traffic Study 23-11

Background

The intersection of County Road B and Snelling Avenue is a major commercial corridor in Roseville which connects more than 500 units of affordable housing neighborhoods (Section 42 and Section 8) to jobs, commercial services and Metro Transit's BRT line. The high levels of vehicle traffic combined with the intersection layout can be problematic for pedestrian safety and access through the intersection. In 2023, the County awarded Roseville a Critical Corridors grant in the amount of \$25,000. The City is using grant funding to study traffic, produce and evaluate non-traditional improvement alternatives to increase pedestrian safety and connectivity through the intersection.

Public outreach for the study was completed in fall of 2023, with an exceptional amount of responses and over 700 surveys received. Traffic modeling and alternatives design are still ongoing.

The original grant agreement required completion by December 31, 2023, so City staff requested an extension to continue design and analysis. Ramsey County agreed to amend the grant agreement with a revised completion date of June 30, 2024. The amendment is attached and requires City Council approval.

Policy Objectives

The County Road B and Snelling Avenue (TH 51) Pedestrian Traffic Study 23-11 demonstrates the Roseville's 2024 Transportation Goals to "encourage the use of non-motorized transportation by providing and supporting development of a high-quality network of both off-road and on-road pathways and ensure that bicycle and pedestrian routes are safe, efficient and attractive."

Roseville's 2040 Comprehensive Plan included a Special Study Area for Har Mar Mall, which described a need for connections from the street to the mall.

This Study will also follow the Roseville Pathway Master Plan's policies to develop improvement concepts to improve safety and access.

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Racial Equity Impact Summary

The County Road B and Snelling Avenue (TH 51) Pedestrian Traffic Study 23-11 is committed to making a positive impact in racial equity, as the area around the Study includes populations of racial diversity. The Study is intended to increase access and safety of pedestrian and transit use in the area and will include outreach to historically disadvantaged communities to identify their specific concerns for the intersection. An equity lens will be used in evaluation of pedestrian improvements identified by the Study with consideration of the City’s recently adopted Strategic Racial Equity Action Plan (SREAP) Racial Equity and Inclusion.

Budget Implications

No additional funding will be required for the grant extension.

The Study is anticipated to cost \$70,000. This will be funded through a combination of sources: The Critical Corridors Grant award of \$25,000, Ramsey County Public Works will fund an additional \$25,000, and the City of Roseville’s Engineering Service fund will contribute \$20,000.

Staff Recommendations

Staff recommends the City Council approve First Amendment to Critical Corridors Grant Agreement for County Road B and Snelling Avenue (TH 51) Pedestrian Traffic Study 23-11.

Requested Council Action

Motion to approve the First Amendment to Critical Corridors Grant Agreement for County Road B and Snelling Avenue (TH 51) Pedestrian Traffic Study 23-11.

- Prepared by:** Stephanie Smith, Assistant City Engineer
- Attachments:**
- 1. First Amendment to Grant Agreement
 - 2. Study Location Map

**FIRST AMENDMENT TO
GRANT AGREEMENT**

between

**RAMSEY COUNTY HOUSING AND REDEVELOPMENT AUTHORITY,
RAMSEY COUNTY ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS,**

and

CITY OF ROSEVILLE

The Critical Corridors Predevelopment Planning Grant Agreement (“Grant Agreement”) between the Ramsey County Housing and Redevelopment Authority, Ramsey County on behalf of the Department of Public Works, and the City of Roseville, dated September 25, 2023, is amended as follows:

1. Article 1: Terms of Grant, Section 1.04, Grant Term, is amended and replaced with the following:

The Project Activities shall be completed in a timely manner and all Grant funds will be expended no later than **June 30, 2024** (the “End Date”).

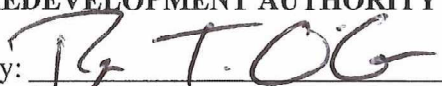
2. Except as expressly modified herein, the Grant Agreement between the parties effective September 25, 2023, remains in full force and effect.

