



City Council Agenda

Monday, March 4, 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: Strahan, Etten, Schroeder, Groff, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 5. Recognitions and Donations**
- 6:10 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
 - 6:15 p.m. a. Conduct Public Hearing to Certify Unpaid Utility Charges to the Property Tax Roll
 - 6:25 p.m. b. Approve Streetlight Policy
 - 6:40 p.m. c. Review Draft Lodging Establishment Licensing Ordinance
 - 7:40 p.m. d. Consider Re-appointments to Advisory Commission
 - 7:50 p.m. e. Consider Appointments to Advisory Commissions
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approval of City Council Minutes**
- 8:00 p.m. **10. Approve Consent Agenda**
 - a. Approval of Payments
 - b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
 - c. Adopt a Resolution to Accept 2023 Police Department Donations
 - d. Receive Annual Police Forfeiture Accounts Summary
 - e. Approval of Application for 2024 AARP Community Challenge Grant
 - f. Approve Memorandums of Understanding with Law Enforcement Labor Services Unions representing Police Sergeants, Lieutenants and the Deputy Chief regarding Retention Incentive Payment
 - g. Approve Resolution Approving the Master Agreement for Maintenance of Traffic Control Signal Systems with Ramsey County
 - h. Approve Street Name Change Policy
 - i. Resolutions Prohibiting Parking, Approving Plans and Specifications and Ordering Advertisement for Bids for County Road B Reconstruction
- 8:05 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 - a. Future Agenda Review

8:15 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Conduct Public Hearing to Certify Unpaid Utility Charges to the Property Tax Roll

Background

As authorized by City Code, Sections 506, 801, 802, and 906, the City annually certifies to the County Auditor any unpaid false alarms, water, sewer, and other charges that are in excess of 90 days past due, for collection on the following year's property taxes.

Beginning in 2010, the City Council began approving certifications for delinquent utilities on a quarterly basis. This ensures that any unpaid utilities are brought to the attention of new property owners in a more timely fashion. It will also allow the City to record a lien against the property in the event that a property goes into foreclosure and/or is being prepared for sale for other reasons.

Attached is the current list of delinquent charges. Payments (along with accrued interest) received by the Finance Office prior to February 23, 2024 were accepted and will not be levied on the 2025 property taxes.

Based on the City Attorney's advice, a public hearing should be held prior to adoption of the resolution certifying the unpaid charges. All persons with delinquent accounts were notified that they can attend the City Council meeting on March 4 to dispute the delinquent charges.

Policy Objectives

Certifying delinquent charges are required under City Code.

Racial Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

Not Applicable

Staff Recommendations

Staff recommends holding the public hearing and approval of the attached resolution levying unpaid utility and other charges for collection on the property taxes.

Requested Council Action

Motion adopting the resolution approving the certification of unpaid utility and other charges to the County Auditor for collection on the property taxes.

Prepared by: Karla Rangitsch, Utility Billing Clerk

Attachments:

1. Resolution
2. List of Delinquent Accounts

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

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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 4th day of March, 2024 at 6:00 p.m.

The following members were present:

Member introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO
LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE 2010 or
BEYOND**

WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be entered as part of the tax levy on said premises:

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows:

1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property lying within the City limits which are served by the City of Roseville, and on which there are unpaid city water, sewer, and other charges as shown on the attached Schedule A.
2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the real estate taxes due the amount set forth in Schedule A.

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

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 4th day of March with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of March, 2024.

Patrick Trudgeon
City Manager

Seal

PIN	SERVICE ADDRESS	AMOUNT TO COLLECTIONS	AMOUNT TO COLLECTIONS + \$25 FEE
012923110003	195 WOODLYNN AVE	\$178.73	\$203.73
012923110030	3076 WOODBRIDGE ST	\$760.57	\$785.57
012923110054	3075 WOODBRIDGE ST	\$551.45	\$576.45
012923120001	313 OWASSO BLVD	\$196.25	\$221.25
012923120002	317 OWASSO BLVD	\$173.23	\$198.23
012923130009	2977 GALTIER ST	\$218.47	\$243.47
012923130022	2896 MATILDA ST	\$165.15	\$190.15
012923130047	349 CO RD C2	\$229.69	\$254.69
012923140013	2934 WOODBRIDGE ST	\$184.06	\$209.06
012923140053	2923 NORTHVIEW ST	\$269.07	\$294.07
012923140082	216 MAPLE LN	\$229.69	\$254.69
012923140085	240 MAPLE LN	\$211.43	\$236.43
012923140103	183 CO RD C2	\$132.49	\$157.49
012923220022	3053 LITTLE BAY RD	\$618.66	\$643.66
012923230057	523 OWASSO HILLS DR	\$426.52	\$451.52
012923310042	406 TERRACE DR	\$189.73	\$214.73
012923310057	467 JUDITH AVE	\$193.94	\$218.94
012923330003	528 IONA LN	\$1,256.99	\$1,281.99
012923330025	2757 KENT ST	\$148.82	\$173.82
012923330366	2735 MACKUBIN ST #8	\$183.37	\$208.37
012923330395	2731 MACKUBIN ST #23	\$138.85	\$163.85
012923330420	2731 MACKUBIN ST #39	\$151.57	\$176.57
012923330436	2750 DALE ST #52	\$171.51	\$196.51
012923330456	2662 MACKUBIN ST	\$277.87	\$302.87
012923330462	2650 MACKUBIN ST	\$174.26	\$199.26
012923340035	395 WOODHILL DR	\$231.05	\$256.05
012923340114	2647 WESTERN AVE	\$315.86	\$340.86
012923340141	413 CO RD C	\$222.21	\$247.21
012923340150	433 CO RD C	\$208.46	\$233.46
012923340156	445 CO RD C	\$206.92	\$231.92
012923410019	2780 MARION ST	\$252.24	\$277.24
012923410036	2841 MARION ST	\$249.49	\$274.49
012923410042	2795 MARION ST	\$202.19	\$227.19
012923420001	2873 GALTIER ST	\$365.98	\$390.98
012923420018	2778 MATILDA ST	\$177.01	\$202.01
012923420070	2833 FARRINGTON ST	\$149.65	\$174.65
012923420071	2825 FARRINGTON ST	\$138.85	\$163.85
012923420095	2857 VIRGINIA AVE	\$177.01	\$202.01
012923430037	2721 MATILDA ST	\$244.21	\$269.21
012923430043	2679 MATILDA ST	\$348.77	\$373.77
012923430087	2724 VIRGINIA AVE	\$184.23	\$209.23
012923430111	2680 WESTERN AVE	\$145.21	\$170.21
012923440013	2687 WOODBRIDGE ST	\$76.64	\$101.64

More than 90 days past due as of
December 31, 2023

Schedule A
Delinquent Accounts 1st QTR 2024

City of Roseville, MN
2/27/24

022923120058	3060 VICTORIA ST	\$391.77	\$416.77
022923220014	1045 WOODLYNN AVE	\$208.81	\$233.81
022923240056	885 CO RD C2	\$119.77	\$144.77
022923240057	893 CO RD C2	\$213.23	\$238.23
022923320039	2779 AGLIN ST	\$177.01	\$202.01
022923320068	2777 OXFORD ST	\$218.47	\$243.47
022923320091	2821 CHURCHILL ST	\$126.13	\$151.13
022923330004	2729 LAKEVIEW AVE	\$119.77	\$144.77
022923330041	1095 WOODHILL DR UNITS A-D	\$497.71	\$522.71
022923340005	2680 VICTORIA ST	\$155.18	\$180.18
022923340020	966 WOODHILL DR	\$209.72	\$234.72
022923410019	715 HEINEL DR	\$105.64	\$130.64
022923410037	629 TERRACE DR	\$262.80	\$287.80
022923430033	795 TERRACE DR	\$295.06	\$320.06
022923430062	797 TERRACE DR	\$167.90	\$192.90
022923440005	717 TERRACE DR	\$664.32	\$689.32
022923440006	723 TERRACE DR	\$142.55	\$167.55
022923440020	704 TERRACE DR	\$204.94	\$229.94
022923440052	738 WHEATON AVE	\$262.40	\$287.40
022923440070	2705 DALE ST	\$309.43	\$334.43
022923440072	2721 DALE ST	\$145.21	\$170.21
022923440094	670 WHEATON AVE	\$578.78	\$603.78
032923130021	2925 MERRILL ST	\$397.43	\$422.43
032923130025	2891 MERRILL ST	\$298.63	\$323.63
032923130064	1303 W CO RD C2	\$318.47	\$343.47
032923130077	3000 HAMLINE AVE	\$1,395.72	\$1,420.72
032923140026	1168 MAPLE LN W	\$645.82	\$670.82
032923210100	3032 SIMPSON ST	\$229.93	\$254.93
032923220038	3014 ARONA ST	\$203.98	\$228.98
032923230009	1519 LYDIA AVE	\$218.22	\$243.22
032923230011	2999 ASBURY ST	\$187.72	\$212.72
032923230016	2944 SIMPSON ST	\$190.50	\$215.50
032923230028	2951 SIMPSON ST	\$761.00	\$786.00
032923230044	2930 ARONA ST	\$179.92	\$204.92
032923240004	1435 LYDIA AVE	\$194.61	\$219.61
032923240015	1413 MILLWOOD AVE	\$189.55	\$214.55
032923240049	2910 ALBERT ST	\$153.22	\$178.22
032923240069	2924 PASCAL ST	\$221.45	\$246.45
032923320159	2811 ARONA ST	\$132.49	\$157.49
032923340027	1390 JUDITH AVE	\$312.76	\$337.76
032923340040	1405 RAMBLER RD	\$170.65	\$195.65
032923340042	1389 RAMBLER RD	\$285.95	\$310.95
032923340047	1434 RAMBLER RD	\$339.17	\$364.17
032923340080	1403 TALISMAN CV	\$229.69	\$254.69
032923410011	2806 GRIGGS ST	\$407.08	\$432.08
032923410035	2827 GRIGGS ST	\$212.42	\$237.42
032923410044	2772 FERNWOOD ST	\$132.49	\$157.49

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032923410046	2761 GRIGGS ST	\$189.73	\$214.73
032923410072	2851 LEXINGTON PL	\$208.81	\$233.81
032923420004	2851 FERNWOOD ST	\$394.76	\$419.76
032923420007	2836 MERRILL ST	\$196.09	\$221.09
032923420042	2815 MERRILL ST	\$251.47	\$276.47
032923420044	2799 MERRILL ST	\$397.42	\$422.42
032923420054	2806 DELLWOOD ST	\$126.13	\$151.13
032923430027	2726 HURON ST	\$303.06	\$328.06
032923430035	2723 HURON ST	\$244.98	\$269.98
032923430052	2675 HURON ST	\$219.68	\$244.68
032923430067	2700 HAMLINE AVE	\$171.98	\$196.98
042923120023	3024 FAIRVIEW AVE	\$127.75	\$152.75
042923130040	1771 MILLWOOD AVE	\$218.07	\$243.07
042923130042	1716 STANBRIDGE AVE	\$264.36	\$289.36
042923130068	2913 ALDINE ST	\$241.41	\$266.41
042923130072	1784 MILLWOOD AVE	\$264.52	\$289.52
042923130100	1783 W CO RD C2	\$190.50	\$215.50
042923140051	1654 MILLWOOD AVE	\$171.67	\$196.67
042923210013	3119 MILDRED DR	\$153.62	\$178.62
042923210049	3041 FAIRVIEW AVE	\$610.51	\$635.51
042923210055	3021 FAIRVIEW AVE	\$424.88	\$449.88
042923220100	3099 EVELYN ST	\$253.89	\$278.89
042923240031	2970 MILDRED DR	\$302.75	\$327.75
042923240034	2954 MILDRED DR	\$280.89	\$305.89
042923240044	2903 FAIRVIEW AVE	\$163.24	\$188.24
042923310025	2690 PRIOR AVE #4	\$314.83	\$339.83
042923320016	2820 CLEVELAND AVE	\$5,616.92	\$5,641.92
042923330032	0 MOUNT RIDGE RD	\$1,741.85	\$1,766.85
042923340035	2690 PRIOR AVE # 3	\$743.23	\$768.23
042923340036	2690 PRIOR AVE # 1	\$2,366.45	\$2,391.45
042923420026	1798 CENTENNIAL DR	\$145.68	\$170.68
042923430015	1803 W CO RD C	\$1,043.49	\$1,068.49
052923210071	3020 OLD HWY 8	\$2,367.62	\$2,392.62
052923210073	3006 OLD HWY 8	\$240.64	\$265.64
052923220037	3072 PATTON RD	\$186.52	\$211.52
052923220084	3082 HIGHCREST RD	\$258.55	\$283.55
052923220100	3008 HIGHCREST RD	\$241.07	\$266.07
052923220123	3009 TROSETH RD	\$284.60	\$309.60
052923230028	2946 HIGHCREST RD	\$1,081.42	\$1,106.42
052923230037	2994 OLD HWY 8	\$2,307.54	\$2,332.54
052923230038	2986 OLD HWY 8	\$194.71	\$219.71
052923230044	2968 OLD HWY 8	\$329.42	\$354.42
052923320002	3253 OLD HWY 8	\$131.75	\$156.75
052923320125	3207 OLD HWY 8	\$159.67	\$184.67
082923140008	2421 ROSEGATE	\$595.03	\$620.03
082923230010	2507 WALNUT ST	\$2,133.18	\$2,158.18
082923330014	2185 EUSTIS ST N	\$62.73	\$87.73

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082923430044	2223 W CO RD B	\$319.83	\$344.83
082923430053	2216 FULHAM ST	\$197.73	\$222.73
082923430090	2202 MIDLAND VIEW COURT N	\$141.71	\$166.71
082923440027	2192 ACORN RD	\$778.85	\$803.85
092923120020	2586 FAIRVIEW AVE	\$161.62	\$186.62
092923120040	2566 BEACON ST	\$148.71	\$173.71
092923310003	1885 PERIMETER DR	\$424.52	\$449.52
102923110012	1149 OAKCREST AVE	\$151.57	\$176.57
102923110019	2561 DUNLAP ST	\$174.26	\$199.26
102923110027	1106 OAKCREST AVE	\$145.21	\$170.21
102923120007	1291 ROSE PL	\$216.93	\$241.93
102923120061	1294 OAKCREST AVE	\$138.85	\$163.85
102923140028	2473 LEXINGTON AVE	\$672.42	\$697.42
102923140085	1200 SEXTANT AVE	\$306.12	\$331.12
102923220004	2610 SNELLING CV	\$1,809.02	\$1,834.02
102923240013	1371 BROOKS AVE	\$229.69	\$254.69
102923240094	1357 W CO RD B2	\$261.04	\$286.04
102923240100	1405 W CO RD B2	\$164.29	\$189.29
102923340017	1397 SANDHURST DR	\$2,087.99	\$2,112.99
102923340032	2171 HAMLINE AVE	\$224.53	\$249.53
102923430054	2226 DELLWOOD AVE	\$100.00	\$125.00
102923430060	2271 DELLWOOD AVE	\$148.82	\$173.82
102923430096	1257 W CO RD B	\$187.08	\$212.08
102923440008	1175 SHERREN ST	\$319.85	\$344.85
102923440012	1213 SHERREN ST	\$273.90	\$298.90
102923440087	1195 W CO RD B	\$210.69	\$235.69
112923110103	659 OVERLOOK DR.	\$138.85	\$163.85
112923120025	750 CO RD C	\$308.41	\$333.41
112923120040	2545 FISK ST	\$190.59	\$215.59
112923140011	715 SEXTANT AVE	\$185.09	\$210.09
112923140028	735 W CO RD B2	\$143.32	\$168.32
112923140044	2455 DALE ST	\$287.69	\$312.69
112923230017	2444 LEXINGTON AVE	\$157.93	\$182.93
112923230028	2468 CHURCHILL ST	\$178.73	\$203.73
112923230040	2476 OXFORD ST	\$115.23	\$140.23
112923230055	2468 AGLIN ST	\$126.13	\$151.13
112923230106	1065 W CO RD B2	\$273.25	\$298.25
112923240010	949 BROOKS AVE	\$132.49	\$157.49
112923310021	970 W CO RD B2	\$262.98	\$287.98
112923310031	2360 NANCY PL	\$167.61	\$192.61
112923320015	1086 W CO RD B2	\$250.93	\$275.93
112923320019	1079 GRANDVIEW AVE	\$166.18	\$191.18
112923320107	1049 LOVELL AVE	\$291.04	\$316.04
112923320165	1088 LOVELL AVE	\$194.08	\$219.08
112923330049	2176 OXFORD ST	\$472.47	\$497.47
112923330050	2168 OXFORD ST	\$230.05	\$255.05
112923340007	936 HWY 36	\$166.09	\$191.09

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City of Roseville, MN
2/27/24

112923340048	883 SANDHURST DR W	\$259.50	\$284.50
112923340080	2203 VICTORIA ST	\$258.20	\$283.20
112923410057	694 LOVELL AVE	\$373.29	\$398.29
112923420010	790 W CO RD B2	\$202.38	\$227.38
112923420051	831 LOVELL AVE	\$249.02	\$274.02
112923420081	823 COPE AVE	\$166.73	\$191.73
112923420086	795 COPE AVE	\$136.10	\$161.10
112923430014	761 SHERREN ST	\$245.40	\$270.40
112923430044	772 SANDHURST DR W	\$303.92	\$328.92
112923430046	756 SANDHURST DR W	\$275.77	\$300.77
112923430057	795 W CO RD B	\$205.27	\$230.27
122923110023	2571 RICE ST	\$119.77	\$144.77
122923110049	2610 WEWERS RD	\$342.12	\$367.12
122923120009	364 CO RD C	\$126.13	\$151.13
122923120021	350 OAKCREST LN	\$232.99	\$257.99
122923130027	360 BROOKS AVE	\$175.12	\$200.12
122923130028	370 BROOKS AVE	\$161.54	\$186.54
122923140005	2476 WOODBRIDGE ST	\$199.70	\$224.70
122923140010	2490 WOODBRIDGE ST	\$215.17	\$240.17
122923140020	2501 WOODBRIDGE ST	\$216.93	\$241.93
122923140026	2483 WOODBRIDGE ST	\$357.52	\$382.52
122923140028	2477 WOODBRIDGE ST	\$294.20	\$319.20
122923210048	2572 COHANSEY ST	\$321.47	\$346.47
122923240038	2417 WESTERN AVE	\$161.54	\$186.54
122923240041	2416 IRENE ST	\$146.07	\$171.07
122923240090	397 BROOKS AVE	\$132.49	\$157.49
122923310038	476 LOVELL AVE	\$93.60	\$118.60
122923310048	405 MINNESOTA AVE	\$167.36	\$192.36
122923320029	517 LOVELL AVE	\$194.61	\$219.61
122923330007	601 SANDHURST DR W	\$229.44	\$254.44
122923340010	432 MINNESOTA AVE	\$166.32	\$191.32
122923340036	2186 BOSSARD DR	\$194.08	\$219.08
122923340037	2194 BOSSARD DR	\$277.62	\$302.62
122923340042	2225 BOSSARD DR	\$200.21	\$225.21
122923420013	360 W CO RD B2	\$228.48	\$253.48
122923420083	2293 HAND AVE	\$149.35	\$174.35
122923420089	2334 WESTERN AVE	\$131.75	\$156.75
122923430034	335 SANDHURST DR W	\$310.04	\$335.04
122923440009	226 MINNESOTA AVE	\$163.33	\$188.33
122923440015	2234 MARION ST	\$202.34	\$227.34
122923440022	255 CAPITOL VIEW CR	\$324.25	\$349.25
132923110002	158 W CO RD B	\$159.51	\$184.51
132923110004	170 W CO RD B	\$152.74	\$177.74
132923110012	2103 RICE ST	\$285.88	\$310.88
132923110042	2052 ALBEMARLE ST	\$170.65	\$195.65
132923110062	2057 WOODBRIDGE ST	\$239.58	\$264.58
132923110063	2065 WOODBRIDGE ST	\$309.22	\$334.22

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Delinquent Accounts 1st QTR 2024

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2/27/24

132923110081	2088 WILLIAM ST	\$160.04	\$185.04
132923110150	2088 ALBEMARLE ST	\$100.00	\$125.00
132923120016	311 BURKE AVE	\$307.85	\$332.85
132923120033	2084 GIESMANN ST	\$131.75	\$156.75
132923120084	320 W CO RD B	\$864.95	\$889.95
132923130004	305 ELMER ST	\$214.94	\$239.94
132923130016	269 MCCARRONS BLVD	\$167.09	\$192.09
132923130024	310 ELMER ST	\$196.64	\$221.64
132923140007	249 ELMER ST	\$231.36	\$256.36
132923210018	449 ELDRIDGE AVE	\$136.10	\$161.10
132923210032	2084 IRENE ST	\$479.72	\$504.72
132923220004	2091 COHANSEY BLVD	\$334.12	\$359.12
132923230021	540 SHRYER AVE	\$314.55	\$339.55
132923230028	555 RYAN AVE	\$229.69	\$254.69
132923230053	600 RYAN AVE	\$219.49	\$244.49
132923230058	577 ROSELAWN AVE	\$194.16	\$219.16
132923230073	602 MOUNDSVIEW AVE	\$440.94	\$465.94
132923230077	558 SHRYER AVE	\$214.95	\$239.95
132923240032	472 BAYVIEW DR	\$178.83	\$203.83
132923240034	480 BAYVIEW DR	\$161.54	\$186.54
132923310049	1839 WESTERN AVE	\$145.74	\$170.74
132923310089	491 GLENWOOD AVE	\$237.84	\$262.84
132923310097	466 HILLTOP AVE	\$205.01	\$230.01
132923310098	462 HILLTOP AVE	\$188.44	\$213.44
132923310123	1823 WESTERN AVE	\$168.31	\$193.31
132923430002	267 ROMA AVE	\$244.85	\$269.85
132923440003	192 MCCARRONS BLVD	\$267.54	\$292.54
132923440004	186 MCCARRONS BLVD	\$258.59	\$283.59
132923440005	182 MCCARRONS BLVD S	\$1,009.21	\$1,034.21
132923440013	1681 RICE ST	\$1,523.46	\$1,548.46
132923440039	261 MCCARRONS PL W	\$4,311.50	\$4,336.50
132923440041	253 MCCARRONS PL W	\$578.87	\$603.87
132923440046	233 MCCARRONS PL W	\$834.11	\$859.11
142923110005	724 W CO RD B	\$168.76	\$193.76
142923110068	721 ELDRIDGE AVE	\$236.73	\$261.73
142923120004	780 W CO RD B	\$131.75	\$156.75
142923120016	2112 VICTORIA ST	\$194.80	\$219.80
142923120017	851 PARKER AVE	\$170.97	\$195.97
142923120031	2119 AVON ST	\$174.72	\$199.72
142923120051	798 PARKER AVE	\$206.08	\$231.08
142923210022	928 BURKE AVE	\$119.77	\$144.77
142923210075	964 W CO RD B	\$309.13	\$334.13
142923210080	896 PARKER AVE	\$558.50	\$583.50
142923220012	1066 W CO RD B	\$175.25	\$200.25
142923220065	2062 LEXINGTON AVE	\$834.67	\$859.67
142923220086	1008 PARKER AVE	\$443.67	\$468.67
142923230029	993 RYAN AVE	\$279.43	\$304.43

More than 90 days past due as of
December 31, 2023

Schedule A
Delinquent Accounts 1st QTR 2024

City of Roseville, MN
2/27/24

142923230051	1026 DRAPER AVE	\$221.56	\$246.56
142923230056	1941 CHATSWORTH ST	\$401.47	\$426.47
142923230066	1930 LEXINGTON AVE	\$311.47	\$336.47
142923310012	1817 VICTORIA ST	\$222.92	\$247.92
142923320001	1915 CHATSWORTH ST	\$269.40	\$294.40
142923320008	1863 CHATSWORTH ST	\$194.08	\$219.08
142923320040	1845 AGLIN ST	\$181.58	\$206.58
142923320042	1829 AGLIN ST	\$180.81	\$205.81
142923320045	1830 OXFORD ST	\$183.37	\$208.37
142923320093	1038 RUGGLES ST	\$145.21	\$170.21
142923320101	1045 RUGGLES ST	\$175.00	\$200.00
142923330048	1719 CHATSWORTH ST	\$207.43	\$232.43
142923330056	1765 CHATSWORTH ST	\$195.35	\$220.35
142923340017	1738 CHATSWORTH ST	\$248.38	\$273.38
142923340020	1756 CHATSWORTH ST	\$119.34	\$144.34
142923410016	1850 ALAMEDA ST	\$142.64	\$167.64
142923440021	1789 ALAMEDA ST	\$226.03	\$251.03
142923440062	1766 ALTA VISTA DR	\$207.49	\$232.49
152923110022	1192 BURKE AVE	\$183.37	\$208.37
152923110023	1186 BURKE AVE	\$329.52	\$354.52
152923110053	1142 ELDRIDGE AVE	\$265.41	\$290.41
152923110056	1120 ELDRIDGE AVE	\$210.97	\$235.97
152923110064	1121 SKILLMAN AVE	\$189.35	\$214.35
152923110077	1127 KARYL PL	\$149.99	\$174.99
152923120015	1300 W CO RD B	\$184.50	\$209.50
152923120086	1266 W CO RD B	\$242.75	\$267.75
152923130049	1287 RYAN AVE	\$376.00	\$401.00
152923130068	1240 RYAN AVE	\$304.31	\$329.31
152923130099	1292 DRAPER AVE	\$250.71	\$275.71
152923130139	1236 DRAPER AVE	\$276.58	\$301.58
152923140003	1132 SKILLMAN AVE	\$197.77	\$222.77
152923210005	1386 W CO RD B	\$126.62	\$151.62
152923210030	1359 BURKE AVE	\$152.32	\$177.32
152923210065	1368 ELDRIDGE AVE	\$347.27	\$372.27
152923230021	2020 SNELLING AVE	\$137.92	\$162.92
152923230028	1942 SNELLING AVE	\$274.38	\$299.38
152923230036	1969 ASBURY ST	\$223.33	\$248.33
152923230037	1970 ASBURY ST	\$258.10	\$283.10
152923230054	1950 ARONA ST	\$239.29	\$264.29
152923230060	1941 SIMPSON ST	\$189.11	\$214.11
152923240043	1446 SHRYER AVE	\$166.73	\$191.73
152923240049	1421 RYAN AVE	\$138.85	\$163.85
152923410005	1140 ROSELAWN AVE	\$152.10	\$177.10
152923410057	1141 SUMMER ST	\$187.08	\$212.08
152923410106	1194 RUGGLES ST	\$138.74	\$163.74
152923420004	1891 FERNWOOD AVE	\$152.74	\$177.74
152923420007	1873 FERNWOOD AVE	\$269.51	\$294.51

More than 90 days past due as of
December 31, 2023

Schedule A
Delinquent Accounts 1st QTR 2024

City of Roseville, MN
2/27/24

152923420052	1911 HURON AVE	\$245.84	\$270.84
152923420057	1890 HURON AVE	\$139.47	\$164.47
152923420060	1866 HURON AVE	\$327.72	\$352.72
152923420091	1830 HAMLINE AVE	\$228.40	\$253.40
152923420092	1331 GARDEN AVE	\$243.98	\$268.98
152923420125	1844 HAMLINE AVE	\$232.74	\$257.74
152923430027	1272 ROMA AVE	\$204.24	\$229.24
152923430032	1695 FERNWOOD AVE	\$189.92	\$214.92
152923440044	1207 ROMA AVE	\$214.20	\$239.20
162923110076	2090 SAMUEL ST. #9	\$202.95	\$227.95
162923130013	1803 SHRYER AVE	\$174.61	\$199.61
162923130039	1988 WHEELER ST	\$192.57	\$217.57
162923130058	1742 RYAN AVE	\$356.84	\$381.84
162923130078	1745 ROSELAWN AVE	\$396.94	\$421.94
162923140060	45 MID OAKS LN	\$164.98	\$189.98
162923210015	1857 ELDRIDGE AVE	\$169.90	\$194.90
162923240062	1850 RYAN AVE	\$261.63	\$286.63
162923240090	1932 TATUM ST	\$207.56	\$232.56
162923240101	1945 TATUM ST	\$163.65	\$188.65
172923210008	2096 FAIRWAYS LN	\$515.40	\$540.40
172923240008	1951 LAKE ST	\$163.65	\$188.65
TOTAL TO BE CERTIFIED TO 2025 TAXES 79250035A		\$112,898.41	\$121,548.41

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Approve Streetlight Policy

Background

The City of Roseville currently has a Streetlight Policy that was last revised in 2003. The current policy (Attachment 1) defines aspects of streetlight installation and maintenance. The current policy established where and when standard streetlights could be installed and a process for how non-standard streetlights, or non-standard streetlight spacing, could be installed upon request.