CITY OF ROSEVILLE

By: _____

Its: _____

**RAMSEY COUNTY HOUSING AND
REDEVELOPMENT AUTHORITY**

By: 
Ryan T. O'Connor,
Ramsey County Manager

Approval Recommended:


Community and Economic Development

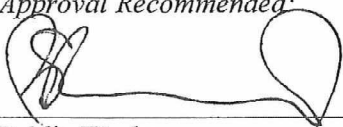
Approved as to Form:


Assistant Ramsey County Attorney

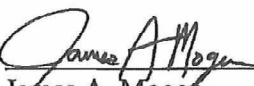
RAMSEY COUNTY

By: 
Ryan T. O'Connor,
Ramsey County Manager

Approval Recommended:


Public Works

Approved as to Form:


James A. Mogen
Assistant Ramsey County Attorney



County Road B & Snelling Avenue Intersection

- Parcels
- Multiple Dwelling Buildings
- Pathways and Sidewalks
- Transit Stations

ROSEVILLE
Prepared by: Engineering Department
9/28/2022

DISCLAIMER: This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources. The City does not warrant the accuracy of the information shown on this map. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map are error free, and the City does not warrant that the information shown on this map is current. The City does not warrant that the information shown on this map is complete. The City does not warrant that the information shown on this map is accurate. The City does not warrant that the information shown on this map is reliable. The City does not warrant that the information shown on this map is valid. The City does not warrant that the information shown on this map is useful. The City does not warrant that the information shown on this map is relevant. The City does not warrant that the information shown on this map is appropriate. The City does not warrant that the information shown on this map is sufficient. The City does not warrant that the information shown on this map is necessary. The City does not warrant that the information shown on this map is desirable. The City does not warrant that the information shown on this map is feasible. The City does not warrant that the information shown on this map is practical. The City does not warrant that the information shown on this map is possible. The City does not warrant that the information shown on this map is probable. The City does not warrant that the information shown on this map is likely. The City does not warrant that the information shown on this map is unlikely. The City does not warrant that the information shown on this map is improbable. The City does not warrant that the information shown on this map is impossible. The City does not warrant that the information shown on this map is impossible.

Data Sources
* Ramsey County GIS (9/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

0 80 200 200 300 Feet

CtyRdB&Snelling

Page 283 of 302

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/8/2024
Item No.: 10.m.

Department Approval



City Manager Approval



Item Description: Approve Agreement for Metropolitan Council's 2024 Private Property Inflow and Infiltration Grant

1
2 **Background**

3 The Metropolitan Council is implementing a pilot grant program for 2024 to reduce
4 stormwater entering the wastewater system. The 2022 Minnesota Legislature amended
5 Statute § 471.342 to allow the Met Council to provide grant funding to local municipalities to
6 assist private property owners with costs associated with repairing inflow and infiltration
7 issues on privately-owned sanitary services. The 2024 Private Property Inflow and
8 Infiltration (I/I) Grant Program will provide \$1.5 million to local municipalities to administer
9 grant programs for these private I/I repairs.

10
11 Roseville applied for this grant and was awarded \$40,000. The Met Council has sent the
12 attached grant agreement for Council approval to accept the funds and begin to administer
13 the program for Roseville residents. Staff anticipates having the program ready for
14 applications in early spring.

15
16 **Policy Objectives**

17 The City is required to limit I/I into its sanitary sewers under Met Council regulation, thereby
18 reducing unnecessary trunk pipe upsizing and treatment of stormwater at sanitary sewer
19 treatment plants.

20
21 **Racial Equity Impact Summary**

22 To support traditionally underserved residents' access to this program, the 2024 Private
23 Property Inflow and Infiltration (I/I) Grant Program guidelines allow for equity criteria in
24 alignment with Thrive MSP 2040. Roseville applicants will be eligible for a higher
25 reimbursement maximum if the property has homestead status and the property is at or
26 below the Met Council's 80% Area Median Income (AMI) affordable home-ownership cost
27 value.

28
29 **Budget Implications**

30 The sanitary sewer fund will be used to reimburse residents, and then the City will be
31 reimbursed by Met Council grant funds. There is no net costs to the City other than staff
32 time to administer the program.

34 **Staff Recommendations**

35 Staff recommends Council approve the agreement for the Met Council's 2024 Private
36 Property Inflow and Infiltration (I/I) Grant to establish a grant program for private sanitary
37 sewer I/I repairs.
38

39 **Requested Council Action**

40 Approve the agreement for the Met Council's 2024 Private Property Inflow and Infiltration
41 (I/I) Grant.
42

43 **Prepared by:** Stephanie Smith, Assistant City Engineer

Attachments: 1. Grant Agreement

METROPOLITAN COUNCIL
2024 PRIVATE PROPERTY INFLOW AND INFILTRATION (I/I)
GRANT AGREEMENT NO. SG-20611

This Council (MCES) Funded Grant Agreement ("Grant Agreement") is entered into this [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the City of Roseville, a municipal corporation ("Grantee").