Since the lighting policy is over 20 years old and many lighting systems are coming due for replacement, staff seeks the Council's guidance and input on potential revisions. Staff presented this to Council at the February 12, 2024 meeting. Based on feedback, staff updated the policy. The draft policy is included as attachment 2 showing the overall changes from the current policy. A clean version of the new proposed streetlight policy is included as attachment 3.

The policy includes the following major changes:

- 1) Sets minimum lighting standard for lights at all intersections, curves, and marked crosswalks, regardless of request.
 - a. If the policy is approved, staff will work with Xcel to install streetlights at missing intersections, curves, and crosswalks. We anticipate we will spread the new installations (~120) out over the next 3-5 years depending on if there are upfront costs and Xcel's availability.
 - i. Additional maintenance costs are anticipated to be approximately \$15,840 annually (120 lights x \$132/year) once all new lights are installed.
 - b. Staff will notify adjacent property owners within 300 feet of the new light location that lighting will be installed at least three weeks prior to the installation of the light.
- 2) For mid-block lights, the petition process was reduced from 100% of the adjacent property owners within 150' of the proposed light location to 60%.

a. 60% is also used in the existing policy for residents to petition for an enhanced lighting district.

3) Establishes districts for commercial and city special areas.

a. The petition process to request street segments be added to a commercial district would be 60%.

4) Removes design standards from the policy such that those can exist as a separate technical document that can be updated as technologies change.

5) No process was established to remove lights.

If the policy is adopted, staff will use the new policy to plan for upcoming streetlight projects so they can meet the new requirements.

Policy Objectives

Plan for and support a multi-modal transportation system that moves people and goods safely and efficiently.

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

The current policy is request driven; however, not all residents are equally likely to make a request to local government. The proposed policy would provide for minimum lighting regardless of request.

Budget Implications

Any changes to the streetlight policy may affect the streetlight budget.

For example, if additional streetlights are warranted with a new policy the costs will increase. A typical Xcel-owned wood pole with LED cobrahead streetlight costs approximately \$11 per month, or \$132 per year, to operate. There are typically no upfront installation costs to the City. Based on the new policy, approximately 120 lights would be installed at intersections and crosswalks. This would result in an increase to the operating budget annually of approximately \$15,840.

For City-owned systems, or Xcel leased systems that need to be replaced in the future, changes to the number of lights could dramatically increase or decrease install and operating costs. On average, the typical aluminum pole with LED fixture light is \$3,500 per light for installation. Decorative lights, such as by City Hall or the Twin Lakes area, cost \$5,000 to \$7,500 per light. Many business districts, such as the Centre Pointe area, currently have high lighting levels, meaning they have tighter spacing of light poles. Currently, there are 21 lights in this system and replacing them would cost approximately \$80,500. If spacing was increased and light poles were reduced to 12 lights, the cost would be approximately \$42,000 for the install. After installation, operating cost per light for City-owned or an Xcel leased light is approximately \$21 per month or \$252 per year. If the proposed policy is adopted, existing Business Districts should see a reduction in the

number of lights, and therefore a reduction in the cost to install and maintain lights, by approximately 40% when the systems are replaced.

Staff Recommendations

Staff recommends the Council adopt the revised Streetlight Policy.

Requested Council Action

Consider adopting the revised Streetlight Policy.

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. Existing Streetlight Policy, 2003
2. Draft Streetlight Policy with changes tracked
3. Draft Streetlight Policy clean version
4. Draft Streetlight Policy Appendix A
5. Presentation
6. February 12 presentation

City of Roseville
Street Light Policy

I. Purpose and Need for Policy

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

II. Policy Statement

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

III. Conditions

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

IV. Standard Street Lights

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

A. Streetlight design

Street light type: Cobrahead Cutoff

Pole type: Wooden

B. Procedure

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

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

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

C. Funding

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

V. **Enhanced Street Lighting**

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

A. Streetlight design

Street light type: Cobrahead Cutoff, Shoebox

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

Pole type: wooden, aluminum, fiberglass

B. Procedure

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

Petition Process

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

C. Funding

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

A summary of the assessable cost shall be as follows:

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

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

VI. Development/ Redevelopment Street Lights

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

A. Streetlight design

Street light type: Cobrahead Cutoff, Shoebox.

Pole type: wooden, aluminum, fiberglass

B. Procedure

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

C. Funding

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

VII. Authority

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

~~Final~~ Draft
~~December 18, 2003~~ ~~February 12~~ March 4, 2024

Page 1 of 7

City of Roseville
~~Street Light~~ Streetlight Policy
~~Draft February~~ March 124, 2024

I. Purpose and Need for Policy

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

II. Policy Statement

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

III. Conditions

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

IV. ~~Street~~ Light Districts

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

Since the need for lighting varies by adjacent use, different standards will apply as follows.

A. Standard District

- This standard be used for all areas in the City unless they are defined as Commercial, City Special or Enhanced districts as shown in Appendix A.
- Procedure
 - If the following conditions are met, the City will install streetlights at the following locations:
 - ~~— Electrical service is available, unobstructed, and no more than one new pole needs to be set, AND~~
 - The location is at the intersection of two streets, OR
 - The location is at the end of a cul-de-sac, OR
 - The location is on a severe curve, either vertically or horizontally, OR
 - The location is ~~it~~ at a ~~dedicated~~ marked pedestrian crosswalk.
 - City staff will notify property owners within 300 feet of the new light location where lighting will be installed at least three weeks prior to the installation of the light.
 - Mid-block lights are ~~desirable, and~~ desirable and should be considered for placement if the spacing between existing lights is greater than 600 feet. If the above conditions are met, an individual property owner may circulate a petition in the neighborhood to determine if the light is desired (particularly by those property owners directly adjacent to the proposed light). If ~~100~~ 60% consensus is built with property owners within 150 feet of the proposed light, the City staff will work with the electric utility company to install the light.
- Streetlight Design
 - ~~Street~~ Light Type: LED Cobrahead Cutoff
 - Pole Type:
 - Wooden if available
 - Fiberglass or aluminum if a pole needs to be installed.
- Funding
 - The City will fund installation and maintenance of lights within the Standard District.

B. Business District

- This standard will be applied to all areas identified as Business Districts as shown in Appendix A
- Procedure

- Property owners that would like streets segments to be added to the Business Lighting District shall petition the City Council. The Council will determine if the street will be added to the Business District.
 - Over ~~5600~~% of benefitting property owners shall petition the City to be considered.
 - Only streets that are non-single family residential will be considered.
 - ~~Initial costs to install lighting to Business District standards will be assessed to adjacent property owners.~~
 - ~~Maintenance and future replacement costs will be paid by the City.~~

○ Streetlight Design

- Street~~L~~ight Type: LED Cobrahead Cutoff
- Pole Type:
 - Wooden if available
 - Fiberglass or aluminum if a pole needs to be installed.
- This lighting would be a brighter, higher quality of lighting. Lights would be designed per engineering standards typically resulting in poles every 250-300 feet. As a minimum standard, all intersections, marked crosswalks, and horizontal and vertical curves would have ~~street~~ lightsstreetlights.

○ Funding

- Initial costs to install lighting to Business District standards will be assessed to adjacent property owners.
- Maintenance and future replacement costs will be paid by the City.

C. City Special District

- City Special Districts are as shown in Appendix A.
- This type of lighting will be for special areas as determined by the City Council.
 - This type of lighting may include street-lighting or pedestrian level lighting or decorative style lighting.
 - The lighting standards for each Special District shall be designed for the specific purpose and need of the district.

○ Funding

- The City will fund installation and maintenance of lights within the City Special District.

D. Enhanced District

- When property owners want ~~different~~ a different location, design, or number of requested lights above the Standard Street~~L~~ight district standards, property owners may request that the City undertake an “Enhanced District ~~Street~~ Lighting” project.
- Procedure
 - When a request for an “Enhanced ~~Street Lighting~~” District project is received, City staff, working with property owners, will determine the boundaries of the project. Requests for street-lighting can be initiated

through a *petition process* that includes signatures representing at least 60% of the property in the project area.

▪ Petition Process

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

○ Funding

- The additional costs of an E-~~Enhanced District~~ ~~eeet lighting~~ project shall be assessed to the benefiting property owners according to City Assessment Policy. All properties within 150 feet (Street frontage) of each light shall be considered for assessment. City staff shall determine the number and locations of lights that could have been installed under the ~~“Standard Street District Light”~~ section of this policy. The maintenance cost for these lights will be deducted from the overall project cost.
- A summary of the assessable cost shall be as follows:
 - Cost of installation of enhanced streetlights
plus Cost of Operation, Maintenance (pro-rated for 25 years)
plus Administrative costs
minus “Standard District~~Street Light~~” maintenance cost (if applicable)
= total assessable cost.
- Xcel energy provides a 25-year warranty for ~~lights~~ the streetlights that they install. This is included in the City’s monthly charge. At the end of this period the City will evaluate the maintenance needs for the “enhanced” areas. A reconstruction project will be considered where the new operation and maintenance costs for the next 25 years will be proposed to be assessed to the benefiting properties.

IV. ~~Standard Street Lights~~

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

A. ~~Streetlight design~~

~~Street light type: Cobrahead Cutoff~~

~~Pole type: Wooden~~

~~Procedure~~

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

~~Overhead electrical service is available, unobstructed, and no more than one new wooden pole needs to be set, AND~~

~~The location is at the intersection of two streets, OR~~

~~The location is at the end of a cul-de-sac, OR~~

~~The distance between existing streetlights is greater than 600 feet, OR~~

~~The location is on a severe curve, either vertically or horizontally, OR~~

~~The location is it at a dedicated pedestrian crosswalk.~~

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

~~B. Funding~~

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

~~V. Enhanced Street Lighting~~

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

~~A. Streetlight design~~

~~Street light type: Cobrahead Cutoff, Shoebox~~

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

~~Pole type: wooden, aluminum, fiberglass~~

~~B. Procedure~~

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

~~Petition Process~~

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

C. Funding

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

~~A summary of the assessable cost shall be as follows:~~

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

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

VI.V. Development/ Redevelopment Street Lights

~~The Developer of any proposed subdivision or redevelopment area, whether residential, commercial~~business ~~or other may elect to install street lights~~streetlights ~~as a part of their overall development plans. Approval and implementation shall conform to this policy. Developers shall meet the Streetlight Standard District criteria~~District Policy ~~unless they apply to meet other district criteria. Installation of public street-lights shall be included as part of the development agreement.~~

A. Streetlight design

~~Street light type: Cobrahead Cutoff, Shoebox.~~

Pole type: ~~wooden, aluminum, fiberglass~~

~~A.~~ Procedure

A.

○ The developer shall submit a street-lighting plan for review and approval by the City Engineer.

○

○ For new residential subdivisions and ~~commercial~~ business areas, the developer shall pay the operation and maintenance ~~O & M~~ costs to the electric utility company until the City accepts the street-lighting system.

○

○ Acceptance of the new streetlights must be requested in writing by the developer, along with a certification from the electric utility company that it was installed according to their specifications.

B. Funding

○ The costs for installation, operation, and maintenance of streetlights in developments will be paid for by the developer according to the provisions set forth in this Policy.

○ The operation and maintenance costs for an ~~“eEnhanced District street light”~~ project in new developments shall be paid for by the new development in perpetuity. These costs shall be determined and included in the Development Contract. The costs shall either be ~~paid for~~ paid up front by the developer or assessed to the property owners. The total cost shall be the “enhanced” operation and maintenance cost minus the City’s Standard District ~~basic~~ contribution. The City’s basic contribution shall be determined based on the procedure outlined in section IV. ~~A-B.~~ of this policy.

~~VH.~~ VI. Authority

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

City of Roseville
Streetlight Policy
Draft March 4, 2024

I. Purpose and Need for Policy

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

II. Policy Statement

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

III. Conditions

- All new lights installed shall be full cutoff lights.
- All new streetlighting must be consistent with the adopted City standards.
- Variations to the City standard streetlight types will be allowed only by City Council action. Extra costs associated with variations to the City standard, both installation and ongoing operation and maintenance costs, will be the responsibility of the benefiting properties.
- All streetlighting designs shall consider industry standards, safety, uniformity, lighting intensity and cost.
- Qualifying requests for streetlights may be scheduled for installation in a subsequent year if the City determines sufficient funds are not available in the current City budget.
- On projects where pedestrian level lighting is installed, a continuous level of light should be maintained for the design. Spacing would be determined applying engineering standards. Spacing typically results in poles every 90 to 120 feet.

IV. Streetlight Districts

To develop a rational approach to streetlight installation, the City Council in 1957, established a policy to install streetlights at no assessment to ensure that the lights would be installed where most needed and wanted.

Since the need for lighting varies by adjacent use, different standards will apply as follows.

A. Standard District

- This standard be used for all areas in the City unless they are defined as Commercial, City Special or Enhanced districts as shown in Appendix A,
- Procedure

- If the following conditions are met, the City will install streetlights at the following locations:
 - The location is at the intersection of two streets, OR
 - The location is at the end of a cul-de-sac, OR
 - The location is on a severe curve, either vertically or horizontally, OR
 - The location is at a marked pedestrian crosswalk.
- City staff will notify property owners within 300 feet of the new light location where lighting will be installed at least three weeks prior to the installation of the light.
- Mid-block lights are desirable and should be considered for placement if the spacing between existing lights is greater than 600 feet. If the above conditions are met, an individual property owner may circulate a petition in the neighborhood to determine if the light is desired (particularly by those property owners directly adjacent to the proposed light). If 60% consensus is built with property owners within 150 feet of the proposed light, the City staff will work with the electric utility company to install the light.
- Streetlight Design
 - Streetlight Type: LED Cobrahead Cutoff
 - Pole Type:
 - Wooden if available
 - Fiberglass or aluminum if a pole needs to be installed.
- Funding
 - The City will fund installation and maintenance of lights within the Standard District.
- B. Business District
 - This standard will be applied to all areas identified as Business Districts as shown in Appendix A
 - Procedure
 - Property owners that would like street segments to be added to the Business Lighting District shall petition the City Council. The Council will determine if the street will be added to the Business District.
 - Over 60% of benefitting property owners shall petition the City to be considered.
 - Only streets that are non-single family residential will be considered.
 - Streetlight Design
 - Streetlight Type: LED Cobrahead Cutoff
 - Pole Type:
 - Wooden if available
 - Fiberglass or aluminum if a pole needs to be installed.

- This lighting would be a brighter, higher quality of lighting. Lights would be designed per engineering standards typically resulting in poles every 250-300 feet. As a minimum standard, all intersections, marked crosswalks, and horizontal and vertical curves would have streetlights.

- Funding

- Initial costs to install lighting to Business District standards will be assessed to adjacent property owners.
- Maintenance and future replacement costs will be paid by the City.

C. City Special District

- City Special Districts are as shown in Appendix A.
- This type of lighting will be for special areas as determined by the City Council.
 - This type of lighting may include streetlighting or pedestrian level lighting or decorative style lighting.
 - The lighting standards for each Special District shall be designed for the specific purpose and need of the district.

- Funding

- The City will fund installation and maintenance of lights within the City Special District.

D. Enhanced District

- When property owners want a different location, design, or number of requested lights above the Standard Streetlight district standards, property owners may request that the City undertake an Enhanced District project.
- Procedure
 - When a request for an Enhanced District project is received, City staff, working with property owners, will determine the boundaries of the project. Requests for streetlighting can be initiated through a *petition process* that includes signatures representing at least 60% of the property in the project area.
 - Petition Process
 - Upon receipt of a petition signed by the owners of sixty percent (60%) of the property area within the proposed project limits, City staff will prepare a preliminary report detailing the streetlight types, location, costs, and proposed assessments.
 - The City Council will be asked to call and hold a public hearing pursuant to Minnesota Statutes, Section 429.031.
 - If the project goes to the public hearing, but is not ordered forward, subsequent petitions will not be undertaken for the same project area or any part of the project area for a two (2) year period beginning on the hearing date. The exception to this requirement would be if the City initiates a street reconstruction project in the area.

- Funding

- The additional costs of an Enhanced District project shall be assessed to the benefiting property owners according to City Assessment Policy. All

properties within 150 feet (Street frontage) of each light shall be considered for assessment. City staff shall determine the number and locations of lights that could have been installed under the Standard District section of this policy. The maintenance cost for these lights will be deducted from the overall project cost.

- A summary of the assessable cost shall be as follows:
 - Cost of installation of enhanced streetlights
plus Cost of Operation, Maintenance (pro-rated for 25 years)
plus Administrative costs
minus “Standard District” maintenance cost (if applicable)
= total assessable cost.
- Xcel energy provides a 25-year warranty for the streetlights that they install. This is included in the City’s monthly charge. At the end of this period the City will evaluate the maintenance needs for the “enhanced” areas. A reconstruction project will be considered where the new operation and maintenance costs for the next 25 years will be proposed to be assessed to the benefiting properties.

V. **Development/ Redevelopment Streetlights**

The Developer of any proposed subdivision or redevelopment area, whether residential, business or other may elect to install streetlights as a part of their overall development plans. Approval and implementation shall conform to this policy. Developers shall meet the Streetlight Standard District criteria unless they apply to meet other district criteria. Installation of public streetlights shall be included as part of the development agreement.

A. Procedure

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

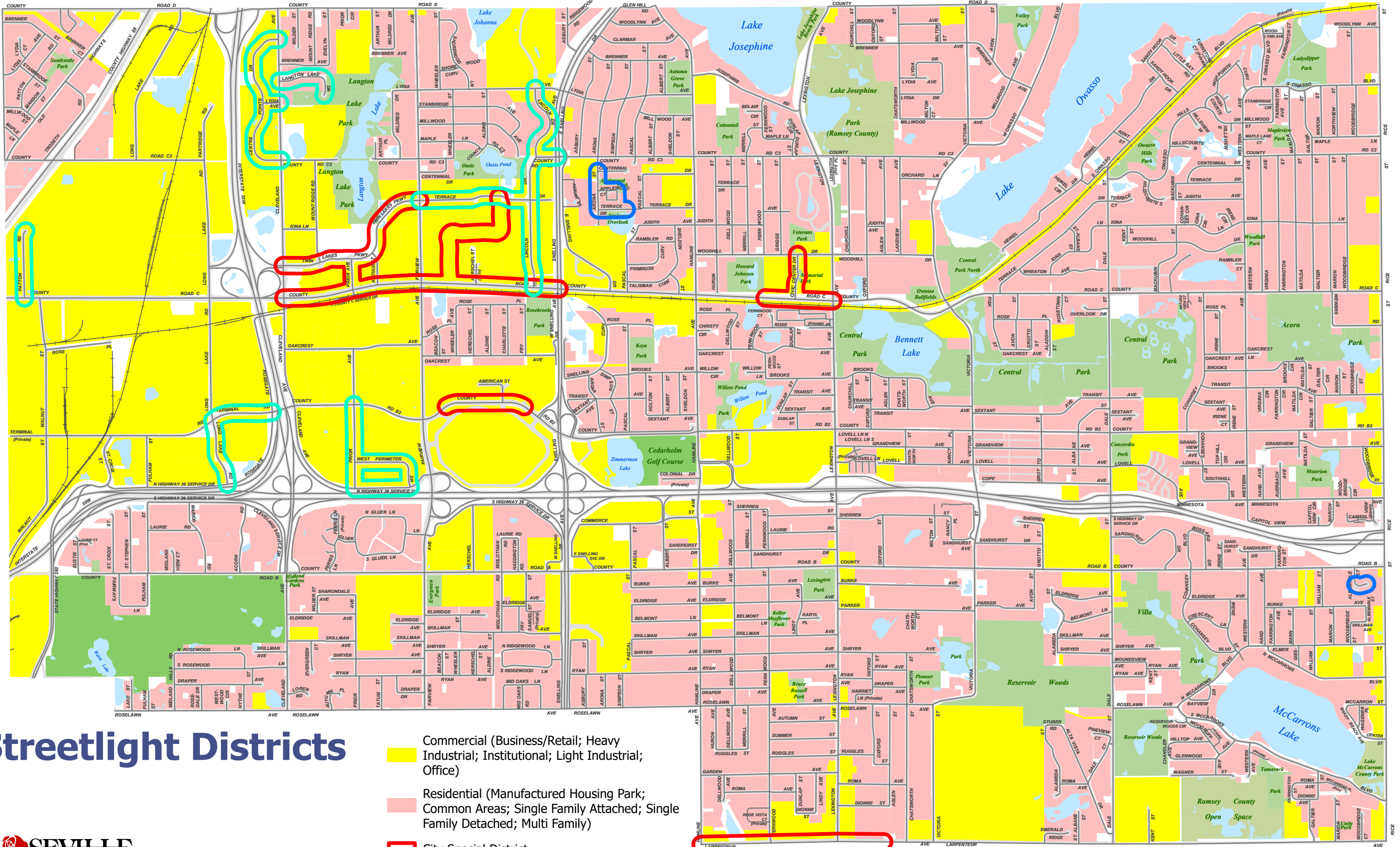
B. Funding

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

contribution shall be determined based on the procedure outlined in section
IV.A. of this policy.

VI. Authority

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



Streetlight Districts

ROSEVILLE
Prepared by: Engineering Department
1/30/2024

- Commercial (Business/Retail; Heavy Industrial; Institutional; Light Industrial; Office)
- Residential (Manufactured Housing Park; Common Areas; Single Family Attached; Single Family Detached; Multi Family)
- City Special District
- Business District
- Enhanced District

Data Sources
* Ramsey County GIS (1/04/2024)
* City of Roseville Community Development
* City of Roseville Finance Department

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

0 700 1000 2000 3000 Feet
StreetlightDistricts

Streetlight Policy

Public Works Department

Council Meeting

March 4, 2024



Streetlight Policy

Background

2003 – Current Policy

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

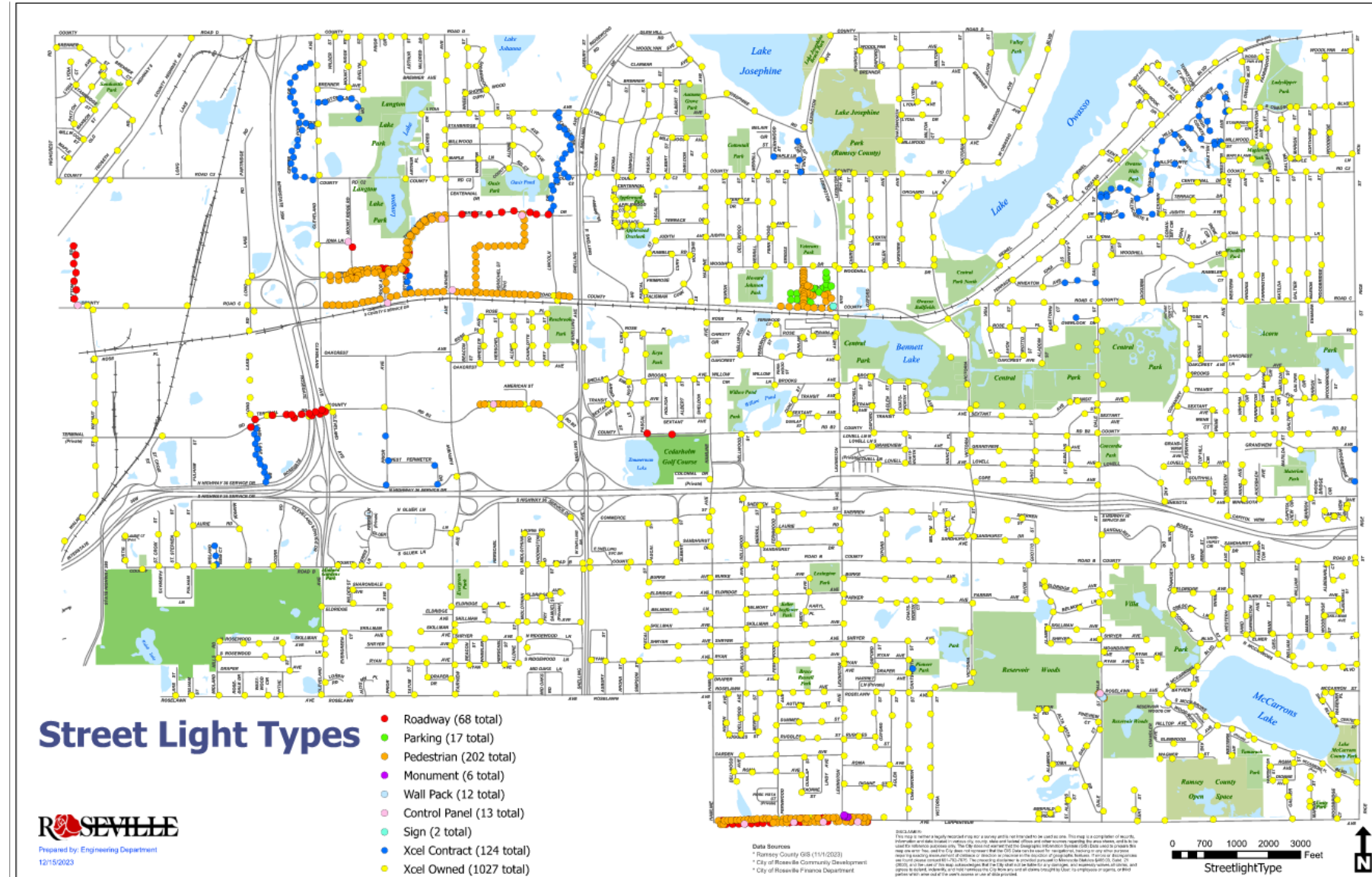
Streetlight Policy

Background

Existing Lighting

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

Includes City Campus' road and parking lot lights. Does not include parks' parking lots.