RECITALS

1. In 2022, Minnesota Statutes 2020, section 471.342 was amended to authorize towns and political subdivisions to establish inflow and infiltration prevention programs and make loans or grants to property owners.
2. The Metropolitan Council Environmental Services (MCES, Council) calculates the peak hourly flow discharge limit (I/I Goal) for each community connected to the metropolitan sanitary sewer disposal system. Wastewater flow that exceeds the respective I/I Goal is considered excessive flow. Communities that have a measured wastewater flow rate greater than 80 percent of the I/I Goal are eligible to apply for the Grant.
3. The Council authorizes its staff to enter into a private property inflow and infiltration grant agreement with local municipalities that are eligible for this grant program.

GRANT AGREEMENT

1. Term of Grant Agreement.

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date on which the Grant Agreement has been duly executed by both parties.
- 1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** The latter of (i) 2 years after final distribution of funds to Grantee; or (ii) until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination, or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

- 2.1. The Grantee agrees to conduct, administer, and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Private Inflow and Infiltration grant program, which application is incorporated into this Grant Agreement as **Exhibit A (Grant Application)**, and in accordance with the terms and conditions of this Grant Agreement. Specifically, the Grantee agrees to perform the "Grant Program" in accordance with a specific timeline, all as described in **Exhibit A (Grant Application)** and to undertake the financial

responsibilities described in **Exhibit A (Grant Application)** to this Grant Agreement. The Grantee has the responsibility for and obligation to complete the “Grant Program” as described in **Exhibit A (Grant Application)**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the “Grant Program”. The Met Council acknowledges that “Grant Program” work may be limited to soliciting participation by building owners in the “Grant Program” and requires additional work by the Grantee only to the extent that building owners choose to participate in the “Grant Program”, all as described in the Grantee's application attached as **Exhibit A (Grant Application)**.

The Grant Funds cannot be used for:

- Normal municipal operating or overhead costs, including such related to the Grant Program;
- Grantee's own public sewer infrastructure costs;
- The cost of studies;
- Engineering costs;
- Planning costs; and
- For equipment, machinery, supplies or other property to conduct the Grant Program, except for equipment, supplies or other property which is used primarily for the Grant Program and is specifically listed in **Exhibit A (Grant Application)**.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Private Property I/I Grant Program, including the Grantee financial responsibilities as shown in **Exhibit A (Grant Application)** and which also designates an authorized representative for the Grant Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grant Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It has made no materially false statement or misstatement of fact in connection with the Grant Funds, and all the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Private I/I Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

G. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

H. The Grantee will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grant Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grant Program.

K. It has complied with the financial responsibility requirements contained in **Exhibit A (Grant Application)**.

L. The Grant Program will be conducted substantially in accordance with **Exhibit A (Grant Application)** by the Completion Date as stated in **Exhibit A (Grant Application)**.

M. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. Time.

Grantee must comply with all time requirements described in this Grant Agreement.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee generally only for sewer service lateral repairs or replacements and foundation drain disconnections as described in **Exhibit A (Grant Application)**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Program or approved in writing by the Council is a non-eligible cost.

5. Consideration and Payment.

5.1 The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount of up to the prequalified work's grant amount ("Grant Amount"). The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or subrecipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is **\$40,000**.

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by or acceptable to the Met Council. Reimbursement Request/Progress Reports may be submitted once per quarter after this grant agreement has been executed. The Grantee shall describe its compliance with its the financial requirements and construction work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and an itemized invoice for all eligible services actually performed and the Met Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grant Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested for which the amounts for each individual site have been pre-qualified by Met Council.

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

D. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of this grant program.

7. Authorized Representative.

The Met Council's Authorized Representative is:

Name: Ward Brown or successor
Title: Financial Analyst, MCES Pretreatment & Finance
Mailing Address: 390 North Robert Street
St. Paul, MN 55101
Phone: (651) 602-1263
E-Mail Address: ward.brown@metc.state.mn.us

or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Stephanie Smith
Mailing Address: 2660 Civic Center Drive, Roseville, MN 55113
Phone: (651) 792-7048
E-Mail Address: stephanie.smith@cityofroseville.com

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegatee in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 The Grantee and the Met Council agree that they will, subject to any indemnifications provided herein, be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee, including but not limited to the indemnification provided under Section 9.2 is governed by the provisions contained in such Chapter 466.