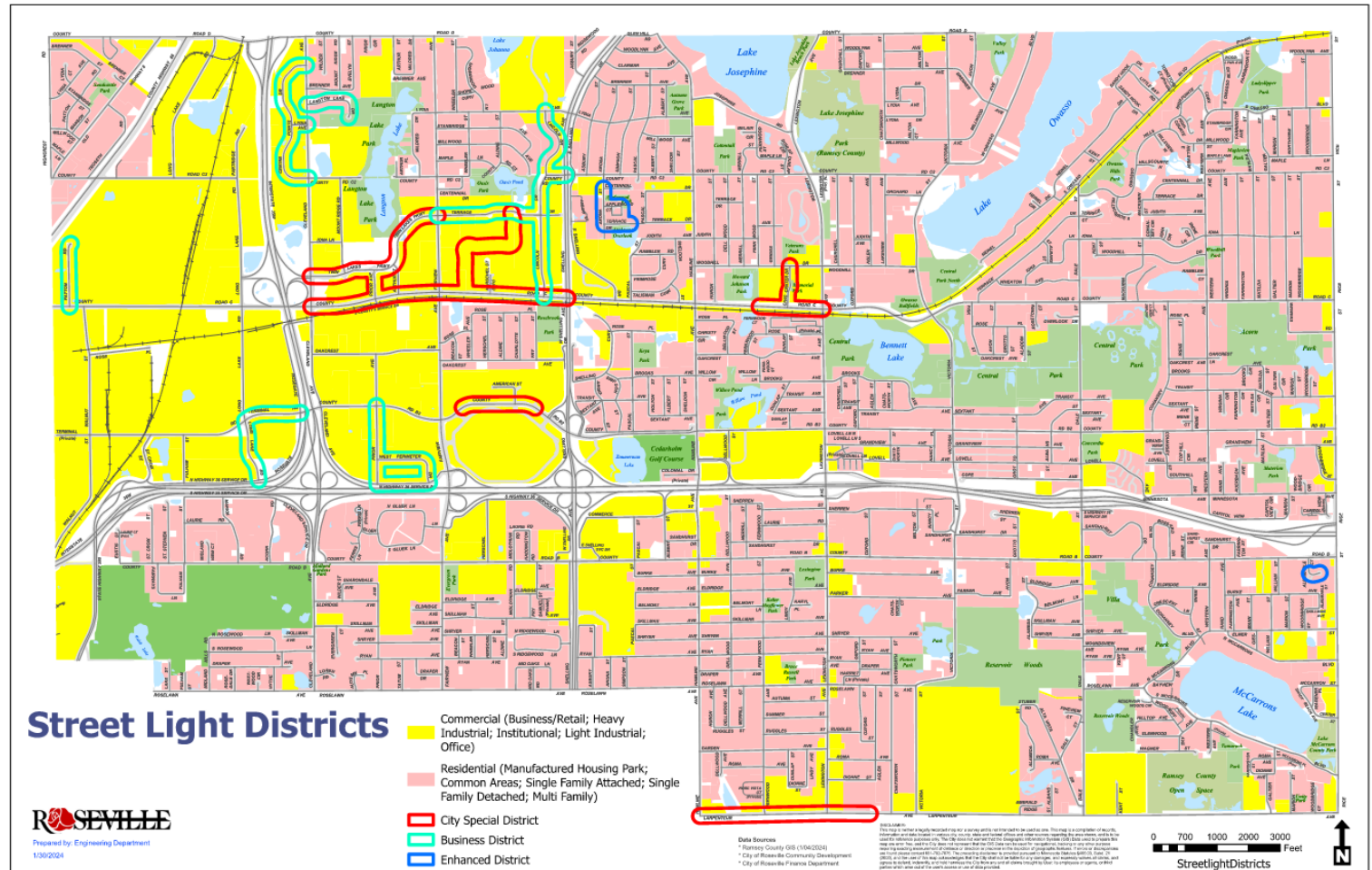


Streetlight Policy

Proposed Changes

Differentiate Lighting Areas

- Establish lighting policy for each type of area
 - Standard
 - Keep locations the same
 - Business (**New**)
 - Modify spacing standard to have higher level lighting
 - Recommend 200-250' spacing
 - Would define areas.
 - Enhanced lighting
 - Requirements generally the same.
 - City Special District
 - These would be for City established districts
 - Civic Campus, Larpenteur, Twin Lakes, etc.

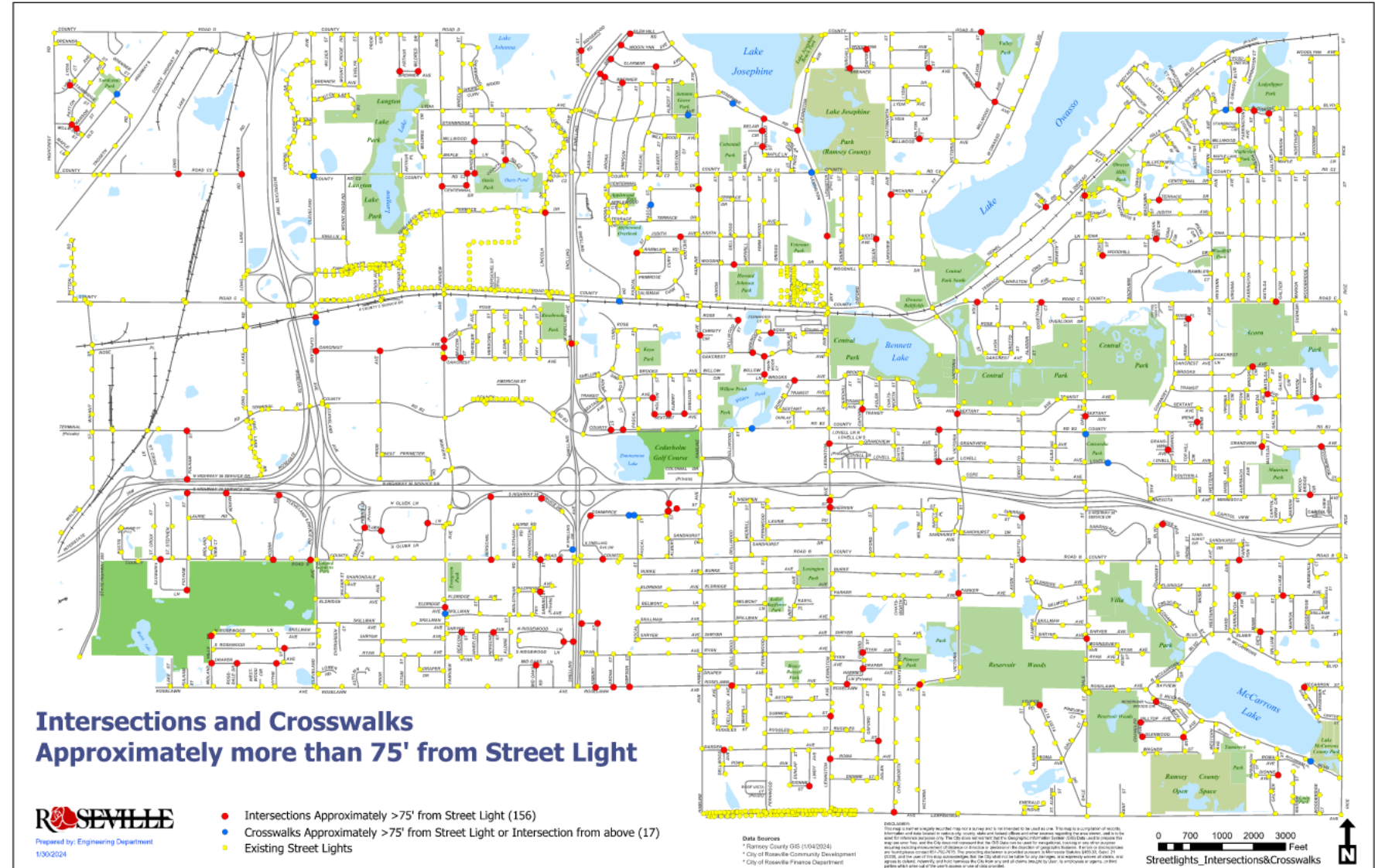


Streetlight Policy

Proposed Changes

Standard Lighting Districts

- All intersections, curves and marked crosswalks
- ~120 new installations
 - Some existing poles could be moved or modified
- ~\$16,000 increase in annual costs
- Installed over the next 3-5 years
- Would notify adjacent residents within 300' of the light ahead of installation.



Streetlight Policy

Proposed Changes

Midblock Lights

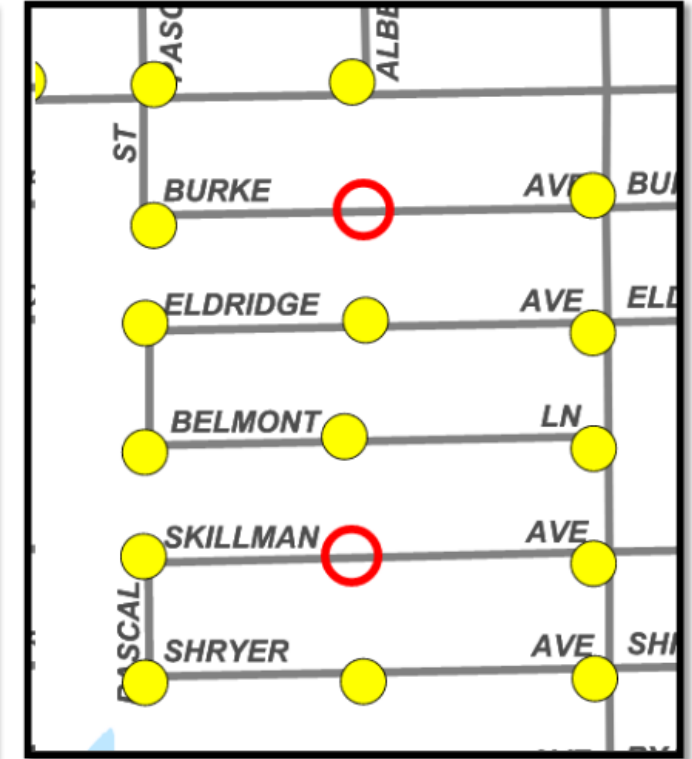
- Reduced petition requirement to 60% of adjacent owners within 150 feet of the proposed light.
 - Matches the enhanced district petition standard

Removed lighting standards from the policy

- These would be established as an engineering standard to keep up with standards better.

Streetlight removal procedure

- Did not put a procedure into the policy for removal of streetlights.



- Light present
- Intersection – no light
- Curve or Cul-de-sac – no light
- Midblock – no light
- Light present

Streetlight Policy

Budget Impacts

Funding/Budget

- 2024 Budget - General Levy
 - Streetlighting Fund - \$225,000
 - Utilities - \$210,000
 - Pays for electrical charges
 - Metered and non-metered
 - **Would need to increase at least \$16,000 for the new lights at intersections/crosswalks.**
 - Contract Maintenance - \$15,000
 - For knockdowns, etc.
 - Streetlight Replacement
 - CIP \$52,500
 - To replace city lighting systems and Xcel lease contract lighting systems when leases expire



Knockdown on County Road C

Streetlight Policy

Budget Impacts

Cost of Lights

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



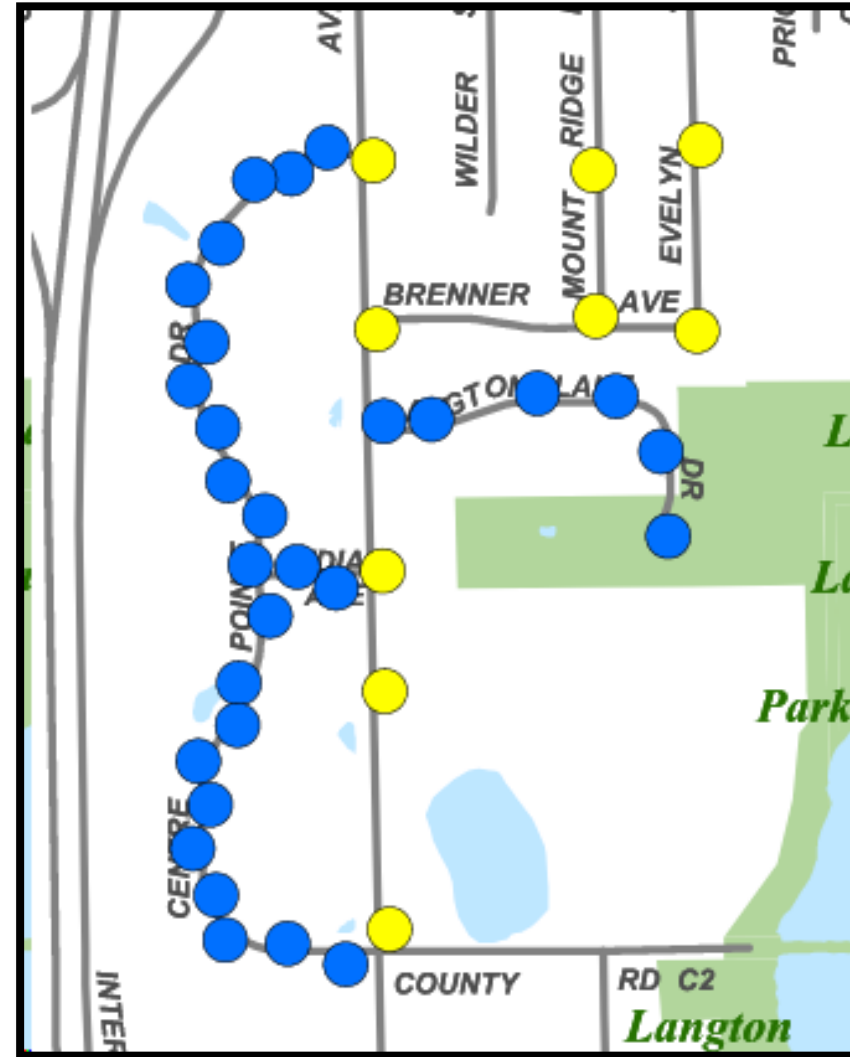
Owasso Hills Drive

Streetlight Policy

Example Proposed Replaced Areas

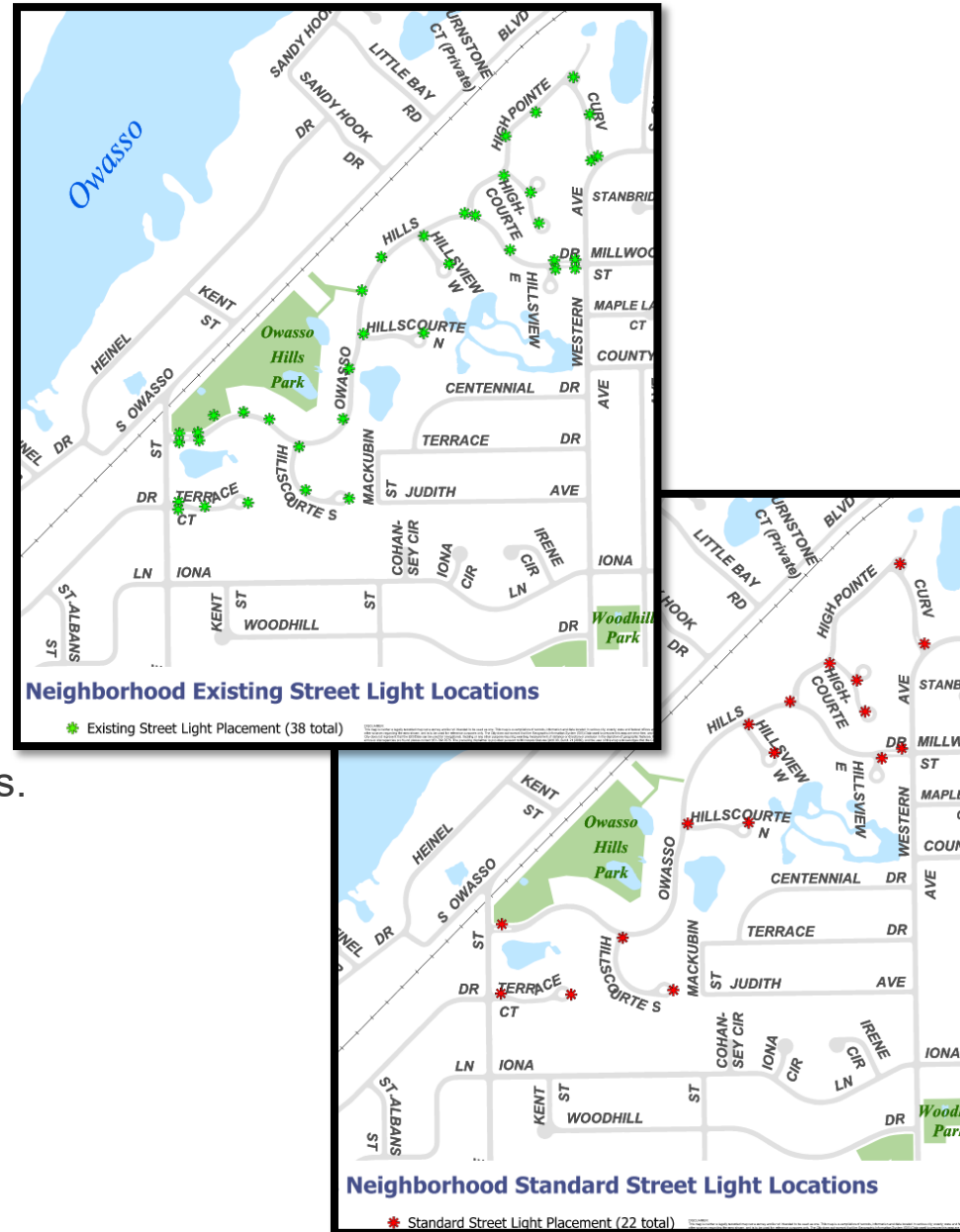
Centerpoint Drive

- Lease expired in 2024
- Scheduled replacement in 2028
 - Reduce lighting from 23-12
 - ~250' spacing
 - \$42,000 up front cost
 - \$21/Light/Month
- Xcel owned and maintained
- Pay portion up front and monthly maintenance charge. No expiration date
- Proposed Business District



Example Proposed Replaced Areas

- Installed by developer, 1996-1998.
- Xcel leases expired between 2021-2023.
- Decorative lights with higher than normal lighting standard
- Scheduled replacement in 2026
- Staff proposes reaching out to owners to see if they want enhanced lighting standard to keep lights as is
- If residents don't want enhanced lighting, would go with standard lighting similar to other residential areas.
 - Reduces lights from 38-22
 - Likely would be aluminum poles with LED cobraheads due to buried electric.



Questions?

Street Light Policy

Public Works Department

Council Meeting

February 12, 2024



Street Light Policy

Topics

- Background
 - Lighting purpose and need
 - Existing Policies
 - Existing Lighting
 - Funding/Budget
- Need for changes/issues
 - Equity, Consistency
 - Future replacement
- Proposed changes to policy
 - Mission Statement
 - Differentiate lighting areas
 - Future Development
 - Examples
 - Other Cities
 - PWET Recommendations
 - Questions to Consider



Twin Lakes Trail

Street Light Policy

Background

Lighting purpose and need

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

Street Light Policies

1957

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

1976

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

Street Light Policy

Background

2003 – Current Policy

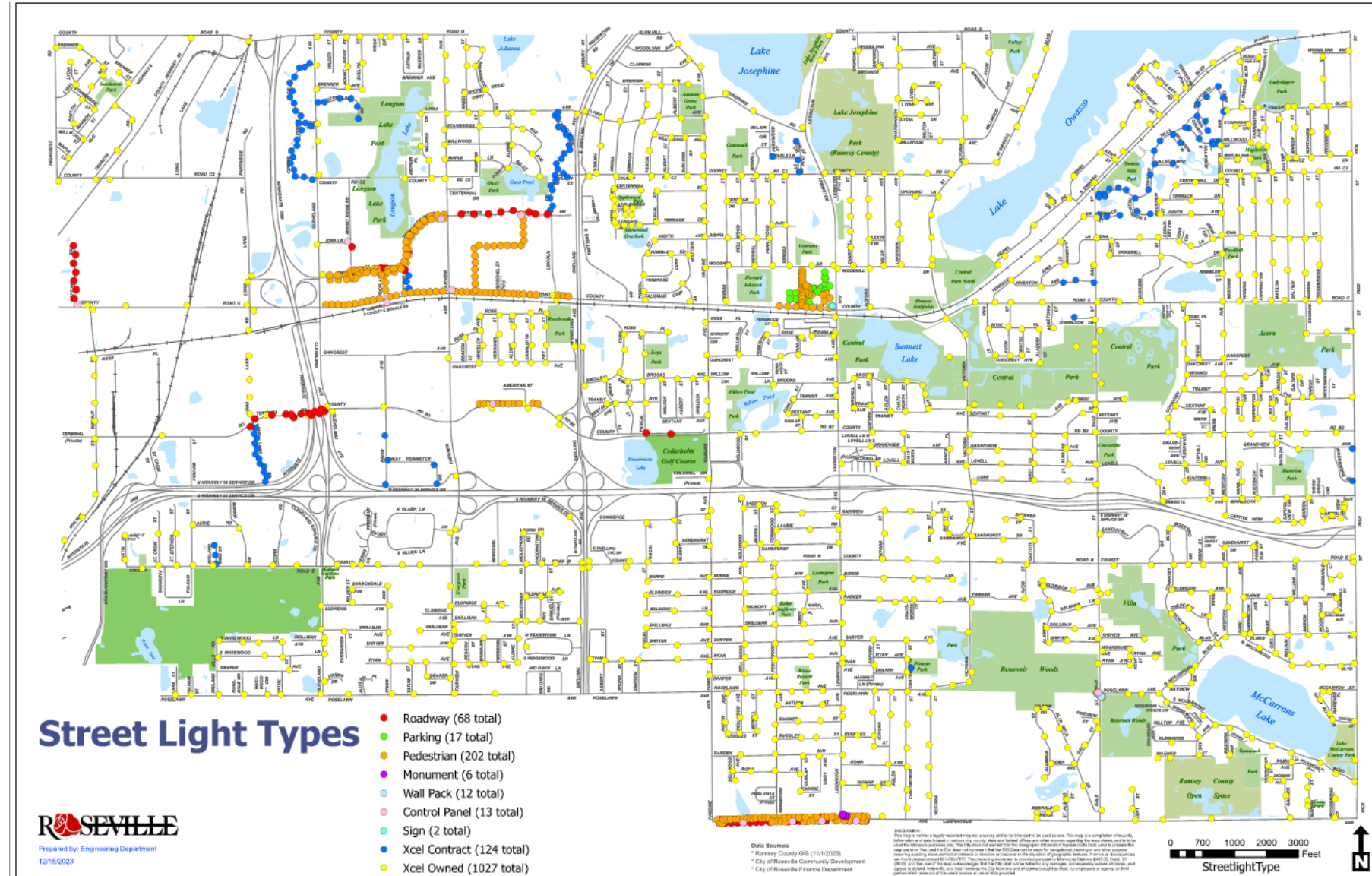
- Standard light – Wooden pole with Cobra head Cutoff
- Procedure
 - If 100% consensus of residents within 150 feet of proposed light, city will install light at city expense if the following conditions are met
 - Overhead electric available and no more than one new wooded pole is needed, AND
 - Intersection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

Background

Existing Lighting

- Total Lights – **1,458**
 - Xcel Owned – 1,027
 - Xcel Leased becoming City Owned - 124
 - City Owned - 307
 - Roadway - 68
 - Parking Lot - 17
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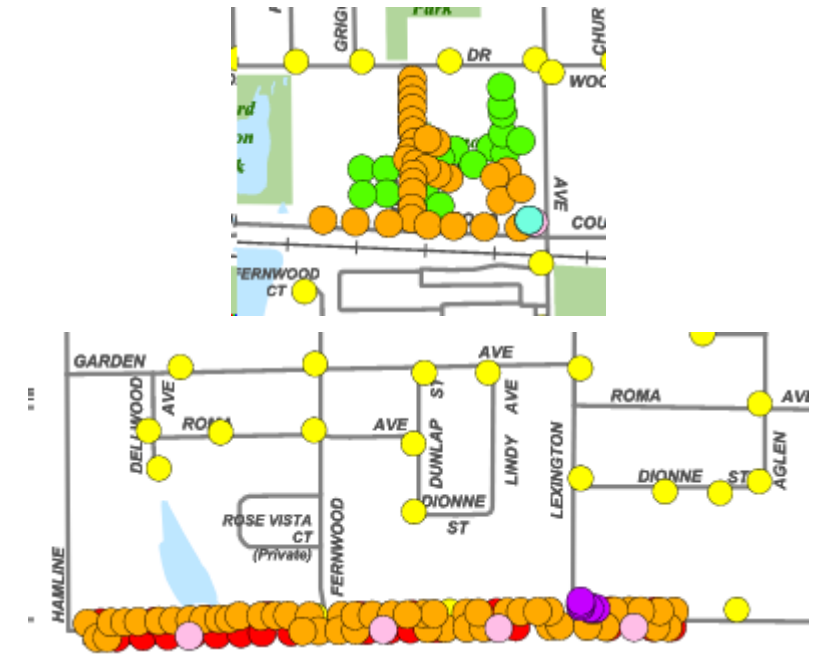
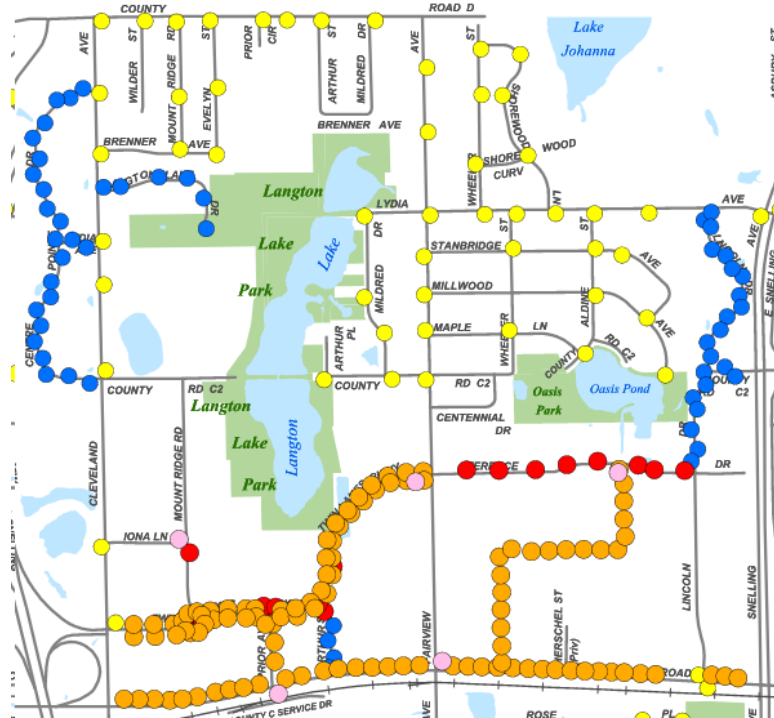
Includes City Campus' road and parking lot lights. Does not include parks' parking lots.



Street Light Policy

Lighting Areas

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



Street Light Policy

Pole & Fixture Types

- Wood Pole with LED
- Steel Pole with HPS Shoebox
- Aluminum Pole/Fiberglass Pole with LED



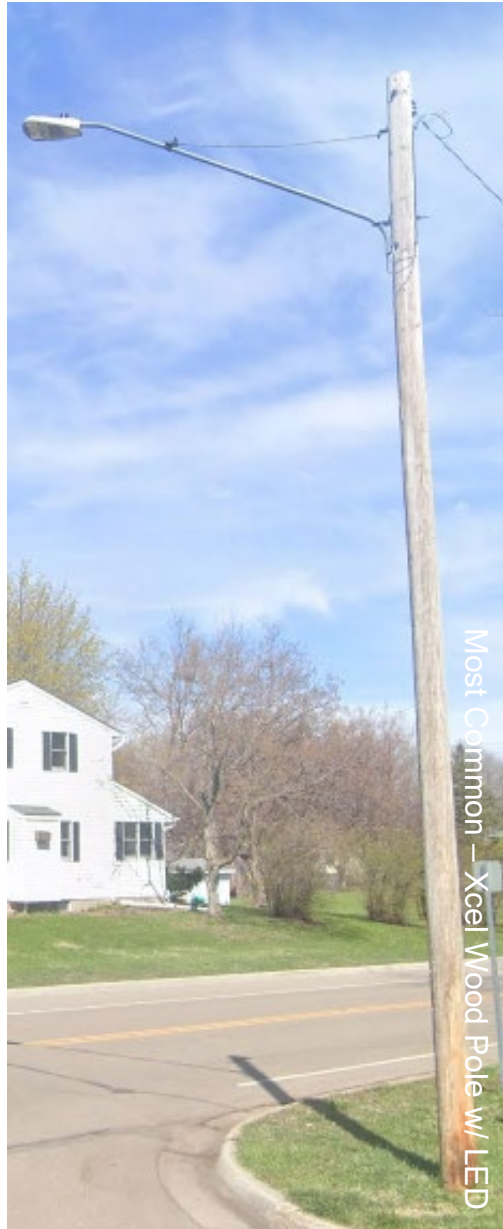
Twin Lakes Trail



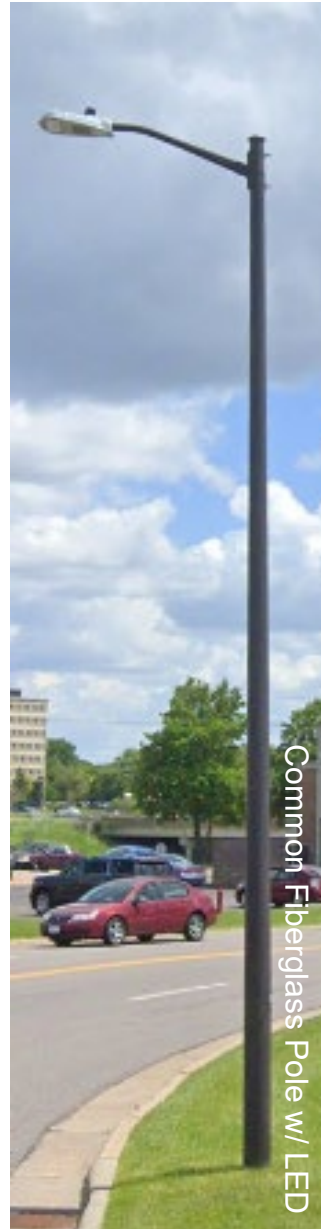
Owasso Hills



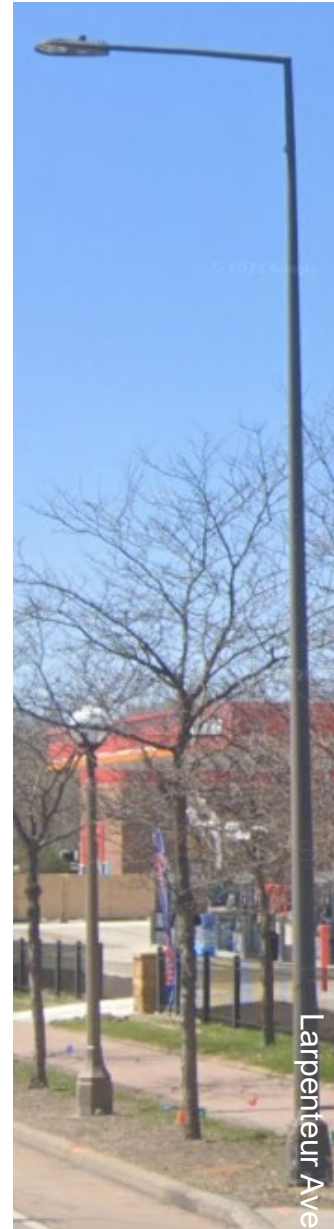
CRC & Civic Center – Alum pole w/ LED Retrofit



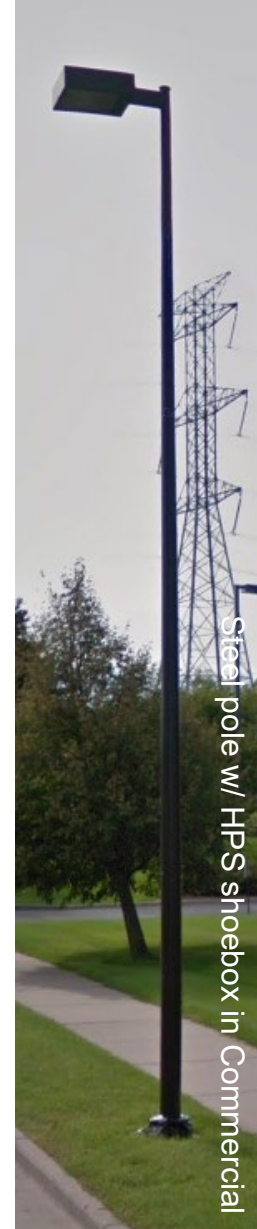
Most Common – Xcel Wood Pole w/ LED



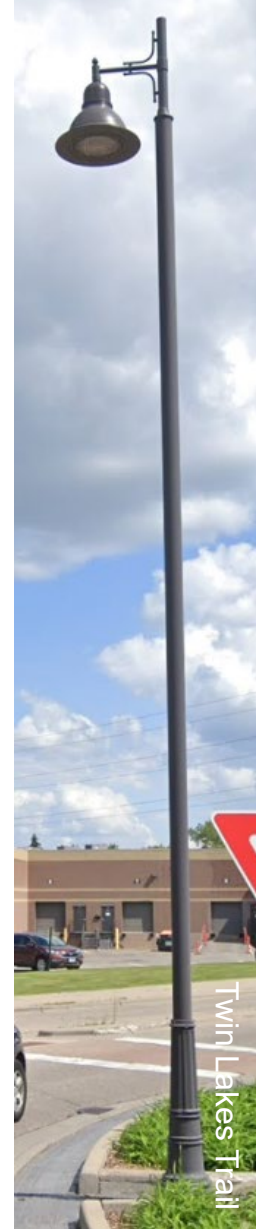
Common Fiberglass Pole w/ LED



Larpeniteur Ave



Steel pole w/ HPS shoebox in Commercial



Twin Lakes Trail

Street Light Policy

Background

Funding/Budget

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



Knockdown on County Road C

Street Light Policy

Background

Cost of Lights

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



Need for changes

- Current Total Lights – 1,458

- ~156 intersections not marked
- ~17 marked crosswalks not marked
- Did not analyze for curves or midblock lights that would qualify

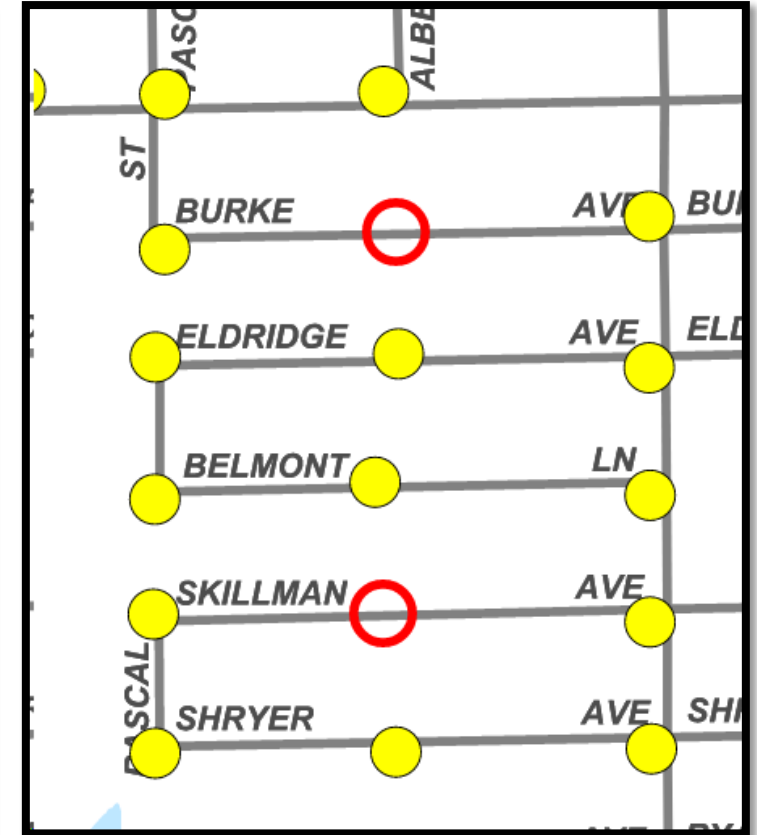
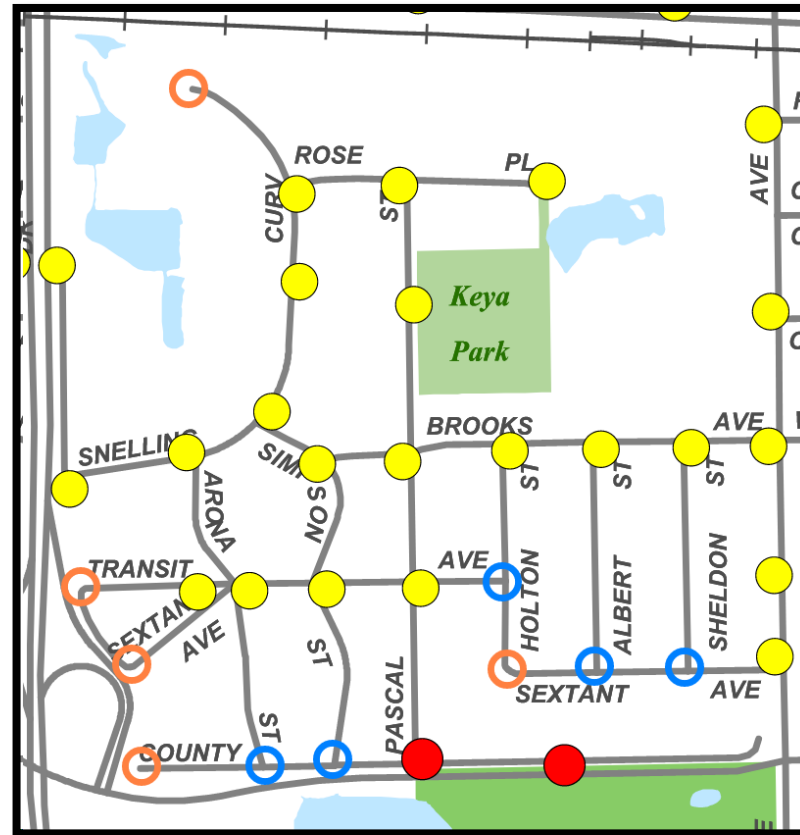


Street Light Policy

Need for changes

Consistency

- Lighting can vary even within neighborhoods.



- Light present
- Intersection – no light
- Curve or Cul-de-sac – no light
- Midblock – no light
- Light present

Street Light Policy

Need for changes

Equity

- Should lighting be applied equally through the city?
 - Every intersection?
 - Every crosswalk?
 - Every 600'?
- Should lighting differ by land use?
 - Residential
 - Commercial
- Should lighting be installed at standard locations if it meets a requirement such as a crosswalk or an intersection requirement or should residents have to request lighting (current policy)?
 - Automatic
 - 100% residents
 - 51% residents
 - Other



Xcel Lease Contracts Expiring

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



Street Light Policy

Proposed Policy Changes

Establish Mission Statement

- Define mission and purpose of lighting

Lighting Fixture Cutoff Level

- Require all new street lighting installations to be full cutoff, meaning no up lighting.

Lighting Standards

- Technical specifications would be established as engineering standards referenced in the policy but exist as a separate document to establish acceptable:
 - Poles
 - Fixtures
 - Foundations
 - Light levels
 - Color temperature

Street Light Policy

Proposed Policy Changes

Differentiate Lighting Areas

- Establish lighting policy for each type of area
 - Standard
 - Keep locations the same
 - Possibly change procedure to get a light?
 - Business (**New**)
 - Modify spacing standard to have higher level lighting
 - Recommend 200-250' spacing
 - Would define areas.
 - Enhanced lighting
 - Generally keep as is.
 - City Special District
 - These would be for City established districts
 - Civic Campus, Larpenteur, Twin Lakes, etc.
 - Lighting standards would be done on a case by case basis and would not follow a set standard

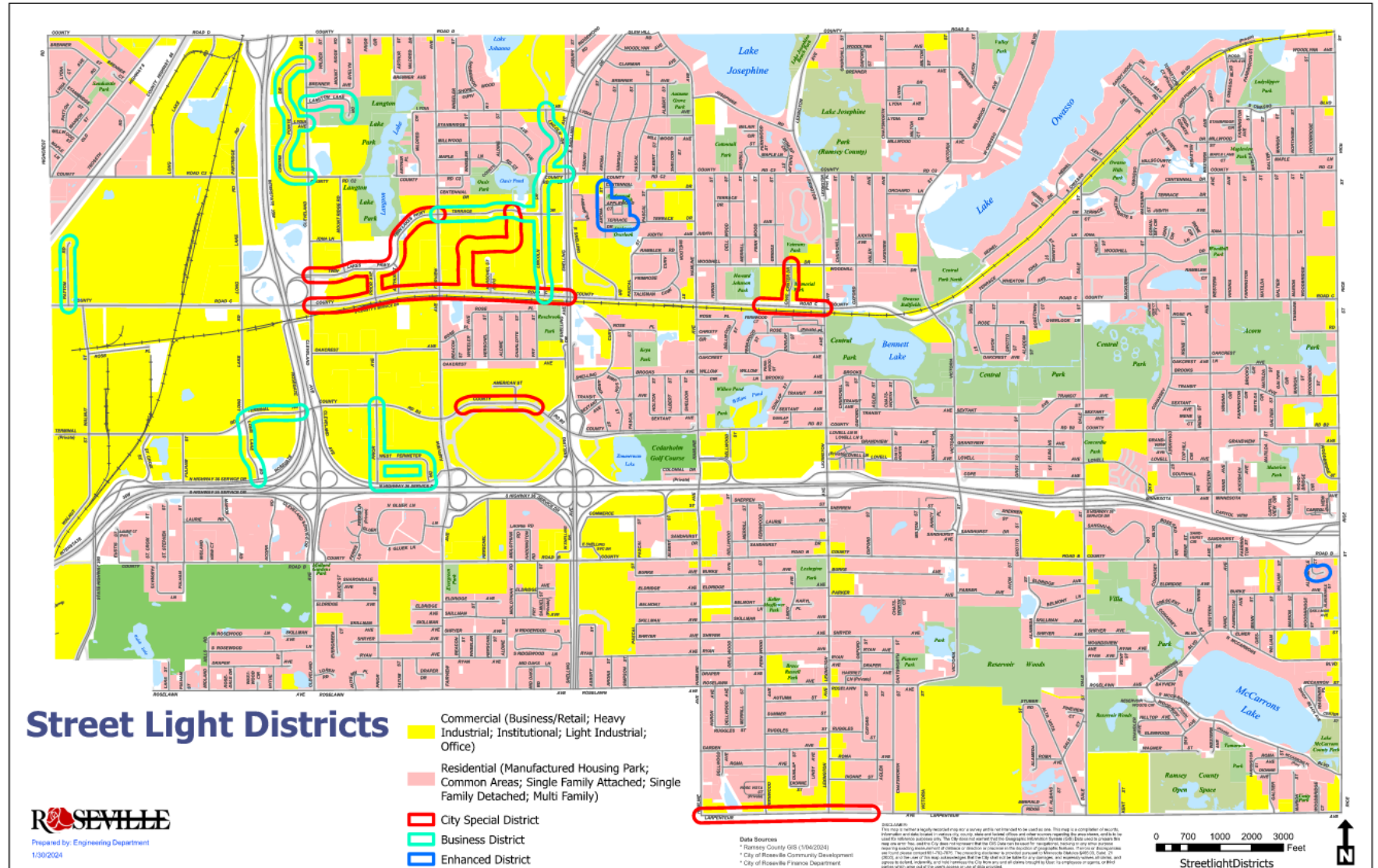
Street Light Policy

Proposed Policy Changes

Existing Lighting

- Total Lights – 1,458

- Commercial
- Residential
- City Special District
- Business District
- Enhanced District



Future Developments

- Incorporate into development agreement
- Developers shall meet the Standard District Policy unless they apply to meet other district criteria.
- The costs for installation, operation, and maintenance of streetlights in developments will be paid for by the developer according to the provisions set forth in this Policy.
- The operation and maintenance costs for an “enhanced street light” project in new developments shall be paid for by the new development in perpetuity.

Street Light Policy

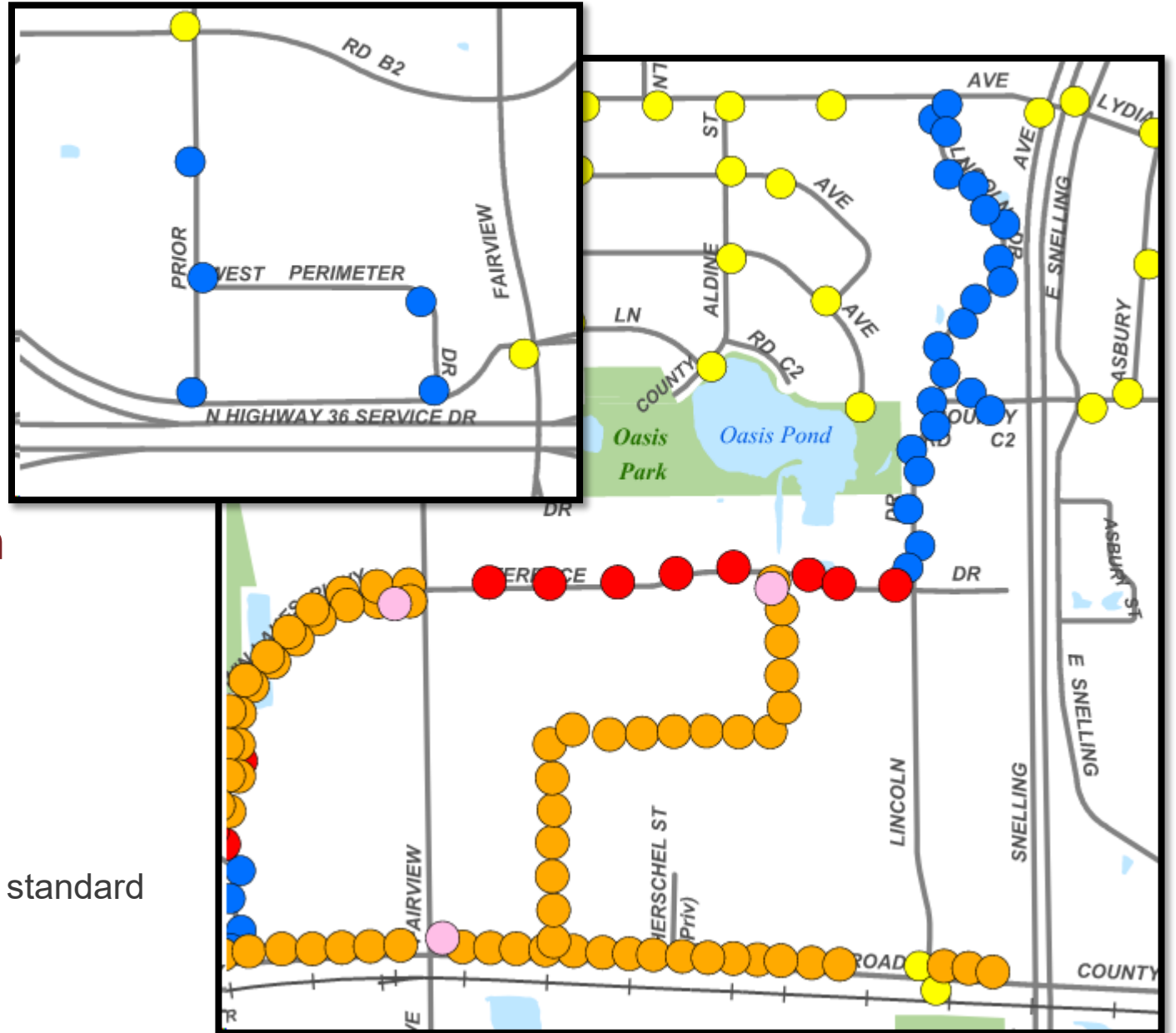
Example Replaced Areas

Perimeter Road

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

Terrace Drive, Fairview - Lincoln

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

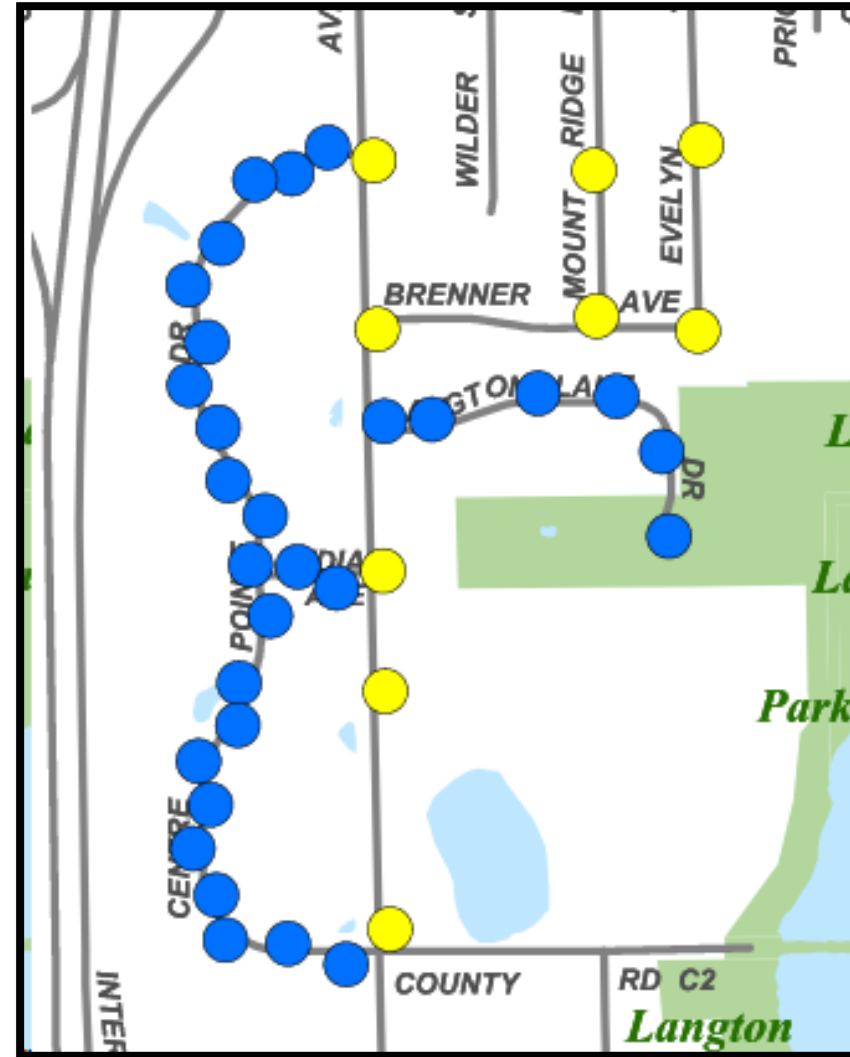


Street Light Policy

Example Proposed Replaced Areas

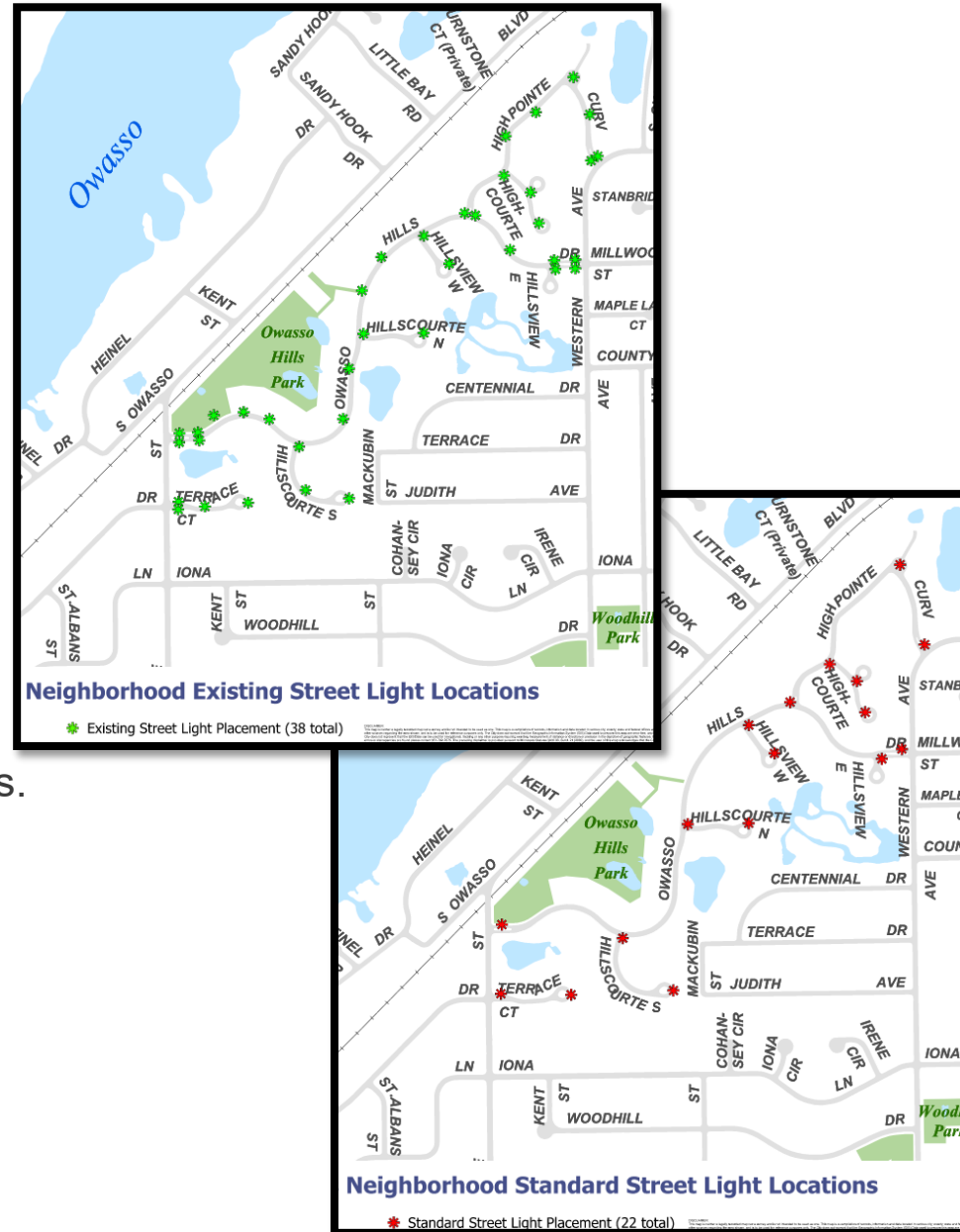
Centerpoint Drive

- Lease expired in 2024
- Scheduled replacement in 2028
 - Reduce lighting from 23-12
 - ~250' spacing
 - \$42,000 up front cost
 - \$21/Light/Month
- Xcel owned and maintained
- Pay portion up front and monthly maintenance charge. No expiration date
- Proposed Business District



Example Proposed Replaced Areas

- Installed by developer, 1996-1998.
- Xcel leases expired between 2021-2023.
- Decorative lights with higher than normal lighting standard
- Scheduled replacement in 2026
- Staff proposes reaching out to owners to see if they want enhanced lighting standard to keep lights as is
- If residents don't want enhanced lighting, would go with standard lighting similar to other residential areas.
 - Reduces lights from 38-22
 - Likely would be aluminum poles with LED cobra heads due to buried electric.