9.2 Indemnification by the Grantee. The Grantee shall bear all losses, expenses (including attorneys' fees) and damages in connection with the Grant Program and agrees to indemnify and hold harmless the Met Council, its agents, servants and employees from all claims, demands and judgments made or recovered against the Met Council, its agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to property, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Grant Program whether or not due to any act of omission or commission, including negligence of the Grantee or any contractor or his or their employees, servants or agents, and whether or not due to any act of

omission or commission (excluding, however, negligence or breach of statutory duty) of the Met Council, its employees, servants or agents.

Grantee further agrees to indemnify, save and hold the Met Council, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Grantee, its officers, employees, or agents, or any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 11.

The Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Grantee, or subject to any exclusions from coverage in any insurance policy.

The Grantee shall maintain or require to be maintained adequate insurance coverage for the Grant Program in such amounts with such limits as it determines in good faith to be reasonable or in such amounts and with such limits as may be reasonably required for participating cities by the Met Council from time to time.

9.3 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grant Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel required for the performance of this Grant Agreement and the Grant Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grant Program shall not have any contractual relationship with the Met Council related to the work of the Grant Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

The Met Council may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's subrecipient of Grant funds and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attention: Stephanie Smith

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Regional Administrator

With copy to:

MCES General Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

MCES Finance Director
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Prevailing Wages

The Grantee agrees to comply with all applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

19. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with all of the provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2. Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Printed Name and Title

Date: _____

REQUEST FOR COUNCIL ACTION

Date: 1/8/2024

Item No.: 10.n.

Department Approval



City Manager Approval



Item Description: Approve the Labor Agreement between the City of Roseville and Law Enforcement Labor Services Local 112 for 2024-2025

Background

The City of Roseville has six (6) collective bargaining unions within its employee workforce. The agreements with the unions delineate the terms and conditions of employment, a process that involves negotiation, union member voting and City Council review and approval. The six bargaining units include:

- International Association of firefighters (IAFF) - contract term ending 12/31/2025
- International Union of Operating Engineers (IUOE) - contract term ending 12/31/24
- **Law Enforcement Labor Union (LELS - Officers) - contract term ending 12/31/23**
- Law Enforcement Labor Union (LELS - Sergeants) - contract term ending 12/31/24
- Law Enforcement Labor Union (LELS - Lieutenants) - contract term ending 12/31/24
- Law Enforcement Labor Union (LELS - Deputy Chief) - contract term ending 12/31/24

Notably, the previous contract with the Roseville Police Officers expired on December 31, 2023. Staff is requesting the City Council's consideration and approval of the contract with LELS 112 for a period of 2 years (1/01/2024 - 12/31/2025). This agreement has been negotiated in good faith and has been ratified by the union membership.

Terms of the Contract

- Duration: Term of 2 years (1/01/2024 - 12/31/2025)
- Wages: For 2024, changes the starting step to 80% of the Top rate (after 36 months) and provides a 14.86% Market Adjustment at the starting wage due to wage disparities with peer departments and information presented through the city's classification and compensation study, and a Cost of Living Adjustment (COLA) of 3%. For 2025 it includes a 2.5% Market adjustment and a 3.0% COLA.
- Longevity Pay: Longevity pay will be moved from a monthly dollar amount to a set percentage.
- Holidays: Recognizes the City's Juneteenth holiday that was not listed in the previous contract.
- Uniforms: Standardizes uniform allowance amount for all Officers
- Sick Leave: Updates sick leave to comply with Minnesota's new Earned Sick and Safe Leave law

- Miscellaneous: Renews MOUs for Post Employment Health Care Savings Plan and Recruitment and Retention Initiative.

Policy Objectives

Each year the City budgets wage and benefit adjustments for all employees. The adjustments stem from the best information known or anticipated from the metro labor market, labor settlements and consumer price indexing. Objectives considered when negotiating this contract stemmed from several factors, including utilizing internal and external comparisons in order to reach a fair and equitable agreement for both sides. Additionally, a cost analysis, market survey, and review of current economic conditions were conducted and considered along with compliance with the Minnesota Pay Equity Act.

Racial Equity Impact Summary

The proposed contract with LELS 112 aligns with the City's commitment to racial equity by maintaining fair and equitable employment practices. The negotiation process considered internal and external factors, including compliance with the Minnesota Pay Equity Act, to ensure that wage and benefit adjustments are reflective of diverse workforce needs. The agreement, with its focus on fairness, promotes inclusivity and supports the City's overarching goals for racial equity within its workforce.