Street Light Policy

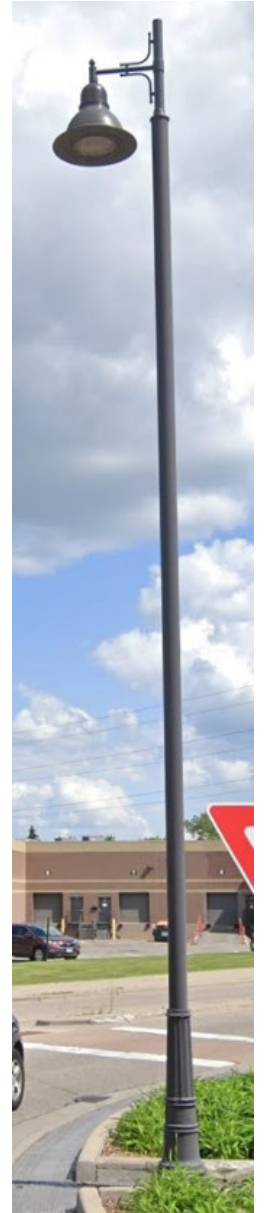
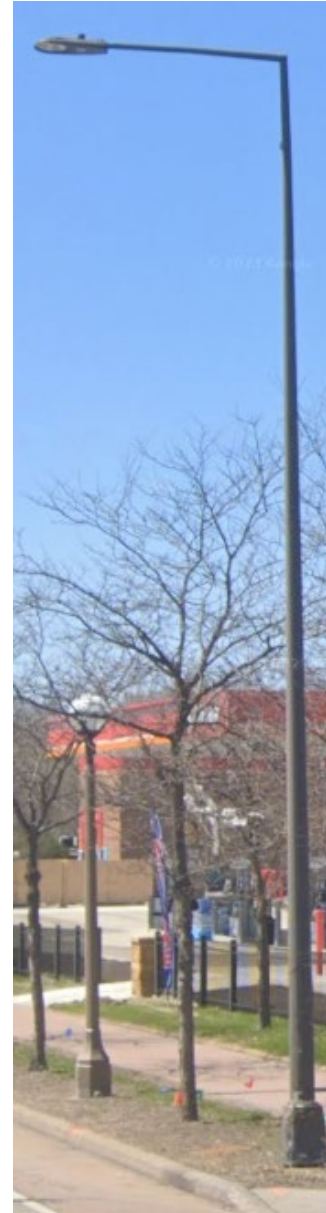
Special District Examples

Larpenteur

- City owned, First known decorative lights
- Agreement with St Paul to maintain since St Paul has same lighting on their side.
- St Paul Standard, non LED
- Installed in 2000, No scheduled replacement
- Street level lighting ~ 250'
- Pedestrian level lighting, 70' spacing

Twin Lakes Area

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



Street Light Policy

Other Cities

Stillwater

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

Maple Grove:

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

Elk River

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

Eagan

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

Street Light Policy

PWETC Recommendations

- Have mission statement/purpose and need statement
- Lighting should meet Dark Sky Standards
- Have different standard for Business areas vs Residential
- Intersection, curves and crosswalk should be more standard
 - Less need to petition
- Midblock should be petitioned
 - Should be harder to get midblock light compared to intersection lighting
 - Requirement should be less than 100%
- Establish process for request to remove a light

Street Light Policy

Questions for Consideration

- Should we establish different lighting districts?
- Should different land use areas have different lighting standards?
 - For example 600' spacing residential & 250' business
- Should we have different standard locations or spacing?
 - Intersections, crosswalks
 - Some cities 350-400 feet
- When should lights be installed?
 - Standard locations as a default?
 - Intersections?
 - Crosswalks?
 - If 100% residents agree and it meets the standard?
 - Current Policy
 - Compromise between the two?
 - Intersection standard
 - Midblock 100% adjacent owner petitioned

Questions?

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 7.c.

Department Approval

City Manager Approval



Item Description: Review Draft Lodging Establishment Licensing Ordinance

Background

In 2023, the Minnesota State Legislature passed a bill that allows a municipality to adopt an ordinance requiring lodging establishments to have a license approved by a city or town. As part of the licensing ordinance, the municipality can require the lodging establishment to comply with state and local laws as a condition of the license. Under the legislation, the annual fee for the license cannot exceed \$150. Below is the approved language contained in the law (Minnesota Session Laws 2023, Chapter 62, Article 3, Section 16):

Sec. 16. [471.585] MUNICIPAL HOTEL LICENSING.

- (a) A statutory or home rule charter city or a town may adopt an ordinance requiring hotels as defined in section 327.70, subdivision 3, operating within the boundaries of the city or town to have a valid license issued by the city or town. An annual fee for a license under this section may not exceed \$150.*
- (b) An ordinance adopted under this section is limited to requiring compliance with state and local laws as a condition of licensure. No other licensing conditions or requirements are permitted.*
- (c) A city or town that has adopted an ordinance under this section may refuse to issue a license, or may revoke an existing license, if the hotel fails to comply with the conditions of the license.*

The City of Roseville requested the Legislature pass a law that allows municipalities to directly license lodging establishments. Roseville's request was related to issues occurring at a few hotels which have ongoing building and safety code issues as well as pervasive criminal conduct.

While Ramsey County Environmental Health licenses hotels within the County, their focus directly on health and sanitation issues. As a result, their ability to affect the problems occurring in Roseville is limited.

Prior to requesting the Legislature allow municipalities to license lodging establishments, the City adopted a repeat nuisance ordinance that charged lodging establishments a fee for exceeding 10 service calls (police, fire, code) in one month by the City. The trigger of more than 10 calls per month was based on data on calls to all hotel properties in Roseville. From that data, there was a significant difference in calls between 3 hotels and the other 9 hotels. At the time of adoption of the repeat nuisance ordinance for lodging establishment in 2021, three hotels were averaging 19 to 45 calls per month. The average number of calls for the other 9 hotels was 3 per month.

The data has been updated through 2023 and is shown below. While the number of calls for the top three hotels has declined, there are a couple of reasons for the reduction in calls. Two of the hotels have entered into a Memorandum of Understanding with the City that requires the hotels to implement public safety measures that are intended to assist law enforcement and the hotel in reducing the number of calls and improving public safety. While we have received fewer hotel-initiated calls, we continue to see criminal activity and code issues at the two hotels with MOUs.

Reactive CFS to Hotels: Yearly Totals & Monthly Average													
Property	2018		2019		2020		2021		2022		2023		Total
	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	
Motel 6	461	38.4	470	39.2	550	45.8	597	49.75	380	31.7	180	15	2858
Norwood Inn	225	18.8	279	23.3	343	28.6	531	44.25	272	22.7	81	6.75	1875
Key Inn	132	11	144	12	237	19.8	433	36.1	233	19.4	103	8.58	1389
DoubleTree	101	8.4	102	8.5	71	5.9	161	13.4	87	7.25	61	5.08	632
Home 2 Suites	42	3.5	29	2.4	75	6.3	72	6	46	3.8	26	2.17	314
Hampton Inn	24	2	59	4.9	27	2.3	61	6.1	41	3.4	18	1.5	250
Holiday Inn Express	22	1.8	28	2.3	18	1.5	25	2.5	22	2	28	2.33	155
Marriot Residence Inn	17	1.4	21	1.8	49	4.1	95	7.9	52	4.7	41	3.42	298
Fairfield Inn & Suites	23	1.9	23	1.9	43	3.6	44	4.4	2	2.9	18	1.5	169
Courtyard by Marriot	18	1.5	10	0.8	10	0.8	34	4.25	26	2.6	19	1.58	129
Country Inn & Suites	21	1.8	21	1.8	25	2.1	32	2.9	30	3	24	2	167
Avid Hotel			2	0.2	17	1.4	70	5.8	26	2.9	35	2.92	163
Total	1086	90.5	1188	99	1465	122	2155	183.4	1465	122	634	52.8	8399

While law enforcement calls to hotels have been the main driver in enacting lodging establishment licensing, there are also significant safety and building code concerns in certain hotels. The three hotels that are high users of law enforcement services also have numerous ongoing building safety and building code issues. In the past, these issues have included non-functioning fire suppression systems, inoperable smoke alarm systems, broken windows, flooding and mold issues in common areas and rooms, and abandoned vehicles in their parking lots.

As these issues occur, staff works with those hotel owners to correct the issues. This takes a substantial amount of time and resources for City staff. In addition, the improvements and corrections are made to the minimal acceptable standard and City staff are often back within a year dealing with the same issues at the same hotel.

In requiring that all lodging establishments in Roseville are licensed, the City will be in a better position to ensure that all visitors staying in Roseville will do so in safe and code-compliant places. This is not an issue for most lodging establishments in Roseville. However, for those lodging establishments that do not or will not adhere to minimum safety and code standards, there will be consequences for their inaction, up to denial or revocation of a license to operate a lodging establishment in Roseville.

Policy Objectives

Creating hotel licensing will ensure that lodging establishments are maintained and are safe for visitors to Roseville and will be consistent with the following City Aspirations:

- Be welcoming, inclusive, and respectful
- Be safe and law-abiding
- Be economically prosperous with a stable and broad tax base
- Be engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople

Racial Equity Impact Summary

Securing the safety and quality of accommodations in Roseville is a fundamental consideration with respect to the proposed hotel licensing ordinance. The racial equity analysis that was conducted

indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff aims to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

There is limited data to indicate the demographics of persons using Roseville hotels.

Data taken from a study commissioned by Visit Roseville and done by Lawrence and Schiller regarding 2019 visitors to Roseville and information from Explore Minnesota regarding visitors to the state are included as part of the completed Racial Equity Toolkit for the Lodging Establishment License. That information shows that 14% of visitors to Roseville are non-white and that 58% of visitors have a household income less than \$75,000 annually. (Note that these are visitors to Roseville and not necessarily persons staying at hotels).

Budget Implications

Administration and enforcement of the Lodging Establishment License will be done by existing staff of the Administration, Community Development, Fire, and Police Department.

Under state law, cities can only charge up to \$150 for a lodging establishment. With 12 hotels in Roseville and a \$150 license fee, the City would collect \$1,800 in revenue.

Staff Recommendations

Staff recommends the City Council review the information included in this case and provide staff with feedback and direction on the draft ordinance. Based on that feedback and direction, staff will bring back the ordinance for adoption at a future meeting. If the City Council desires to pass the ordinance at the March 4 meeting, the draft ordinance has been posted on the City website in compliance with state law and is eligible for adoption.

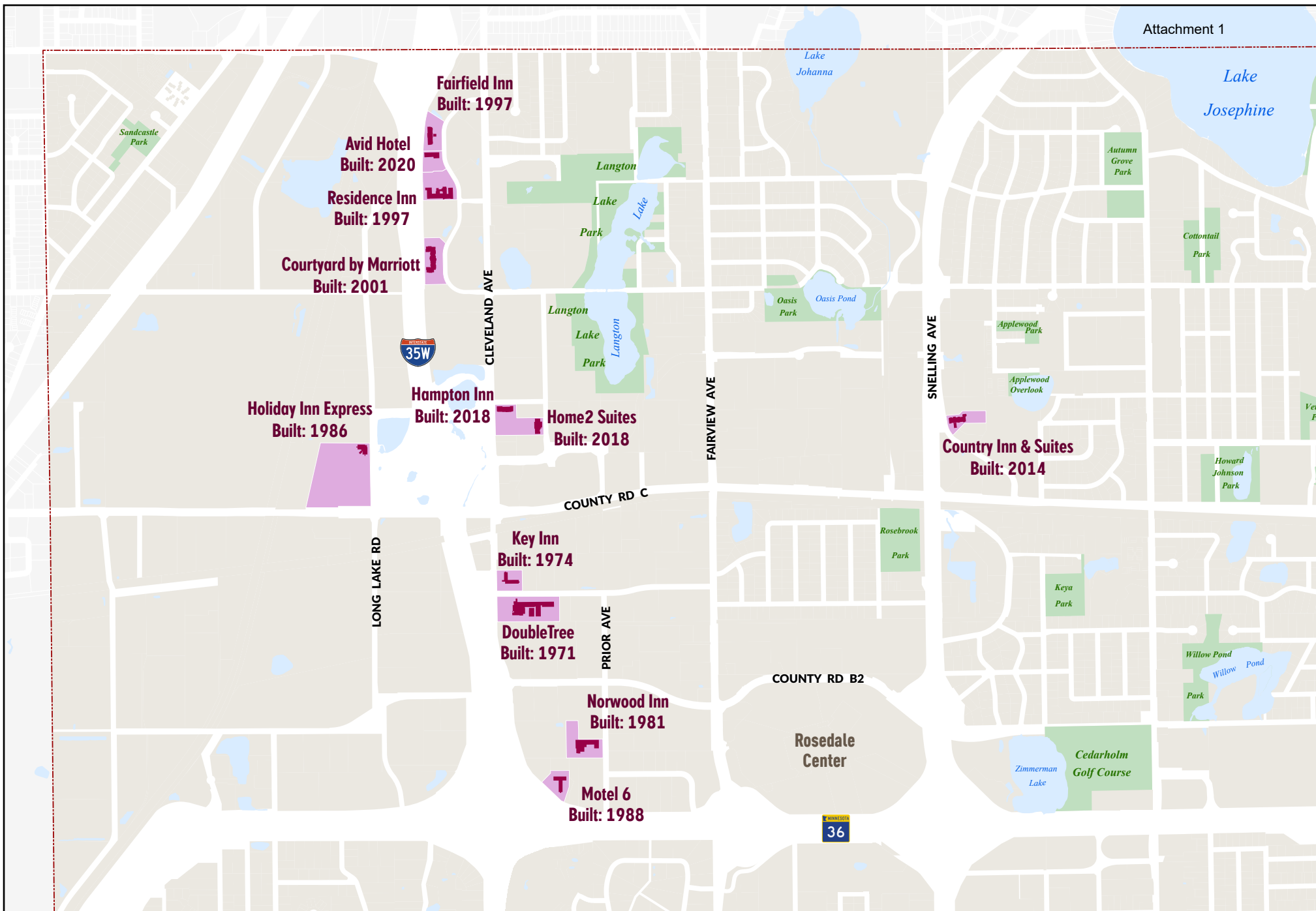
Requested Council Action

The City Council should review the information included in this case and provide staff with feedback and direction on the draft ordinance. If the City Council desires to pass the ordinance at the March 4 meeting, a motion should be made to adopt the draft ordinance and a separate motion should be made to adopt the ordinance summary.

Prepared by: Patrick Trudgeon, City Manager (651) 79-7021 pat.trudgeon@cityofroseville.com

Attachments:

1. Map of Roseville Lodging Establishments
2. Lodging Establishment Summary of Police Calls 2018 to 2023
3. Lodging Establishment Licensing Racial Equity Toolkit Analysis
4. Staff Summary of Lodging Establishment Licensing Ordinance
5. Draft Lodging Establishment Licensing Ordinance
6. Lodging Establishment Licensing Ordinance Summary
7. Lodging Establishment Licensing Ordinance Presentation



Roseville Hotels and Lodging

ROSEVILLE POLICE DEPARTMENT

Roseville Hotels & Use of Police Resources

Summary of calls, 2018-2023

Attachment 2



BACKGROUND

In recent years, there has been a noticeable increase in police calls for service and code-related issues, especially at three of the hotels, the Key Inn, Norwood Inn, and Motel 6. There have been numerous illegal activities occurring on those properties. Despite the City of Roseville and the Roseville Police Department's efforts to improve safety and address the concerns, criminal activity and poor conditions continue to exist at the problem hotels.

In response to the continued drain on city and police services, the Roseville City Council instituted a repeat nuisance call fee for lodging establishments. Under the ordinance passed on October 25, 2021, lodging establishments are assessed a repeat nuisance service call fee if they exceed a ten-call monthly threshold. The ordinance exempts calls stemming from medical emergencies, domestic assaults, and police generated activity such as traffic stops.

Roseville Police began enforcement of the new ordinance in February, 2022. In 2022, only Key Inn, Motel 6, and Norwood ever exceeded the 10 call threshold. In 2022, Key Inn was fined \$6,250, Motel 6 was fined \$18,000, and Norwood was fined \$2,000. At the end of 2022, the city entered into a memo of understanding with the Norwood and Key Inn, which required them to implement a number of public safety measures, including adding additional security cameras, improved documentation, and requiring staff to report suspected criminal activity.

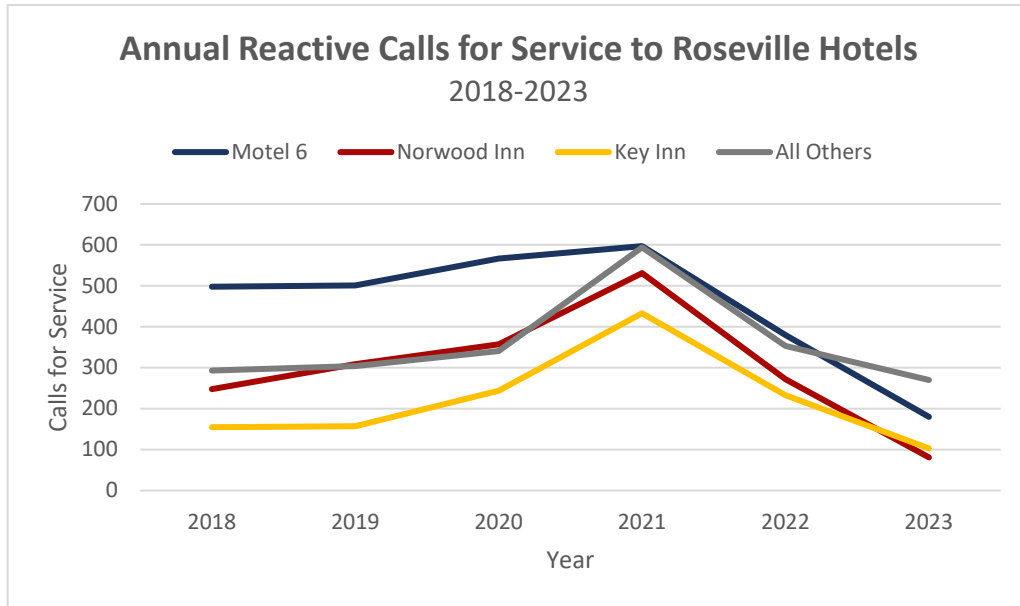
In 2023, only Motel 6 was assessed two fines for having more than ten calls in a month (January and March).

SUMMARY OF CALLS FOR SERVICE

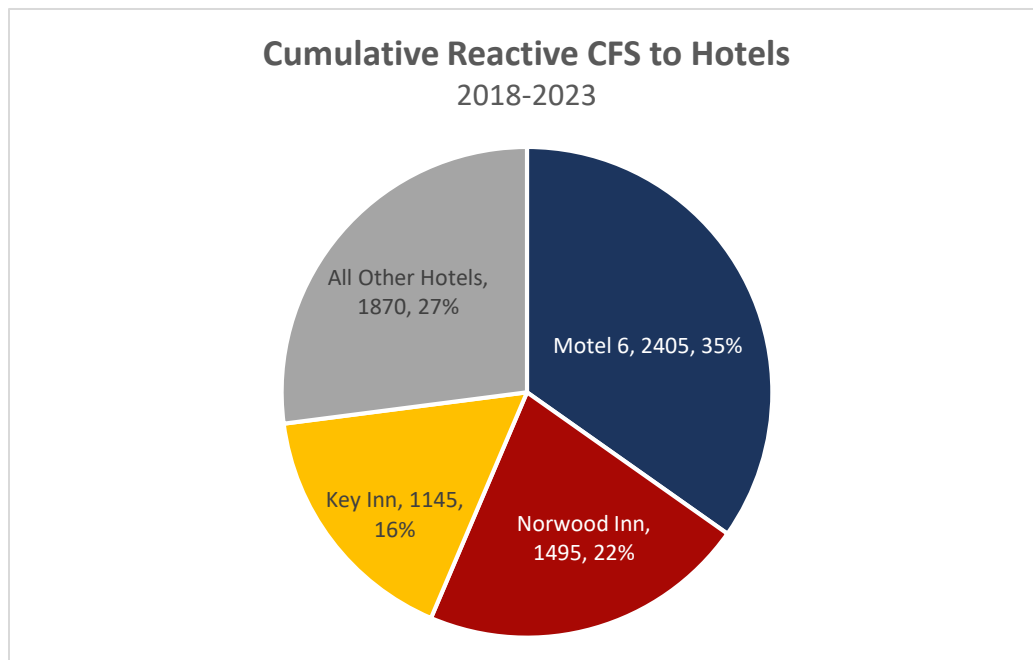
The following table shows the breakdown of reactive Calls for Service (CFS) to each property by year as well as the monthly average number of calls responded to at each property. Reactive CFS exclude proactive activities such as officer-initiated visits, officer initiated traffic and community outreach events.

Reactive CFS to Hotels: Yearly Totals & Monthly Average													
Property	2018		2019		2020		2021		2022		2023		Total
	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	
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DoubleTree	101	8.4	102	8.5	71	5.9	161	13.4	87	7.25	61	5.08	632
Home 2 Suites	42	3.5	29	2.4	75	6.3	72	6	46	3.8	26	2.17	314
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Total	1086	90.5	1188	99	1465	122	2155	183.4	1465	122	634	52.8	8399

Reactive calls for service to hotels have been on an upward trend since 2016. Calls to Motel 6 are consistently the highest, followed by Norwood Inn and Key Inn.



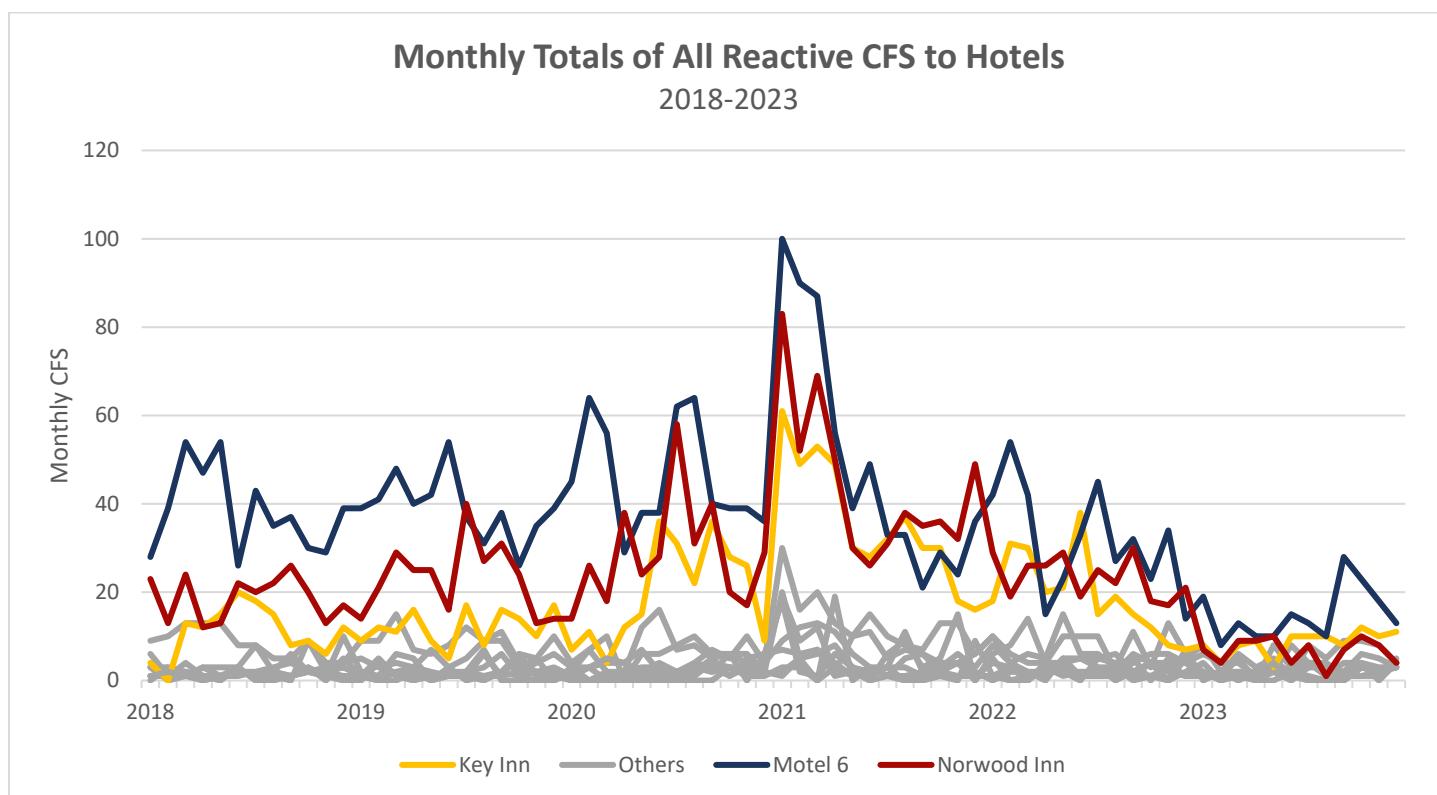
The proportion of hotel-related calls attributed to the three problem properties has remained consistent, ranging from 73.3% to 77.1%. Essentially, three in every four police responses to Roseville hotels are to the Motel 6, Norwood Inn, or Key Inn.



When taking into account the size of the hotels (based on number of rooms available), the difference between the three problem properties and the other hotels is even starker. Between 2018 and 2023, officers responded to the equivalent of 21.2 calls per room at the Motel 6, 10.1 calls per room at the Key Inn, and 8.3 calls per room at the Norwood Inn. No other hotel breached two calls per room.

Reactive CFS to Hotels, per Room (Cumulative) 2018-2023			
Hotel	Rooms	CFS	CFS Per Room
Motel 6	113	2405	21.2
Norwood Inn	180	1495	8.3
Key Inn	113	1145	10.1
All Other Hotels	1160	1870	1.6
Double Tree	255	495	1.9
Home 2 Suites	202	272	1.3
Marriot Residence Inn	108	244	2.3
Hampton Inn	100	219	2.2
Fairfield Inn & Suites	79	155	2.0
Country Inn & Suites	91	138	1.5
Holiday Inn Express	118	136	1.2
Courtyard by Marriot	120	87	0.7
Avid Hotel	87	124	1.4

The following chart shows monthly totals of CFS to each property from 2018-2023. This chart shows all reactive CFS rather than only calls that meet nuisance criteria.

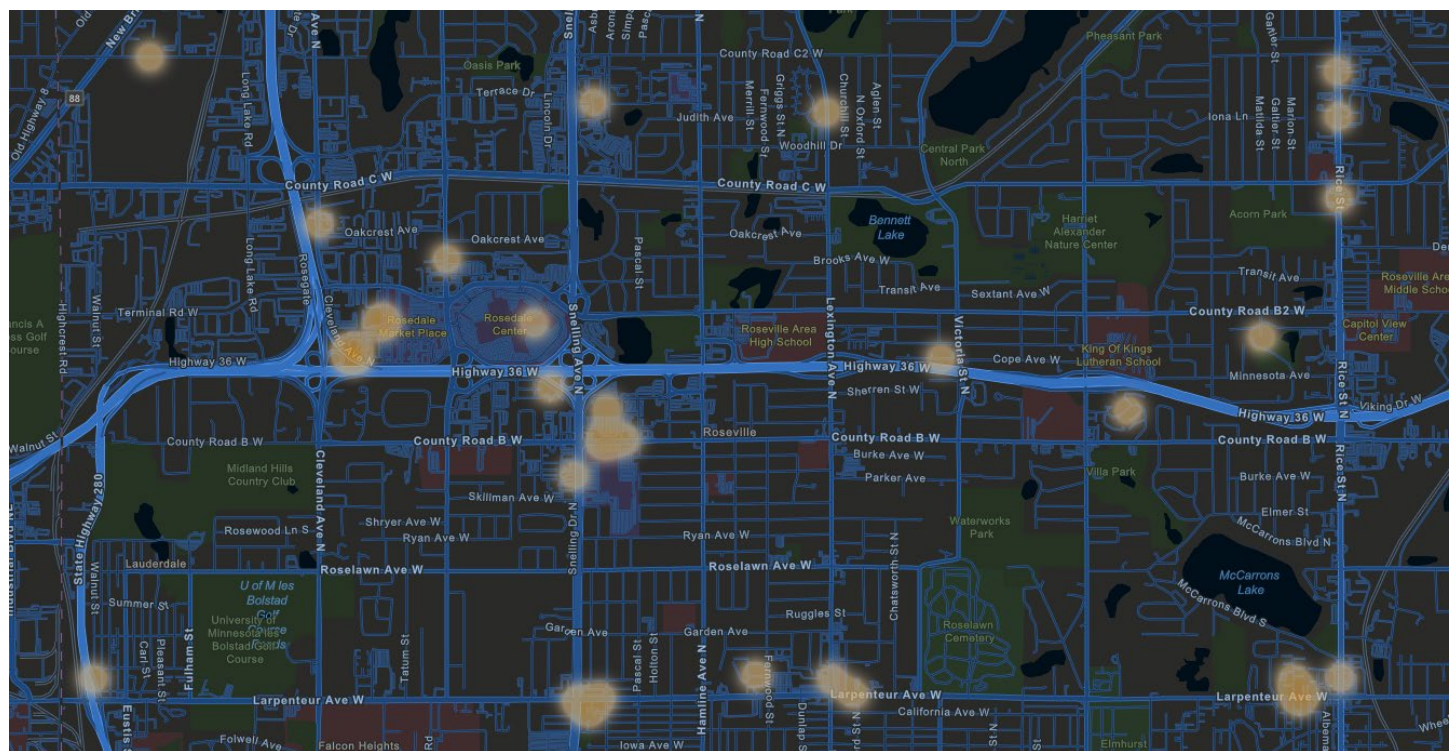


OVERDOSES

Overdose incidents may be labeled as a variety of different call types in the Record Management System. Starting in late 2019, officers began using a special “5000 code” to mark overdose cases and the use of Narcan. These cases are entered into a nationwide database called ODMAP available to law enforcement to help track overdoses across jurisdictions and identify trends and spikes in incidents.

Since inception, Roseville Police Department has entered 144 incidents into the database. The heat map below shows the locations of overdose incidents with the darker colors showing areas with multiple incidents. The three hottest spots correspond to the three problem properties (Motel 6, Norwood Inn, and Key Inn). Those properties account for 29.2% of

overdose incidents/Narcan use. They also account for four of the 15 fatal overdoses—all four having occurred at Norwood Inn. One fatal overdose occurred at Home 2 Suites in 2020.



RACIAL EQUITY TOOLKIT

To Guide in Decision Making on Policies, Programs, Initiatives, and Budget Proposals



Racial Equity Narrative

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race, ethnicity, or any other demographic factor. The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents. All City Departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

7-Step Process

- 1 Desired results and outcomes**
(How does this decision help achieve our long-term goals?)
- 2 What data is available and who does the data indicate is impacted?**
- 3 How have communities in Roseville been engaged? What are plans for future communication or engagement?**
- 4 Racial equity considerations**
- 5 What is your plan for implementation?**
- 6 How will you evaluate results and monitor progress in the future?**
- 7 Equity Impact Analysis/Summary**

Racial Equity Toolkit Instructions

This racial equity toolkit serves as a guide to developing an equity impact analysis through a 7-step process of answering questions focused on community and stakeholder impact. Through the 7-step process of understanding the outcomes of decisions on the community, you will end with an Equity Impact Analysis or summary of your findings to be included on the Request for Council Action (RCA). The completed toolkit should be attached as supporting documentation for council RCA's. Please forward a copy of the completed toolkit to the city's Equity and Inclusion Manager for review and storing.

Title of Policy, Program, Initiative, or Budget Proposal:

Hotel Licensing

Description of Policy, Program, Initiative or Budget Proposal:

Ordinance to regulate the operations of hotels in Roseville through a city licensing program

Department:

Administration

Primary Contact:

Patrick Trudgeon, City Manager

STEP 1: DESIRED RESULTS & OUTCOMES**1. Which of the Community aspirational goals does this issue most align with?**

- ☒ Welcoming, Inclusive, and Respectful
- ☒ Safe and Law Abiding
- ☒ Economically Prosperous
- ☐ Diverse, and quality housing and neighborhoods
- ☐ Environmentally Responsible
- ☐ Active and Healthy
- ☐ Well- Connected Through Transportation and Technology Infrastructure
- ☒ Engaged in our Community's Success



2. What are the desired outcomes in the community? What issue or gap does this program or policy help solve?

The desired goal of implementing the hotel licensing ordinance is to enhance community well-being by addressing and mitigating negative impacts associated with hotels. The primary focus is on reducing criminal activity, drug and human trafficking, violence and other adverse effects while concurrently ensuring a baseline level of health and safety for guests within the city during their stays.

The ordinance seeks to bridge existing regulatory gaps by providing the city with a comprehensive tool to track, address, and enforce standards efficiently. Currently, while Ramsey County regulates and oversees sanitation and health standards for hotels, the City is responsible for regulating building and fire standards and addressing criminal activity. The County does not directly factor in public safety concerns with its current hotel licensing. This ordinance is intended to rectify this by integrating safety and quality standards into the licensing framework, thereby also addressing criminal activities associated with hotels.

The intended results of implementing this ordinance are:

1) To Mitigate Negative Impacts to the Community: The City intends to utilize the licensing process to proactively address concerns related to criminal activity, drug trafficking, human trafficking, violence, and other adverse impacts linked to hotels. By enforcing certain operating and safety standards through licensing, the City intends to reduce the frequency of police and fire department calls associated with poorly managed hotels.

2) To Ensure Safety and Quality Standards: This ordinance will establish and enforce safety and quality standards for hotels, such as fire safety, building codes, sanitation, and health regulations. This proactive approach ensures that guests can expect a minimum level of safety and comfort during their stay. While Ramsey County Environmental Service oversees hotel sanitation and health regulations throughout the County, local hotel licensing empowers the city to have a more direct role in setting and enforcing the safety and quality standards for hotels operating in Roseville.

3) To Facilitate Monitoring and Accountability: Through the licensing process, the City will institute regular monitoring of hotels to ensure ongoing compliance with regulations. Any violation of license terms will result in appropriate actions, including fines or revocation of its license. The system of accountability is crucial for maintaining a strong and vibrant hotel industry, ensuring that operators adhere to the established standards.

4) To Support Economic Growth and Tourism: A well-regulated hotel industry can stimulate economic growth by attracting tourists and business travelers. Beyond offering a safe and comfortable experience for guests, the ordinance can contribute to job creation, increased local spending, and the development of other businesses. A thriving hotel industry can be a key driver for the city's economic prosperity.

3. Are there any similarly related programs or policies already in place? Are there any similarly related RCA's that have been completed in the past?

Minnesota state law was changed in the 2023 Legislative Session to allow cities to license hotels. Ramsey County regulates sanitation and health standards for hotels, but does not directly deal with any building or fire codes nor does the County directly factor in public safety concerns with its hotel licensing program.

City Council identified as a legislative priority the ability for municipalities to directly license hotels. After the law was changed, Council again discussed this at their August 7, 2023 meeting and began discussion on what should be included in a City Ordinance.



STEP 2: WHAT DATA IS AVAILABLE AND WHO DOES THE DATA INDICATE IS IMPACTED?

4. Which geographical areas are/will be impacted?

Hotels are allowed in business and mixed-use zoning districts. In Roseville, hotels are located in the western part of the city, mainly along the Hwy. 36 and I-35W corridor. Below is a listing of hotels located in Roseville.

Avid Hotel - 3015 Centre Pointe Dr.
 Country Inn and Suites - 2740 Snelling Ave.
 Courtyard by Marriott - 2905 Centre Pointe Dr.
 DoubleTree by Hilton - 2540 Cleveland Ave.
 Fairfield Inn - 3045 Centre Pointe Dr.
 Hampton Inn - 2050 Iona Lane
 Holiday Inn Express - 2715 Long Lake Rd.
 Home2 Suites - 2020 Iona Lane
 Key Inn - 2550 Cleveland Ave.
 Marriott Residence Inn - 2985 Centre Pointe Dr.
 Motel 6 - 2300 Cleveland Ave.
 Norwood Inn and Suites - 2401 Prior Ave.

5. What are the racial demographics of those living in the areas impacted? Use most recent Census or American Community Survey data for reference. See your Department Head for access to [mySidewalk](#) reporting. MySidewalk is one of the primary data sources used to retrieve demographic/geographical data.

There is limited data to indicate the demographics of persons using Roseville hotels.

Attached is data taken from a study commissioned by Visit Roseville and done by Lawrence and Shiller regarding 2019 visitors to Roseville and information from Explore Minnesota regarding visitors to the state. (Note that these are visitors and not necessarily persons staying at hotels).

While the overall majority of visitors to Roseville and the State of Minnesota are White, Roseville has a slightly larger BIPOC visitor rate than the State. Similarly, Roseville has a larger rate of visitors that have an annual household income of \$75,000 or less than the State (59% for Roseville vs. 46% for the State).



6. What other information or data is available to be considered related to this issue? Are there any gaps in the available data? What disparities were identified in the available data?

Other data related to this issue include:

- 1) Police and Fire call reports to hotels. The Roseville Police Department and Fire Department respond to three hotels at a much higher rate than the other eight hotels located in Roseville.
- 2) Building and Fire Code issues with hotels. Three hotels have a significant amount of higher building and fire code that the other 8 hotels in Roseville
- 3) Ramsey County health and sanitation violations. Three hotels have the largest amount of health and sanitation code violations as administered by Ramsey County
- 4) Payment of lodging taxes by hotels. At this time there has not been any significant difference among the Roseville hotels in timely payment of local lodging tax.

STEP 3: HOW HAVE COMMUNITIES IN ROSEVILLE BEEN ENGAGED? ARE THERE ANY SIMILARLY RELATED RCA'S OR RACIAL EQUITY TOOLKITS THAT HAVE BEEN COMPLETED IN THE PAST?

7. What feedback has been received from stakeholders so far? What is the communication strategy to keep stakeholders engaged?

* City officials (elected and staff)

* Visit Roseville (local Destination Marketing Organization funded by local lodging tax to promote tourism to the city)

* Hotel Operators - meeting held on February 15th with hotel operators.

The following hotels were represented:

Avid Hotel, Country Inn and Suites, Courtyard by Marriott, DoubleTree by Hilton, Hampton Inn, Holiday Inn Express, Home2 Suites ,Marriott Residence Inn

The following hotels were not represented at the meeting:

Fairfield Inn, Key Inn, Motel 6, Norwood Inn and Suites



8. Which voices in the community are underrepresented in the stakeholder feedback so far? Reflect on those that may be geographically impacted, economically disadvantaged, or more/less likely to benefit from the proposed policy or program.

Users of hotels, especially those of lower socio-economic status.

Residents who may live in close proximity to hotels. These voices are crucial in understanding the day-to-day impact of hotels on their neighborhoods.

Local Business Owners - These individuals may be directly impacted by the economic ripple effects of the ordinance and may offer unique perspectives on how the proposed ordinance might affect their business.



STEP 4: RACIAL EQUITY CONSIDERATIONS

- 9. How does this proposed policy, program, initiative, or budget proposal help to improve racial equity? Does it decrease racial equity at all? Reflect on the internal or external factors that are likely to be contributing to the disparity.**

By proactively addressing safety and quality standards within the hotel industry, the city is working to ensure that individuals, regardless of their background, have access to accommodations that meet consistent safety and quality benchmarks.

A lodging establishment license may limit access by persons of lower-income, may limit access to hotels by persons finding themselves temporarily homeless, may negatively impact those with no or low credit history

The increase licensing requirements and compliance costs may disproportionately impact smaller, independently owned hotels, which may include businesses owned by individuals from racial minority groups. This could create financial barriers for minority owners, and hinder their ability to compete with larger hotel chains.

The policy may unintentionally lead to job cuts or reduced wages within the hotel industry, and could disproportionately impact workers from racial minority backgrounds who may already face disparities in employment opportunities and wages.

STEP 5: WHAT IS YOUR PLAN FOR IMPLEMENTATION?

- 10. What ongoing measures should be put into place to minimize unforeseen harm to historically underrepresented communities?** (Examples: collecting and storing data, conducting future impact analysis, ongoing monitoring)

Tracking of data on the impact of the hotel licensing regulations on all hotels, with special focus on the budget hotels. This should also include any disparities identified in the enforcement process.

Consider programs and policies that will help budget hotels to continue to operate without jeopardizing public safety and the adherence of health and building codes.



STEP 6: HOW WILL YOU EVALUATE RESULTS, MONITOR PROGRESS IN THE FUTURE?

- 11. It is important to evaluate our decisions and monitor our progress toward racial equity goals. Related to this area of impact, how will you evaluate the final decision, monitor impact, and ensure racially disaggregated data is available for future consideration? Consider creating a timeline to analyze impact; managing future expectations of desired outcomes, or community indicators that can determine success or opportunities.**

Plan to check in after each cycle of licensing to ensure that the regulations have the desired effect, namely providing for the safe and sanitary operation of lodging establishments in Roseville.

Conduct a racial equity impact summary at regular intervals and provide a reporting mechanism to report findings.



STEP 7: EQUITY IMPACT ANALYSIS (SUMMARY)

12. In 1-3 paragraphs, how would you summarize the consideration of equity on this recommendation based on your Racial Equity Toolkit responses so far? Please include any relevant data (or if no data exists) and how this helps us achieve one or more of our City Aspirations identified in Step 1. At minimum, this summary should be included under the Equity Impact Analysis of the RCA.

Securing the safety and quality of accommodations is a fundamental consideration, particularly with respect to the proposed hotel licensing ordinance. The racial equity analysis that was conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledges potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff aims to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.



IMPORTANT NOTES TO CONSIDER

1. The Racial Equity Toolkit (RET) is a reflective tool or guide to assist decision makers in evaluating ideas and proposed solutions with a perspective inclusive of equity.
2. The RET is NOT a test of competence in equity and inclusion, but each question should be thoroughly considered and answered appropriately based on available data, professional expertise, and lived experience.
3. This is a public document. Decision makers should be able to see the rationale from subject matter experts on the best decision with an equitable outcome. The public should know city leaders are diligent in considering underrepresented voices and potential adverse outcomes of decisions.
4. A separate document is available to aide in stakeholder analysis for purposes of community engagement or outreach, as needed. Please see the Equity and Inclusion Manager or Community Relations Manager for assistance.
5. Please seek diverse perspectives on the completion of this document, including your colleagues. The Equity and Inclusion Manager and your Department Head are additional resources that should review this document upon completion.
6. As lessons are learned and/or outcomes are achieved, the RET is a working document that should be updated.

RESOURCES

[mySidewalk](#) – A online tool available that compiles community level demographic data from over 40 sources.

[Census 2020](#) – Publicly available data gathered every 10 years intended to be the leading source of quality data on people and economy.

[American Community Survey](#) – A demographic survey program by the U.S. Census Bureau with data updated and released annually.

[Google Scholar](#) – A repository of publicly available scholarly literature which may contain relevant data.

Community Feedback – All ways in which the community provides feedback to the city can be used to aide in decision making.

Previous Completely Racial Equity Toolkits (Toolkits are stored on Microsoft Teams in the Racial Equity Toolkit group)



GLOSSARY OF COMMONLY USED TERMINOLOGY

Accountable: Responsive to the needs and concerns of those most impacted by the issues you are working on, particularly to communities of color and those historically underrepresented in the civic process.

Community: Individuals who live, work, study or visit the city of Roseville. Individuals that receive city services such as residents, businesses, and those who do not live in the geographic boundaries of the City of Roseville but participate in its activities (i.e., study, visit, or are program participants).

Community outcomes: The specific result you are seeking to achieve that advances racial equity.

Contracting equity: Efforts to achieve equitable racial outcomes in the way the City spends resources, including goods and services, consultants and contracting.

Culture: Culture is a social system that includes a group's shared language, customs, beliefs, values and institutions. Culture affects our thoughts and actions, often without us even being aware.

Customers: Individuals who currently, or potentially, interact with Roseville City Government.

DEI: Diversity, Equity and Inclusion.

Diversity: The presence of variety in one place. We often measure it based on the variety of demographics and their intersections within the City of Roseville, as defined by the U.S. Census Bureau, including race, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or ability. Diversity may also describe a set of actions to accommodate variety. For the purposes of the SREAP, "Diversity" refers to the variety of demographics and their intersections within the city of Roseville as defined by the US Census bureau, such as race, ethnicity, age, gender, disability, income level, and other meaningful socio-economic differences.

Ethnicity: Describes a group of people who share a distinct culture, religion, language or place of origin. It is a category independent of Race. Therefore, in the U.S., people of the same ethnicity may be members of different races, such as Black Hispanics (such as people from Cuba, Brazil or Dominican Republic).



Equity: Freedom from systemic bias or favoritism. Parity across differences. Product and service access, opportunity, quality and outcomes that do not vary by race, gender, marital status, familial status, immigration status, sexual orientation, age, income, ability, or any other socio-economic differences.

Immigrant and refugee access to services: Government services and resources are easily available and understandable to all Roseville residents, including non-native English speakers. Full and active participation of immigrant and refugee communities exists in Roseville's civic, economic and cultural life.

Inclusion: Including many different types of people and treating them all fairly and equally.

Inclusive outreach and public engagement: Processes inclusive of people of diverse races, cultures, gender identities, sexual orientations and socio-economic status. Access to information, resources and civic processes so community members can effectively engage in the design and delivery of public services.

Individual racism: Pre-judgment, bias, stereotypes about an individual or group based on race. The impacts of racism on individuals including white people internalizing privilege and people of color internalizing oppression.

Institutional racism: Organizational programs, policies or procedures that work to the benefit of white people and to the detriment of people of color, usually unintentionally or inadvertently.

People of Color: The term used in this plan as shorthand, also referenced as BIPOC, to describe a person who identifies as a member of at least one of the following racial census categories: Black or African American, Asian, American Indian and Alaska Native, Native Hawaiian, other Pacific Islander, some other race, and Hispanic. We recognize the problems inherent in using such a broad term. However, we use it only to increase plan readability.

Race: In the U.S., race is a construct that established various categories of people and a hierarchy of their value to society. In that worldview, people have, according to their physical characteristics, innate qualities that define them as different.



Racial equity: When social, economic and political opportunities are not predicted based upon a person's race.

Racial inequity: When a person's race can predict their social, economic, and political opportunities and outcomes.

Residents: Individuals of all ages living within the geographic boundaries of the city of Roseville.

RET: Racial Equity Toolkit

SREAP: Strategic Racial Equity Action Plan

Staff: All people actively supervised by our organization and involved in accomplishing our work, including paid employees, and paid interns.

Stakeholders: Those impacted by proposed policy, program or budget issue who have potential concerns or issue expertise. Examples might include: specific racial/ethnic groups, other institutions like schools, community-based organizations, city employees, unions, etc.

Structural racism: The interplay of policies, practices and programs of multiple institutions which leads to adverse outcomes and conditions for communities of color compared to white communities that occurs within the context of racialized historical and cultural conditions.

Workforce: All people actively supervised by our organization as staff as well as contract employees and volunteers, as appropriate. Workforce also includes consultants, and independent contractors.

Workforce equity: Ensure the City's workforce diversity reflects the diversity of Roseville and can predict their social, economic and political opportunities and outcomes.



Visitors to Roseville and State of Minnesota

	City of Roseville Visitors*	State of Minnesota Visitors**
<u>Racial Demographics</u>		
White	86%	94%
Hispanic	6%	3%
African American	5%	2%
Asian	4%	3%
<u>Household Income</u>		
\$150K+	16%	
\$100-150K	9%	
\$75-100K	17%	
\$50-75K	32%	
\$25-50K	21%	
<\$25K	5%	
\$150K+		11%
\$125-150K		10%
\$100-125K		14%
\$75-100K		20%
\$50-75K		23%
<\$50K		22%

*Data from Lawrence and Schiller Study conducted on behalf of Visit Roseville in 2019

**Data from study conducted by Strategic Marketing and Research Insights, LLC for Explore Minnesota detailing 2022-23 winter travelers

Summary of Roseville Lodging Establishment Licensing Ordinance Chapter 317

Section 317.01 Definitions

This defines various terms that are used as part of the Chapter 317. Some key definitions include:

Hotel or Motel. A building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place that furnishes sleeping accommodations the public for less than one week as defined by Minn. Stat. Section 157.15, subd. 7.

Lodging Establishment. A Hotel, Motel, or other building, structure, enclosure, or any part thereof, used as, maintained as, advertised as, or held out as a place that furnishes sleeping accommodations for any number nights the public. This term includes a building, structure, or enclosure defined as a “Lodging Establishment” in Minn. Stat. § 157.17.

Interested Persons. All persons who will be on-site managers of the establishment, are owners or operators, or that have an interest of five percent or more in the entity applying for or holding the license.

Licensed Premises. All the property, whether in or out of a building or structure, which is (a) used for the licensed activity including any recreation or parking area for use by guests of the hotel, motel or lodging establishment; or (b) under the ownership, control or management of the licensee, or leased to the licensee, if such property is adjacent to, or in reasonably close proximity to, the premises in which the licensed activity occurs.

Nuisance-Related Activities. Any one or more of the following occurring or committed on the licensed premises:

- A. Prostitution or prostitution-related activity, sex trafficking, or other human trafficking;
- B. Maintaining a public nuisance in violation of Minn. Stat. § 609.74, clause (1) or (3);
- C. Permitting a public nuisance in violation of Minn. Stat. § 609.745;
- D. Maintaining or permitting violation of Roseville City Code Chapter 405 or 407;
- E. Unlawful sale, possession, storage, delivery, giving manufacture, cultivation, or use of controlled substances;
- F. Unlicensed sales of alcoholic beverages;
- G. Unlicensed sales for Cannabis or Low-Potency Hemp products;
- H. Unlawful sales or gifts of alcoholic beverages, Cannabis, or Low-Potency Hemp products committed within the building, or unlawful consumption or possession by persons under the age of 21 years;
- I. Unlawful use or possession of a firearm, firearm parts, or ammunition;
- J. Violation of state law or City ordinance related to the licensed activity;
- K. Actions which constitute a violation of Minn. Stat. § 609.72 related to disorderly conduct.

Section 317.02 License Required, Issuance of License

This section requires lodging establishments to receive a license issued by the City of Roseville and approved by the Roseville City Council. As part of the license application, contact information of the applicant must be provided as well as a list of Interested Person as defined in the ordinance. All Interested Persons are subject to approval by the City and to a criminal background check.

As part of consideration of the license, the premises of the lodging establishment are subject to inspection by the City to ensure compliance with all applicable health and safety codes. Also, as part of consideration of the license, the City may impose reasonable conditions upon the license. These conditions may be imposed at the time of initial issuance or renewal of the license, as well as part of action against the license holder for nuisance activities and/or condition of the premise.

During the application process, the applicant can request an Extended Stay Permit for stays at the lodging establishment for periods longer than 29 days, as long as certain conditions are met.

Applicants for a lodging establishment license will be required to pay a fee for the license and the criminal background check.