Budget Implications

The City Manager's recommended budget for 2024 has sufficient funds allocated to cover the cost of the proposed agreement. Future budgets will need to allocate funds to comply with the contract provisions.

Staff Recommendations

Staff recommends the Council approve the Resolution agreeing to the terms of the agreement between the city and union, and authorize the Mayor and City Manager to sign the contract with LELS 112 for a term beginning January 1, 2024 through December 31, 2025.

Requested Council Action

Motion to approve the Resolution and authorize the Mayor and City Manager to sign the contract with LELS 112 for a term beginning January 1, 2024 through December 31, 2025.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments:

1. Summary of Tentative Agreement
2. Resolution
3. Confidential Union Contract

LAW ENFORCEMENT LABOR SERVICES – LOCAL 112
Contract Negotiations – 2024-25

SUMMARY OF TENTATIVE AGREEMENT

The following items have been tentatively agreed to by LELS 112 (Officers) and pending the City of Roseville approval will be incorporated into a final contract.

- **Wages:** For 2024, changes the starting step to 80% of the Top rate (after 36 months) and provides a 14.86% Market Adjustment at the starting wage due to wage disparities with peer departments and information presented through the city's classification and compensation study, and a Cost of Living Adjustment (COLA) of 3%. For 2025 it includes a 2.5% Market adjustment and a 3.0% COLA.
- **Longevity Pay:** Longevity pay will be moved from a monthly dollar amount to a set percentage.
- **Holidays:** Recognizes the City's Juneteenth holiday
- **Uniforms:** Standardizes uniform allowance amount for all Officers
- **Sick Leave:** Updates sick leave to comply with Minnesota's new Earned Sick and Safe Leave law
- **Miscellaneous:** Renews MOUs for Post-Employment Health Care Savings Plan and Recruitment and Retention Initiative.

**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 8th day of January, 2024, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**APPROVING THE AGREEMENT BETWEEN THE CITY OF ROSEVILLE AND
LAW ENFORCEMENT LABOR SERVICES
LOCAL 112
FOR CALENDAR YEARS 2024-2025**

WHEREAS, representatives of the City of Roseville and representatives of Law Enforcement Labor Services Local 112 bargaining unit of the City have negotiated a 2-year labor agreement for the term January 1, 2024 through December 31, 2025; and

WHEREAS, the attached document summarizes the agreement between the parties.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves and ratifies the agreement and that the appropriate individuals designated by the City are authorized and directed to execute the original contracts.

43 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
44 and upon a vote being taken thereon, the following voted in favor thereof: , ,
45 , and Mayor .

46 and the following voted against the same: .

47

48 WHEREUPON said resolution was declared duly passed and adopted.

49

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 8th day of January, 2024 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8th day of January, 2024

SEAL

Patrick J. Trudgeon, City Manager

FUTURE MEETING AGENDA HIGHLIGHTS

January 8, 2024

January 22, 2024 EDA Meeting

- Election of Officers

January 22, 2024 City Council Meeting (Work Session)

- Recognition of Hugh and Julie Thibodeau and Ashes the Fire Department Support Dog
- HRIEC Joint Meeting
- Discuss Community Survey
- Green to Go Container Presentation
- Stormwater Projects Presentation
- Discuss Fire Engine Purchase

January 29, 2024 City Council Meeting

- Liquor License for On-Sale Liquor License for Khue's
- Discuss Street Light Policy
- Consider Presumptive Penalty for Alcohol and Tobacco Violations (7)
- Review of Budget Process
- Consider Zoning Code Text Amendment for Troy's Auto, 2171 Hamline Ave N.
- Short Term Rental Renewals for 1901 Ryan Ave., 770 Heinel Drive, and 395 Woodhill Dr.

February 12, 2024 City Council Meeting

- Consider Owasso Water Ski Slalom Course Permit Request
- Consider Housing Trust Fund Ordinance Adoption
- Consider Approval of Short Term Rental Ordinance

				<u>Future Agenda Review - Longer Term Initiatives</u>		1/4/2024
				(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	1st qtr '24	
RFP for strategic planning				Staff/Council	1st qtr '24	(City Manager goal item)
Rooster Regulations				Council	1st qtr '24	Staff will review for changes in code
Commission scope/duties/functions implementation				Etten/Council	1st qtr '24	
Update SREAP with new goals/objectives				Staff/Council	1st qtr '24	(City Manager goal item)
Strategic planning				Staff/Council	2nd 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