Each license shall be considered for approval by the City Council. If granted, the license shall expire on December 31 of each year and must be renewed annually. If the license application is denied, the applicant has the right to appeal. If the license application is denied, the applicant has to wait for 12 months before applying again for a lodging establishment license.

Section 317.03 Basis for Denial of License

This section lists the reasons for which a license may be denied. These reasons include the lodging establishment not complying with relevant health and safety codes, an Interested Person having license suspended/revoked or a repeat nuisance service call fee imposed by the City of Roseville or by another jurisdiction, and an Interested Person that has oversight of the day-to-day operations having one or more criminal convictions that relate to lodging establishments.

Section 317.04 Minimum Standards of Operation

The section lays out minimum standards of operation of the lodging establishment. These include ensuring all guests staying in rooms being registered with the lodging establishment after providing suitable identification, not knowingly permit illegal activity on the premises and informing the City of any illegal activity once known, proper maintenance of video surveillance systems, and prohibiting the rental of hotels rooms on a hourly basis, permitting residency at the lodging establishment (more than 30 days for establishments that do not have an Extended Stay Permit), and allowing the residence of an Interested Person, employee, manager or contractor at the lodging establishment. This section also lists out the minimum requirement that each guestroom must have in place.

Other standards of operations required as part of Section 317.03 included the keeping and maintenance of a register of persons who are staying the lodging establishment and requiring the lodging establishment to cooperate with authorities in response to an emergency call for service, or reports of suspicious or illegal activity.

Section 317.05 Penalty for Violation

This section states that any license violation may be penalized with a fine, imposition of reasonable conditions, suspension, or revocation of the license. Such a penalty may only be imposed after full notice of the allegations and proposed penalty and an opportunity to be heard regarding the allegations and penalty.

This section also outlines reasons the lodging establishment may be subject to fine, suspension, revocation, or the imposition of license conditions, which include failure to comply with minimum standards, non-compliance of federal and state law and the Roseville City Code, the imposition of repeat nuisance service calls by the City, arrests related to illegal activities occurring the premises, violation of state health codes, a serious nuisance-related call that demonstrates lack of control over the establishment, failure to maintain premises to all building, fire, mechanical, zoning, or licensing codes, failure to follow correction orders, having an Interested Person with a criminal conviction related to the Lodging Establishment, failure to notify the City of an additional Interested Persons with 30 days, and failure to pay taxes, assessments, utilities, and local lodging tax.

Section 317.06 Enforcement

This section empowers the City Manager, through the work of City employees, to enforce the ordinance.

1 **City of Roseville**
2 **ORDINANCE NO. [REDACTED]**

3
4 **AN ORDINANCE AMENDING**
5 **TITLE 3, CHAPTER 317**
6

7 **AN ORDINANCE AMENDING TITLE 3 TO CREATE CHAPTER 317 OF**
8 **THE ROSEVILLE CITY CODE ENTITLED “REGULATION OF**
9 **HOTELS, MOTELS, AND LODGING ESTABLISHMENTS”.**

10 THE CITY OF ROSEVILLE ORDAINS:

11 SECTION 1: Title 3, Chapter 317 of the Roseville City Code is established
12 to read as follows:

13 CHAPTER 317

14
15 REGULATION OF HOTELS, MOTELS, AND LODGING ESTABLISHMENTS
16

17 Section:

- 18 317.01: Definitions
19 317.02: License Required, Issuance of License
20 317.03: Basis for Denial of License
21 317.04: Minimum Standards of Operation
22 317.05: Penalty for Violation
23 317.06: Enforcement
24

25 **317.01: DEFINITIONS:**

26 For purposes of this chapter, unless otherwise expressly stated, the following words
27 and phrases shall have the meanings respectively ascribed to them by this section:

28 EXTENDED STAY PERMIT. A permit issued to a Lodging Establishment with a
29 license under this chapter allows the establishment to rent rooms for a duration of
30 stay greater than 29 consecutive days. Extended stay lodging includes transient
31 Lodging Establishments constructed and operated to provide accommodations for
32 longer term stays by including additional common area amenities and in-room
33 cooking facilities beyond what is provided by a standard Lodging Establishment.

34 GUEST. Any person that occupies a Guestroom.
35

36 GUESTROOM. A sleeping room in a Hotel, Motel, or lodging establishment
37 designed and intended to be used as lodging.

38 HOTEL OR MOTEL. A building, structure, enclosure, or any part thereof used as,
39 maintained as, advertised as, or held out to be a place that furnishes sleeping
40 accommodations the public for less than one week as defined by Minn. Stat. Section
41 157.15, subd. 7.

42 LODGING ESTABLISHMENT. A Hotel, Motel, or other building, structure,
43 enclosure, or any part thereof, used as, maintained as, advertised as, or held out as
44 a place that furnishes sleeping accommodations for any number nights the public.
45 This term includes a building, structure, or enclosure defined as a “Lodging
46 Establishment” in Minn. Stat. § 157.17.

47 INTERESTED PERSONS. All persons who will be on-site managers of the
48 establishment, are Owners or operators, or that have an interest of five percent or
49 more in the entity applying for or holding the license.

50 LICENSED PREMISES. All the property, whether in or out of a building or
51 structure, which is (a) used for the licensed activity including any recreation or
52 parking area for use by Guests of the Hotel, Motel or Lodging Establishment; or (b)
53 under the ownership, control or management of the licensee, or leased to the
54 licensee, if such property is adjacent to, or in reasonably close proximity to, the
55 premises in which the licensed activity occurs.

56 NUISANCE-RELATED ACTIVITIES. Any one or more of the following occurring
57 or committed on the Licensed Premises:

- 58 A. Prostitution or prostitution-related activity, sex trafficking, or other human
59 trafficking;
- 60 B. Maintaining a public nuisance in violation of Minn. Stat. § 609.74, clause (1)
61 or (3);
- 62 C. Permitting a public nuisance in violation of Minn. Stat. § 609.745;
- 63 D. Maintaining or permitting violation of Roseville City Code Chapter 405 or
64 407;
- 65 E. Unlawful sale, possession, storage, delivery, giving manufacture, cultivation,
66 or use of controlled substances;
- 67 F. Unlicensed sales of alcoholic beverages;
- 68 G. Unlicensed sales for Cannabis or Low-Potency Hemp products;

- 69 H. Unlawful sales or gifts of alcoholic beverages, Cannabis, or Low-Potency
70 Hemp products committed within the building, or unlawful consumption or
71 possession by persons under the age of 21 years;
- 72 I. Unlawful use or possession of a firearm, firearm parts, or ammunition;
- 73 J. Violation of state law or City ordinance related to the licensed activity;
- 74 K. Actions which constitute a violation of Minn. Stat. § 609.72 related to
75 disorderly conduct.

76 OWNER OR OPERATOR. Any person, firm, association, partnership, limited
77 liability company, or corporation, which is the record owner, part owner, lessee,
78 receiver, sublessee, or franchised operator of real property as listed on the Ramsey
79 County property records that operates a Lodging Establishment business that offers
80 and accepts payment for guestrooms.

81 **317.02: LICENSE REQUIRED, ISSUANCE OF LICENSE:**

- 82 A. License Required. In addition to the other licensing requirements set out by
83 Minnesota Statutes, the Minnesota Department of Health, and Ramsey
84 County, no person shall operate a Lodging Establishment without a valid
85 license issued by the City of Roseville. The license to operate must be
86 renewed on a yearly basis. The City shall approve or deny each application.
- 87 B. Application. An application for a license shall be made on a form provided
88 by the City. The application shall contain the full name of the applicant, the
89 applicant's residential and business addresses and telephone numbers, the
90 business or personal email address where official communications can be
91 sent, the address of the building for which the license is sought, the name of
92 the business for which the license is sought, and any additional information
93 the City Manager deems necessary.
- 94 C. Interested Persons. At the time of application, the applicant shall furnish the
95 City with a list of Interested Persons. It is the duty of each business licensee
96 to notify the City Manager or their designee in writing of any change in
97 Interested Persons. Failure to notify the City of an additional Interested
98 Person within thirty (30) days is a basis for imposition of a penalty under this
99 Chapter. Interested Persons will be subject to a background investigation and
100 payment of the investigation fee. The City Manager may approve the
101 addition of Interested Persons. If the City Manager does not approve the
102 addition of an Interested Person, the City shall provide notice to the Lodging
103 Establishment who may appeal the City Manager's determination to the City
104 Council. The City Council may revoke any license issued upon its

- 105 determination that a change of Interested Persons of a licensee has resulted
 106 in the change of control of the licensed business to an Interested Person who
 107 is not eligible for such role in the Lodging Establishment, but no such action
 108 shall be taken until after a hearing by the Council on notice to the licensee.
- 109 D. Background Investigation. Applications shall include a review by the City
 110 Manager or their designee, the Police Department, or other qualified service
 111 providers who will conduct and complete criminal background checks of all
 112 applicants and Interested Persons. The City will notify the applicant if any
 113 Interested Person is not approved. Applicant will determine whether to
 114 amend the application to not include the Interested Person or withdraw the
 115 application. Rejection of an Interested Person will result in license denial.
 116 The City, in its sole discretion, may also conduct background checks on an
 117 application for a renewal of a license.
- 118 E. Inspection of Building. No license may be issued unless the premises, which
 119 includes the building, parking lot, and surrounding property, for which the
 120 application has been submitted is in full compliance with all relevant health
 121 and safety codes including but not limited to the Minnesota State Building
 122 Code, the Minnesota State Fire Code, and the Roseville City Codes. Upon
 123 renewal, inspections shall occur at the frequency required by City policy.
- 124 F. Imposition of Reasonable Conditions. When there exists a reasonable basis
 125 to impose reasonable conditions upon a license applied for, issued, or held
 126 under this chapter, any one (1) or more such reasonable conditions may be
 127 imposed upon such license for the purpose of promoting public health,
 128 safety and welfare, of advancing the public peace and the elimination of
 129 conditions or actions that constitute a nuisance or a detriment to the
 130 peaceful enjoyment of urban life, or promoting security and safety in nearby
 131 neighborhoods. License conditions may also be added to memorialize the
 132 conditions under which the City will allow a waiver of a specific
 133 requirement of this Chapter for a specific Lodging Establishment
- 134 G. Timing of Imposition and Removal of License Conditions. The City may
 135 impose such conditions on a license at the time of application, at any time
 136 with the consent of the license holder, or in addition to penalties imposed
 137 under this chapter as part of an action against the license or licenses.
 138 Conditions imposed on a license or licenses shall remain on such licenses
 139 when renewed and shall continue thereafter until removed by the City
 140 Council.
- 141 H. Extended Stay Permit. As a part of an application for a lodging license under
 142 this article, the applicant may also apply for the right to offer extended stay
 143 lodging as defined herein in all or portions of the Licensed Premises.

144 Applications for an Extended Stay Permit shall include the number of rooms
 145 in the Lodging Establishment that are devoted to extended-stay operations.
 146 Such rooms must meet the following criteria:

- 147 1. Minimum size for entire unit: 300 square feet;
- 148 2. Minimum size for living room: 120 square feet;
- 149 3. A defined bedroom that is separate and apart from other portions of
 150 the unit;
- 151 4. Minimum kitchen facilities, which are not located in the defined
 152 bedroom or bathroom, including: refrigerator, cooktop, dedicated
 153 sink, cabinets with cooking/dining supplies;
- 154 5. Maximum sleeping occupancy per room or unit shall be two (2)
 155 persons per dedicated bedroom; and
- 156 6. Personal possessions may not be stored in violation of the Roseville
 157 City Code, on exterior balconies, interior corridors or in a manner that
 158 prohibits adequate movement and ingress/egress within the unit, with
 159 the exception on balconies for items such as bikes, strollers, and
 160 coolers.

161 I. Fees. No license application will be processed or granted without payment
 162 of all required fees.

163 1. The City will establish the annual license fee and include it in the Fee
 164 Schedule in Section 314.05.

165 2. In addition to an annual license fee, license applicants must also pay
 166 a background investigation fee and an inspection fee which shall be
 167 established by the City fee schedule in Section 314.05.

168 J. Consideration of Application. Upon receipt of a completed application, the
 169 City Manager will forward the application to the City Council for action at a
 170 City Council meeting following processing of the application. The City
 171 Council may either approve or deny the application for a license, or it may
 172 delay action for a reasonable period of time as necessary to complete any
 173 investigation of the application or the applicant as it deems necessary. If the
 174 City Council approves the license, the City Manager shall issue the license
 175 to the applicant. If the City Council denies the license, notice of the denial
 176 shall be given to the applicant along with notice of the applicant's right to
 177 appeal the City Council's decision. If a license application is denied, the
 178 earliest an applicant may reapply is 12 months from the date the license is

179 denied.

180 K. Term. All licenses issued under this Chapter shall expire on December 31 of
181 each year.

182 **317.03: BASIS FOR DENIAL OF LICENSE:**

183 The license to operate may be denied for any of the following reasons:

184 A. The premises where the Lodging Establishment is located do not comply
185 with the relevant health and safety codes including but not limited to the
186 Minnesota State Building Code, the Minnesota State Fire Code, and the
187 Roseville City Codes;

188 B. Any Interested Person has been an Owner, Operator, or manager of a similar
189 establishment that has had a repeat nuisance service call fee imposed by the
190 City of Roseville or a similar fee imposed by another jurisdiction;

191 C. Any Interested Person has had a similar license suspended or revoked by the
192 City of Roseville or another licensing jurisdiction;

193 D. The premises in where the Lodging Establishment is located, or any Owner
194 or Operator of the Lodging Establishment owes the City of Roseville for
195 delinquent taxes, assessments, or other financial claims; or

196 E. Any Interested Person with input into or control of day-to-day operations has
197 one or more criminal convictions that relate to the Lodging Establishment or
198 has been convicted of a crime that relates to the licensed activity. This
199 subsection shall not apply to corporations, limited liability companies, or
200 partnerships, but shall apply to all officers, directors of any such corporations
201 and members of any such limited liability companies, and partners of any
202 such partnerships. Any denial under this paragraph is subject to the standards
203 and procedures in Minnesota Statutes Chapter 364.

204 **317.04: MINIMUM STANDARDS OF OPERATION:**

205 A. General Standards. To maintain the license to operate issued through the City
206 of Roseville, the Lodging Establishment, shall comply with the following
207 minimum standards of operation:

208 1. No person shall be allowed to rent a Guestroom without providing
209 suitable identification at the time of registration. The Guest shall
210 verify his or her identification through production of a driver's
211 license, passport, or other government-issued identification. The
212 identification must match the name on any form of payment used. If

- 213 payment is made in cash, the Hotel must retain a copy of the photo
 214 identification provided. Notwithstanding the foregoing, such
 215 verification is not required for Guests who are members of a loyalty
 216 program staying at a Lodging Establishment that allows electronic
 217 booking and check-in; and provides Hotel Guests electronic access to
 218 their Guestroom through a personal device.
- 219 2. The legal name of all persons, excluding children with a parent or
 220 guardian, occupying rented guestrooms shall be listed on the register
 221 at the time of registration. Any person who remains in a room after
 222 midnight (12:00 a.m.) is presumed to be a Guest. Guestroom
 223 occupancy lists shall be recorded and maintained by the Lodging
 224 Establishment for at least ninety (90) days.
- 225 3. The Lodging Establishment shall immediately, upon notice that a
 226 registration was incomplete or inaccurate, terminate the rental
 227 agreement and evict from the premises all Guests occupying the
 228 Guestroom for which such incomplete or inaccurate registration was
 229 provided.
- 230 4. No Lodging Establishment shall knowingly permit the Licensed
 231 Premises to be used for any illegal purpose.
- 232 5. The Lodging Establishment shall report observed or suspected illegal
 233 activity to the police within a reasonable period.
- 234 6. The Lodging Establishment shall install video surveillance at all
 235 entrances, exits, common areas, and stairwells of the building.
- 236 7. The Lodging Establishment shall take all steps reasonable and
 237 necessary to ensure that video surveillance and recording equipment
 238 is in good working order at all times.
- 239 8. Video surveillance records shall be retained a minimum of ninety (90)
 240 days from the day of creation.
- 241 9. Each Guestroom shall be numbered in a plain, conspicuous manner.
 242 Numbers must be placed and maintained on the outside of the outer
 243 door of each Guestroom, and no two guestrooms' units shall be
 244 labeled with the same number.
- 245 10. No Guest shall be able to purchase the guestrooms on an hourly basis.
 246 All guestrooms must be rented for overnight purposes. An exception
 247 to this requirement is allowed for contracted guestrooms for an hourly
 248 basis between a business or corporation and Lodging Establishments,

- 249 for the purposes of complying with Department of Transportation
250 sleep regulations, federal law requirements, or state law requirements.
- 251 11. Any Lodging Establishment license issued by the City of Roseville
252 shall be conspicuously displayed in the office or lobby of the licensed
253 establishment.
- 254 12. The operation of any Lodging Establishment shall be supervised by
255 the manager in charge of the property at all hours.
- 256 13. No Interested Person, employee, manager, or contractor performing
257 services of any kind may reside in a Guestroom at the Lodging
258 Establishment.
- 259 14. No Guest shall be able to establish permanent residency, defined as
260 either:
- 261 a. Residing in the Lodging Establishment that does not have an
262 Extended Stay Permit, in any single room or combination of
263 rooms, for thirty (30) days or more.
- 264 b. Residing in the Lodging Establishment that has an Extended
265 Stay Permit for one hundred eighty (180) days or more.
- 266 15. The Lodging Establishment shall maintain and follow all building,
267 mechanical, zoning, or licensing codes. In addition to all the required
268 applicable building codes, property maintenance laws, and state
269 health laws, each Guestroom shall maintain the following minimum
270 requirements:
- 271 a. A proper entry door, windows, beds, and bedding;
- 272 b. Toilet room;
- 273 c. Lavatory;
- 274 d. Bathtub or shower;
- 275 e. Heating and air conditioning;
- 276 f. Smoke detector and fire sprinkler;
- 277 g. Clothes closet or alcove with clothes rod or clothes rack
278 permanently affixed or luggage rack or luggage support
279 counter; and

280 h. Twenty-four (24) hour free emergency telephone access to the
281 front desk and to 911 services.

282 B. Maintenance of Records. Every Lodging Establishment shall keep a register
283 of persons who board or lodge in the establishment. The record is a written
284 documentation of information about a Guest that may be maintained
285 electronically, in a book, or on cards:

286 1. The record shall be kept on the Licensed Premises in the Guest
287 reception or Guest check-in area or in an office adjacent to that area.

288 2. No person shall alter, deface, or erase the record so as to make the
289 information recorded in it illegible or unintelligible, or hinder,
290 obstruct, or interfere with any inspection of record under this section.

291 3. Any record maintained in the form of a book shall be permanently
292 bound, each page shall be sequentially numbered, and the book shall
293 be the minimum size of eight by ten inches, numbered consecutively,
294 and used in sequence. Any card numbered within the sequence of
295 utilized cards shall be preserved as part of the record even if it is not
296 used for a room rental. The numbers shall be printed or otherwise
297 indelibly affixed to the cards. If maintained electronically, the record
298 shall be printable.

299 C. Inspection of Licensed Premises. To ensure compliance with this ordinance,
300 random inspections of the Lodging Establishment may occur. Unless in the
301 case of an emergency, notice of inspection shall be given twenty-four (24)
302 hours prior to the inspection by personal service, posting, phone, or email.

303 D. Inspection of Maintained Records. The maintained video, written, and
304 electronic records shall be made available to any law enforcement officer or
305 other authorized City official upon a reasonable request.

306 E. Cooperation with Investigation. If a Guest or employee of a Lodging
307 Establishment makes an emergency call for service or reports any suspicious
308 or illegal activity going on at the Lodging Establishment to law enforcement,
309 all individuals related to the Lodging Establishment shall cooperate with law
310 enforcement during the ongoing investigation.

311 **317.05: PENALTY FOR VIOLATION:**

312 A. Any license violation may be penalized by issuance of a fine, imposition of
313 reasonable license conditions, suspension of the license, or revocation of the
314 license. Such a penalty may only be imposed following full notice of the
315 allegations, the proposed penalty, and an opportunity to be heard regarding

- 316 the allegations and the imposition of the penalty.
- 317 1. Notice of Revocation. Upon a final decision issued by the City
318 Council, the City Manager, or their designee, shall post a copy of the
319 notice of revocation of license to operate the Lodging Establishment.
 - 320 2. Removal or Tampering with Posted Notice. A posted notice of
321 revocation of license to operate may only be removed by an
322 authorized City of Roseville official.
 - 323 3. Surrender Following Revocation. The Lodging Establishment shall
324 cease all operation within fifteen (15) days of posting the notice of
325 revocation of license to operate and surrender its license to operate to
326 the City of Roseville.
 - 327 4. Reissuance of License After Revocation. A license to operate that is
328 revoked shall not be reissued for a period of one (1) year from the date
329 of such revocation, unless the period of revocation is either delayed
330 or shortened by the City Council due to voluntary mitigation action
331 by the Owner or Operator, and such mitigation action is approved by
332 the City Council.
- 333 B. The license to operate shall be subject to fine, suspension, revocation, or the
334 imposition of license conditions for any of the following reasons:
- 335 1. Failure to comply with the minimum standards of operation as
336 outlined in this ordinance, including failure to comply with license
337 conditions;
 - 338 2. Noncompliance with federal law or regulations, state law or
339 regulations, and the Roseville City Code;
 - 340 3. Imposition of a fee for repeat nuisance service calls under Chapter 511
341 of this Code;
 - 342 4. Arrests related to illegal activity which occurred on the Licensed
343 Premises;
 - 344 5. Any violations of the State of Minnesota health codes;
 - 345 6. A serious nuisance-related call which demonstrates a lack of control
346 by Owner or Operator over the establishment;
 - 347 7. Failure to maintain the Licensed Premises to all building, fire,
348 mechanical, zoning or licensing codes, including but not limited to

- 349 maintaining utility services; or
- 350 8. Failure to follow correction orders issued related to the building, fire,
351 mechanical, zoning or licensing codes; or
- 352 9. An Interested Person has one or more criminal convictions that relate
353 to the Lodging Establishment or has been convicted of a felony that
354 relates to the licensed activity and has failed to demonstrate
355 rehabilitation as described in Minnesota Statute Chapter 364. This
356 subsection shall not apply to corporations, limited liability companies,
357 or partnerships, but shall apply to all officers, directors of any such
358 corporations and members of any such limited liability companies,
359 and partners of any such partnerships;
- 360 10. Failure to notify the City of an additional Interested Person within
361 thirty (30) days of the individual becoming an Interested Person;
- 362 11. Failure to pay taxes, assessments, or other amounts due to the City
363 including the local lodging tax as required by Roseville City Code
364 Chapter 312.

365 **317.06: ENFORCEMENT:**

366 Enforcement of this ordinance shall be directed by the City Manager who may
367 delegate such enforcement to the appropriate department.

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

370 Passed by the City Council of the City of Roseville this ____ day of _____ 2024.

371

372

373 Ordinance – Title of Ordinance -

374

375

376 (SEAL)

377

378

379

CITY OF ROSEVILLE

380

381

382

BY: _____

383

Daniel J. Roe, Mayor

384

385 ATTEST:

386

387

388

389 _____
Patrick Trudgeon, City Manager

390

391

392

City of Roseville
ORDINANCE SUMMARY NO. ____

**APPROVING PUBLICATION OF AN ORDINANCE SUMMARY OF THE
AMENDMENT TO TITLE 3, CREATING CHAPTER 317 OF THE
ROSEVILLE CITY CODE IN ORDER TO ESTABLISH A LICENSE AND
ASSOCIATED REGULATIONS FOR HOTELS, MOTELS AND LODGING
ESTABLISHMENTS**

SECTION 1: The City Council of the City of Roseville, on _____, 2024, adopted Ordinance No. _____. Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps.

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

SECTION 2: The following is the official summary of Ordinance No. _____ entitled "AN ORDINANCE CREATING TITLE 3, CHAPTER 317 OF THE ROSEVILLE CITY CODE ENTITLED 'REGULATION OF HOTELS, MOTELS, AND LODGING ESTABLISHMENTS'". which was approved by the City Council of Roseville on _____, 2024 and directs the City Clerk to publish the title and summary as follows in the official newspaper in lieu of the entire ordinance:

On _____, 2024, the City Council of the City of Roseville adopted Ordinance No. _____, an ordinance amending Title 3, to create Chapter 317 of the Roseville City Code in order to regulate hotels, motels, and lodging establishments as follows:

- Defining relevant terms
- Requiring a license and outlining license application process and imposition of conditions
- Establishing basis for denial of license
- Establishing minimum standards of operation
- Outlining penalties for violation of requirements
- Describing enforcement of requirements.

SECTION 3: A printed copy of the full ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the

ordinance and summary shall also be posted on the Internet web page of the City of Roseville (www.cityofroseville.com).

ATTEST:

Patrick Trudgeon, City Manager

Lodging Establishment Licensing Ordinance

Roseville City Council Meeting

March 4, 2024



Lodging Establishment Licensing Ordinance

Background

Attachment 7

For the past few years, the City of Roseville requested the Legislature pass a law that allows municipalities to directly license lodging establishments

Roseville's request was related to issues occurring in a few hotels that had ongoing building and safety code issues as well as pervasive criminal conduct

Ramsey County Environmental Health licenses hotels within the County, their ability to impact the problems Roseville is encountering at certain hotels is limited.

In 2021, the City adopted a repeat nuisance ordinance that charged lodging establishments a fee for exceeding 10 service calls (police, fire, code) in one month by the City

Lodging Establishment Licensing Ordinance

Background

Attachment 7

The trigger of more than 10 calls per month was based on data on calls to all hotel properties in Roseville.

There was a significant difference of calls between 3 hotels and the other 9 hotels

In 2021, three hotels were averaging 19 to 45 calls per month. The average number of calls for the 9 hotels was 3 per month.

Since then, the number of calls for the top three hotels has declined

Two of the hotels have entered into a Memorandum of Understanding with the City that requires the hotels to implement public safety measures that are intended to assist law enforcement and the hotel in reducing that number of calls and improve public safety

We are receiving less calls from the hotel management at certain hotels but nuisance and criminal activity still is occurring at those hotels

Lodging Establishment Licensing Ordinance

Background

Reactive CFS to Hotels: Yearly Totals & Monthly Average													
Property	2018		2019		2020		2021		2022		2023		Total
	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	CFS	Avg.	
Motel 6	461	38.4	470	39.2	550	45.8	597	49.75	380	31.7	180	15	2858
Norwood Inn	225	18.8	279	23.3	343	28.6	531	44.25	272	22.7	81	6.75	1875
Key Inn	132	11	144	12	237	19.8	433	36.1	233	19.4	103	8.58	1389
DoubleTree	101	8.4	102	8.5	71	5.9	161	13.4	87	7.25	61	5.08	632
Home 2 Suites	42	3.5	29	2.4	75	6.3	72	6	46	3.8	26	2.17	314
Hampton Inn	24	2	59	4.9	27	2.3	61	6.1	41	3.4	18	1.5	250
Holiday Inn Express	22	1.8	28	2.3	18	1.5	25	2.5	22	2	28	2.33	155
Marriot Residence Inn	17	1.4	21	1.8	49	4.1	95	7.9	52	4.7	41	3.42	298
Fairfield Inn & Suites	23	1.9	23	1.9	43	3.6	44	4.4	2	2.9	18	1.5	169
Courtyard by Marriot	18	1.5	10	0.8	10	0.8	34	4.25	26	2.6	19	1.58	129
Country Inn & Suites	21	1.8	21	1.8	25	2.1	32	2.9	30	3	24	2	167
Avid Hotel			2	0.2	17	1.4	70	5.8	26	2.9	35	2.92	163
Total	1086	90.5	1188	99	1465	122	2155	183.4	1465	122	634	52.8	8399

Lodging Establishment Licensing Ordinance

Background

Attachment 7

NEWS > CRIME & PUBLIC SAFETY

St. Paul man charged in woman's 2019 overdose death at Roseville motel

Bret Ryne Lott was arrested in St. Paul on a warrant out of Wisconsin



By **NICK FERRARO** | nferraro@pioneerpress.com | Pioneer Press

PUBLISHED: May 2, 2022 at 2:18 p.m. | UPDATED: May 2, 2022 at 2:28 p.m.



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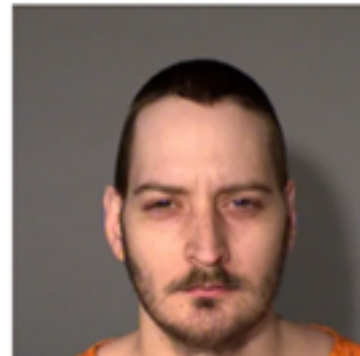


A St. Paul man has been charged with third-degree murder for allegedly selling heroin and fentanyl to a woman who died of an overdose at a Roseville motel in 2019.

Bret Ryne Lott, 31, was charged in Ramsey County District Court on Friday. He was arrested Thursday in St. Paul on a 2018 felony warrant with the Wisconsin Department of Corrections relating to a conviction for manufacture/delivery of heroin, according to last week's criminal complaint.

Two guns and suspected fentanyl were recovered from the location where Lott was arrested, the complaint says.

Officers responded to a welfare check call at a room at a Motel 6 around 10:30



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Joseph N. Brennan 1915-1963

William H. Ford 1924-1980

William H. Ford 1924-1980

William H. Ford 1924-1980

William H. Ford 1924-1980

Lodging Establishment Licensing Ordinance

Background

Attachment 7



There are also significant safety and building code concerns in certain hotels

Several have a large amount of ongoing building safety and building code issues

These issues have included non-functioning fire suppression systems, inoperable smoke alarm systems, broken windows, flooding and mold issues in common areas and rooms, and abandoned vehicles in their parking lots.



Lodging Establishment Licensing Ordinance

New Law

Attachment 7

In 2023, the Minnesota State Legislature passed a bill that allows a municipality to adopt an ordinance requiring lodging establishments have a license in place approved by the city or town.

The municipality can require the lodging establishment to comply with state and local laws as a condition of the license

The annual fee for the license cannot exceed \$150

Sec. 16. [471.585] MUNICIPAL HOTEL LICENSING.

(a) A statutory or home rule charter city or a town may adopt an ordinance requiring hotels as defined in section 327.70, subdivision 3, operating within the boundaries of the city or town to have a valid license issued by the city or town. An annual fee for a license under this section may not exceed \$150.

(b) An ordinance adopted under this section is limited to requiring compliance with state and local laws as a condition of licensure. No other licensing conditions or requirements are permitted.

(c) A city or town that has adopted an ordinance under this section may refuse to issue a license, or may revoke an existing license, if the hotel fails to comply with the conditions of the license.



Lodging Establishment Licensing Ordinance

Proposed Ordinance

Section 317.01 Definitions

This defines various terms that are used as part of the Chapter 317. Some key definitions include:

Hotel or Motel. A building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place that furnishes sleeping accommodations the public for less than one week as defined by Minn. Stat. Section 157.15, subd. 7.

Lodging Establishment. A Hotel, Motel, or other building, structure, enclosure, or any part thereof, used as, maintained as, advertised as, or held out as a place that furnishes sleeping accommodations for one night or more to the public.

Interested Persons. All persons who will be on-site managers of the establishment, are owners or operators, or that have an interest of five percent or more in the entity applying for or holding the license.

Licensed Premises. All the property, whether in or out of a building or structure, which is (a) used for the licensed activity including any recreation or parking area for use by guests of the hotel, motel or lodging establishment; or (b) under the ownership, control or management of the licensee, or leased to the licensee, if such property is adjacent to, or in reasonably close proximity to, the premises in which the licensed activity occurs.

Lodging Establishment Licensing Ordinance

Proposed Ordinance

Nuisance-Related Activities. Any one or more of the following occurring or committed on the licensed premises:

- A. Prostitution or prostitution-related activity, sex trafficking, or other human trafficking;
- B. Maintaining a public nuisance in violation of Minn. Stat. § 609.74, clause (1) or (3);
- C. Permitting a public nuisance in violation of Minn. Stat. § 609.745;
- D. Maintaining or permitting violation of Roseville City Code Chapter 405 or 407;
- E. Unlawful sale, possession, storage, delivery, giving manufacture, cultivation, or use of controlled substances;
- F. Unlicensed sales of alcoholic beverages;
- G. Unlicensed sales for Cannabis or Low-Potency Hemp products;
- H. Unlawful sales or gifts of alcoholic beverages, Cannabis, or Low-Potency Hemp products committed within the building, or unlawful consumption or possession by persons under the age of 21 years;
- I. Unlawful use or possession of a firearm, firearm parts, or ammunition;
- J. Violation of state law or City ordinance related to the licensed activity;
- K. Actions which constitute a violation of Minn. Stat. § 609.72 related to disorderly conduct.

Lodging Establishment Licensing Ordinance

Proposed Ordinance

Section 317.02 License Required, Issuance of License

- Requires lodging establishments to receive license approved by the Roseville City Council
- Application requires a list of Interested Persons related to the lodging establishment
- All Interested Persons are subject to a criminal background check.
- The lodging establishment is subject to inspection by the City to ensure compliance with all applicable health and safety codes.
- The City may impose reasonable conditions upon the license
- These conditions may be imposed at the time of initial issuance or renewal of the license, as well as action against the license holder for nuisance activities and/or conditions.
- The applicant can request an Extended Stay Permit for stays at the lodging establishment for periods longer than 29 days,
- If granted, the license shall expire on December 31 of each year and must be renewed annually.
- If the license application is denied, the applicant has the right to appeal.
- If the license application is denied, the applicant has to wait for 12 months before applying again for a lodging establishment license.

Section 317.03 Basis for Denial of License

Reasons for denial of licenses include

- Not complying with relevant health and safety codes
- An Interested Person having license suspended/revoked
- A repeat nuisance service call fee imposed by the City of Roseville or by another jurisdiction,
- Being delinquent in property taxes, assessments, and other financial claims such as lodging tax or utility charges
- An Interested Person that has oversight of the day-to-day operations having one or more criminal convictions that relate to lodging establishments.

Lodging Establishment Licensing Ordinance

Proposed Ordinance

Section 317.04 Minimum Standards of Operation

Minimum standards of operation include:

- Ensuring all guests staying in rooms being registered with the lodging establishment after providing suitable identification
- Informing the City of any illegal activity once known
- Proper maintenance of video surveillance systems
- Prohibiting the rental of hotels rooms on a hourly basis,
- Not permitting residency at the lodging establishment (more than 30 days for establishments that do not have an Extended Stay Permit), and the residence of an Interested Person, employee, manager or contractor at the lodging establishment.
- The keeping and maintenance of a register of persons who are staying the lodging establishment
- Cooperating with authorities is response to an emergency call for service, or reports of suspicious or illegal activity.

Lodging Establishment Licensing Ordinance

Proposed Ordinance

Section 317.04 Minimum Standards of Operation

Each guestroom shall maintain the following minimum requirements

- A proper entry door, windows, beds, and bedding
- Toilet room
- Lavatory
- Bathtub or shower
- Heating and air conditioning
- Smoke detector and fire sprinkler
- Clothes closet or alcove with clothes rod or clothes rack permanently affixed or luggage rack or luggage support counter
- Twenty-four (24) hour free emergency telephone access to the front desk and to 911 services.

Section 317.05 Penalty for Violation

Penalty for license violation include:

- A fine
- Imposition of reasonable conditions
- Suspension of License
- Revocation of the license.
- Such a penalty may only be imposed after full notice of the allegations and proposed penalty and an opportunity to be heard regarding the allegations and penalty.
- The City Council shall make the final decision on the penalty

Lodging Establishment Licensing Ordinance

Proposed Ordinance

Section 317.05 Penalty for Violation

Reasons for penalties include:

- Failure to comply with minimum standards
- Non-compliance of federal and state law and the Roseville City Code
- Imposition of repeat nuisance service calls by the City,
- Arrests related to illegal activities occurring the premises
- Violation of state health codes
- serious nuisance-related call that demonstrates lack of control over the establishment
- Failure to maintain premises to all building, fire, mechanical, zoning, or licensing codes
- Failure to follow correction orders
- Having an Interested Person with a criminal conviction related to the Lodging Establishment
- Failure to notify the City of an additional Interested Persons with 30 days
- Failure to pay taxes, assessments, utilities, and local lodging tax.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Consider Re-appointments to Advisory Commission

Background

The Council annually appoints citizens to various advisory commissions. Council has the option to interview returning commissioners for reappointment, or make appointments without interviewing. At the January 8 meeting, Council decided not to interview commissioners seeking reappointment as outlined in the attached Appointment and Reappointment Policy. Current Commissioners seeking reappointment did reapply with updated applications at the request of Council.

Currently there are nine (9) commissioners seeking reappointment as follows:

Name	Commission
Jeena Gurung Vomhof	HRIEC
Nick Boulton	Parks and Recreation
Pamela Aspnes	Planning
Erik Bjorum	Planning
Karen Schaffhausen	Planning
Robert Murphy	Police Civil Service
Dan Fergus	PWET
Allison Luongo	PWET
Sarah Rudolf	PWET

Policy Objectives

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent is 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 policymakers and advisors are key to serving residents and other customers with excellence.

Racial Equity Impact Summary

Racially and ethnically diverse policymakers 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

28 viewpoints and considerations of all our communities.

29

30 **Budget Implications**

31 None.

32

33 **Staff Recommendations**

34 Consider reappointing commissioners to various commissions for terms beginning April 1,
35 2024 and ending March 31, 2027.

36

37 **Requested Council Action**

38 By motion, consider commissioner requests for reappointment to the following commissions for a term
39 beginning April 1, 2024 and ending March 30, 2027.

- 40 1. Human Rights, Inclusion and Engagement (1 Commissioner seeking reappointment)
41 2. Parks and Recreation (1 Commissioner seeking reappointment)
42 3. Planning (3 Commissioners seeking reappointment)
43 4. Police Civil Service (1 Commissioner seeking reappointment)
44 5. Public Works, Environment and Transportation (3 Commissioners seeking reappointment)

45

46

47

Prepared by: Rachel Boggs

Attachments: 1. Appointment and Reappointment Policy

48

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.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Consider Appointments to Advisory Commissions

Background

On February 21, the City Council interviewed applicants interested in appointment to various commissions.

Council will consider applicants for:

- Finance Commission – two vacancies
 - One for term expiring March 31, 2027
 - One for term expiring March 31, 2027

- Parks and Recreation Commission – two vacancies
 - One for term expiring March 31, 2027
 - One for term expiring March 31, 2027

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.

35
36 **Staff Recommendations**

37 Consider appointing commissioners to various commissions for terms beginning April 1,
38 2024 and ending March 31, 2027.

39
40 **Requested Council Action**

41 Appoint _____ to the Finance Commission for terms beginning April 1, 2024 and ending
42 March 31, 2027.

43
44 Appoint _____ to the Finance Commission for terms beginning April 1, 2024 and ending
45 March 31, 2027.

46
47 Appoint _____ to the Parks and Recreation Commission for terms beginning April 1, 2024 and
48 ending March 31, 2027.

49
50 Appoint _____ to the Parks and Recreation Commission for terms beginning April 1, 2024 and
51 ending March 31, 2027.

52
53 **Prepared by:** Rachel Boggs

Attachments: 1. BENCH HANDOUT

Finance Commission

2 Vacancies, (Terms expiring 3/31/2027)

Etten	McCabe	Vervoort	
Groff	Haas	McCabe	Vervoort
Roe	Davy	Vervoort	
Schroeder	Davy	Vervoort	
Strahan	Davy	Rottler	
<i>Finance Chair</i>	<i>McCabe</i>	<i>Vervoort</i>	

Applicants

Kevin Davy	3
James Haas	1
Mark McCabe	2
William Rottler	1
Anna Vervoort	4

Parks and Recreation Commission

2 Vacancies, (Terms expiring 3/31/2027)

Etten	Penny	Davy	
Groff	Johnson	Kooistra	Penny
Roe	Johnson	Penny	
Schroeder	Kooistra	Penny	
Strahan	Kooistra	Penny	
<i>Parks Chair</i>			

Applicants

Kevin Davy	1
Alex Johnson	2
Chad Kooistra	3
Jamison Penny	5
William Rottler	0

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of 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	\$101,830.39
108901-108933	\$64,316.58
Total	\$166,146.97

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.

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Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval 03.04.2024

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Bank Reconciliation

Board Audit

User: Joshua.Kent
 Printed: 02/28/2024 - 7:56AM
 Date Range: 02/21/2024 - 02/27/2024
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 01 General Government				
0	Amazon.com- CC	Batteries, table cloths	02/21/2024	413.86
0	Amazon.com- CC	Computer mouse	02/22/2024	18.41
0	Background Investigation Bureau - CC	Background Checks	02/21/2024	223.24
0	Davis Lock & Safe-CC	Keys	02/22/2024	65.00
0	Mailchimp-CC	Standard Plan 5000 Contacts	02/21/2024	100.00
0	Menards-CC	Sandblaster parts	02/22/2024	89.53
0	Michaels-CC	HANC Recognition supplies	02/21/2024	96.39
0	Nadia Cakes-CC	HANC Recognition Desert	02/21/2024	80.50
0	Nitti Sanitation-CC	December Service	02/21/2024	852.61
0	Northern Tool & Equip- CC	Blast Cabinet parts	02/22/2024	238.94
0	Parkway Pizza-CC	Gratitude Tree Pizza Party	02/21/2024	153.38
0	Pizza Luce-CC	HANC Recognition meal	02/21/2024	459.26
0	Roseville Rotary-CC	Rotary membership	02/22/2024	360.67
0	Smash Park-CC	Lunch w/ Mayor	02/21/2024	28.96
0	Society for Human Resources-CC	Membership for R. Olson	02/21/2024	244.00
0	St. Paul Bagelry-CC	Bagels - Gratitude tree	02/21/2024	57.50
0	Suburban Ace Hardware-CC	Sand blaster parts	02/22/2024	49.96
0	T Mobile-CC	Cell phone - R. Boggs	02/21/2024	29.37
0	Target- CC	Cleaning Supplies	02/21/2024	52.69
0	Volgistics-CC	Volunteer database	02/22/2024	234.00
108921	Kennedy & Graven, Chartered	Norwood Lodging Taxes Collection	02/21/2024	140.00
108928	Ramsey County	TIF Admin Billing 2022	02/21/2024	4,609.03
Total for Department: 01 General Government				8,597.30

Department: 02 Public Safety

0	Action Targets-CC	Range Targets	02/21/2024	176.57
0	Adam's Pest Control Inc	Prevention Plus	02/21/2024	139.80
0	Amazon.com- CC	Phone Case	02/21/2024	336.74
0	Amazon.com- CC	Lamp - Marston	02/22/2024	265.16
0	Aspen Mills-CC	Advisor uniforms	02/21/2024	129.90
0	Chewy.com-CC	Dog food	02/21/2024	163.29
0	Corporate Mark-CC	Clothing - T. Pitzl	02/22/2024	134.00
0	Costco-CC	Event supplies	02/22/2024	573.37
0	Cub Foods- CC	Groceries	02/22/2024	11.25
0	Daves Auto-CC	Fuel	02/21/2024	15.05
0	Degidio's Restaurant-CC	Gift card for volunteer - will be reimbu	02/22/2024	100.00
0	DPS Firefighter-CC	Firefighter License	02/21/2024	150.00
0	Dunkin Donuts-CC	Coffee/donuts	02/21/2024	86.76
0	Emergency Automotive Tech Inc	Whelen Flange	02/21/2024	165.88
0	Fikes, Inc.	Restroom Supplies	02/21/2024	395.08
0	Fresh Thyme-CC	Home ARP Grant - Water/vitamins	02/22/2024	47.07
0	Global Industrial-CC	Whiteboard - Marston	02/22/2024	269.05
0	IStorage Blaine-CC	Home ARP Grant - storage	02/22/2024	131.00
0	Lexipol, LLC	Annual Fire Policy Manual, Daily Trai	02/21/2024	8,117.20
0	Lunds & Byerlys-CC	Explorer meeting snacks	02/21/2024	14.97
0	MAPET-CC	Membership Renewal - E. Thorson	02/21/2024	35.00
0	McDonalds-CC	Home ARP Grant - meal	02/22/2024	12.60
0	Menards-CC	Paint	02/21/2024	337.92

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Menards-CC	Oil Dry premium absorbant	02/22/2024	672.22
0	Metro Transit-CC	Home ARP Grant - Metro card	02/21/2024	40.00
0	Metro Transit-CC	Home ARP Grant - Metro card	02/22/2024	20.00
0	MN Chiefs of Police-CC	Membership renewal 2024	02/21/2024	525.00
0	MN Chiefs of Police-CC	2024 ETI Full Conference - E. Scheide	02/22/2024	550.00
0	MN Fire Service Certification Board	Fire Investigator Certification Exam -	02/21/2024	283.50
0	MN IAAI-CC	Membership - C. DuBay	02/22/2024	25.00
0	MN Recovery Connection-CC	Recovery Coaching Course	02/21/2024	100.00
0	Motel 6 - CC	Home ARP Grant - Room	02/22/2024	127.70
0	Nitti Sanitation-CC	December Service	02/21/2024	230.74
0	Northern Star Events-CC	Exploring registration renewal	02/21/2024	310.00
0	Onsite Apparel-CC	Waterproof Jackets	02/22/2024	384.91
0	Panasonic Connect-CC	LCD Assy, Keyboard Assy	02/22/2024	996.38
0	Panera Bread-CC	Training meal	02/21/2024	89.39
0	Parking Ramp-CC	Parking to assist client	02/21/2024	4.50
0	Parking Ramp-CC	Parking	02/22/2024	11.00
0	Peavey Corporation-CC	Property room supplies	02/22/2024	79.85
0	Positive Promotions-CC	Promotional outreach items	02/22/2024	2,629.57
0	Primary Products-CC	Exam gloves	02/22/2024	205.24
0	Rebyl Sports-CC	Explorers equipment	02/21/2024	340.00
0	Reds Savoy Pizza-CC	Meeting/Training Meal	02/21/2024	74.78
0	Roseville Area Optimist Club - CC	Training Lunch	02/21/2024	29.00
0	Rustic Firefighter-CC	Locker Plates	02/21/2024	12.00
0	Safe Kids Worldwide-CC	Car Seat Recertification	02/21/2024	55.00
0	Safe Kids Worldwide-CC	Course registration fee	02/22/2024	95.00
0	Starbucks-CC	coffee	02/21/2024	43.35
0	Streicher's-CC	Radio Holder -C. Jones	02/21/2024	58.59
0	Suburban Ace Hardware-CC	Operating supplies	02/21/2024	11.99
0	Suburban Ace Hardware-CC	Fastners	02/22/2024	32.09
0	Target- CC	Home ARP Grant - Water	02/22/2024	14.07
0	Taylors Tins-CC	Helmet fronts for new hires	02/21/2024	233.00
0	Tritech Forensics-CC	Disposable Faraday bags	02/22/2024	101.90
0	Uline-CC	Evidence box/sharps container	02/22/2024	130.20
0	US Flag Store-CC	Flag and case	02/22/2024	87.55
0	USPCA-CC	Membership Renewal - M. Christensen	02/21/2024	50.00
0	USPCA-CC	Membership K9-Weisner	02/22/2024	50.00
0	Vaultek Safe-CC	Gun safes for vehicles	02/21/2024	1,682.15
0	Vista Print-CC	Brochures	02/22/2024	257.92
0	VivoBarefoot-CC	Uniform Boots	02/21/2024	270.00
0	Walgreens-CC	syathy card	02/21/2024	2.17
0	Walmart-CC	Home ARP Grant - Jacket	02/21/2024	55.00
0	Walmart-CC	Station supplies	02/22/2024	37.70
108904	Aspen Mills Inc.	Clothing - Stock - N. Sjostrom	02/21/2024	1,198.70
108910	Comcast	Account #8772 10 529 0123708	02/21/2024	111.42
108915	Grainger Inc	Soap Dispenser	02/21/2024	40.81
108928	Ramsey County	Fleet Support Fee January 2024	02/21/2024	305.76
108932	Twin Cities Transport & Recovery	Tow charge	02/21/2024	200.00
Total for Department: 02 Public Safety				24,672.81
Department: 03 Public Works				
0	Allegra Print-CC	Operating Supplies	02/21/2024	89.34
0	Amazon.com- CC	Tire Groover Blade	02/21/2024	341.13
0	Amazon.com- CC	Dry erase board	02/22/2024	39.10
0	Apple-CC	iCloud Storage	02/22/2024	1.98
0	Corporate Connection, Inc.	Clothing - D. Turner	02/21/2024	50.00
0	Emergency Automotive Tech Inc	Backrack	02/21/2024	376.16
0	Fastenal Company Inc.	Batteries	02/21/2024	70.07
0	FleetPride	Vehicle Supplies	02/21/2024	211.66
0	Fusion Learning Partners-CC	2024 CEAM Conference - J. Freihamn	02/21/2024	520.00
0	Gary Carlson Equip-CC	Spectra LL300N-1 Package	02/22/2024	1,060.00
0	Home Depot- CC	Tools	02/21/2024	91.41
0	Home Depot- CC	Anti-fatigue mat	02/22/2024	52.27

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Menards-CC	PVC, Sealant	02/21/2024	79.00
0	Menards-CC	Studded T post	02/22/2024	75.75
0	MN Pollution Control-CC	Training Certification Admin	02/21/2024	23.49
0	Snap On-CC	extractor/prybar	02/21/2024	118.05
0	Snap On-CC	Pliers/Cutter/tools	02/22/2024	209.50
0	T Mobile-CC	Cell phones	02/21/2024	510.82
0	U of M-CC	Construction Installer In-Person course	02/21/2024	270.00
0	Walmart-CC	Detergent, cutlery	02/21/2024	70.24
108905	Beaudry Oil and Service	Unleaded 87 - 10% Ethanol	02/21/2024	10,370.29
108914	Frontier Precision, Inc.	Tape	02/21/2024	22.27
108915	Grainger Inc	Slip Hook	02/21/2024	139.68
108928	Ramsey County	Fleet Support Fee January 2024	02/21/2024	109.20
108930	Suburban Tire Wholesale, Inc.	Tires	02/21/2024	1,155.00
Total for Department: 03 Public Works				16,056.41
Total for Fund:100 General Fund				49,326.52

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 101 General Fund Donations				
Department: 02 Public Safety				
0	Amazon.com- CC	Animal training clickers	02/21/2024	68.25
0	Amazon.com- CC	Shop w/ a cop supplies	02/22/2024	215.81
0	Burlington Stores-CC	Shop w/ a cop - giftcard	02/21/2024	50.00
0	Caribou Coffee- CC	Coffee/Hot cocoa	02/21/2024	102.48
0	Chuck & Dons-CC	Dog food	02/22/2024	81.27
0	Costco-CC	Shop w/a cop food	02/21/2024	311.43
0	Kohl's-CC	Shop w/ a Cop - gift card	02/22/2024	500.00
0	Petco-CC	Ashes supplies	02/22/2024	75.85
0	REI-CC	Training supplies - Ashes	02/21/2024	32.54
0	Soldiers 6-CC	Ashes- decals/patches	02/22/2024	79.00
0	Target- CC	Shop w/ a Cop supplies	02/21/2024	735.90
0	Target- CC	Shop w/ a Cop - giftcards	02/22/2024	250.00
0	Walmart-CC	Shop with a Cop Supplies	02/21/2024	6,774.26
0	Walmart-CC	Shop w/ a Cop gift cards	02/22/2024	3,000.00
Total for Department: 02 Public Safety				12,276.79
Total for Fund:101 General Fund Donations				12,276.79

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
108933	Vinco, Inc.	Return Cellular Tower Escrow	02/21/2024	77.40
Total for Department: 00 General Function				77.40
Department: 03 Public Works				
0	Cadd Microsystems-CC	Subscription contract	02/22/2024	981.00
0	Ergotron-CC	Standing desk	02/22/2024	568.97
0	T Mobile-CC	Cell phones	02/21/2024	7.65
0	U of M-CC	Construction Site Mgmt Recertificatio	02/21/2024	130.00
Total for Department: 03 Public Works				1,687.62
Total for Fund:103 Contracted Engineering Svcs				1,765.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 01 General Government				
0	Adobe System-CC	Adobe stock 10 assetts/mo	02/21/2024	29.99
0	Google-CC	Google Play Subscription Renewal	02/21/2024	99.99
0	Pioneer Press-CC	Subscription	02/21/2024	25.30
Total for Department: 01 General Government				155.28
Total for Fund:110 Telecommunications				155.28

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 04 Recreation				
0	Amazon.com- CC	Long Flex Hoses	02/21/2024	35.42
0	Amazon.com- CC	Paper, timecards	02/22/2024	106.42
0	Comcast-CC	Monthly Service - Sandcastle Park	02/21/2024	290.42
0	Comcast-CC	Autumn Grove Park	02/22/2024	304.32
0	Cub Foods- CC	Holiday Craft Fair snacks/drinks	02/21/2024	54.93
0	Elizabeth Fletcher	Monday Yoga 1/8 - 2/12/24	02/21/2024	136.00
0	Epic Sports-CC	Volleyballs	02/22/2024	274.67
0	Fikes, Inc.	Restroom Supplies	02/21/2024	2,465.81
0	Frattallones-CC	Bolts/Screws	02/21/2024	44.98
0	Frattallones-CC	GFI	02/22/2024	39.18
0	Greg Fryer-CC	5 dashboard creation/installs	02/22/2024	810.00
0	Guitar Center-CC	Microphone system	02/22/2024	706.61
0	Home Depot- CC	Bolts	02/21/2024	178.28
0	Lifetime-CC	Folding Tables	02/22/2024	780.23
0	Lunds & Byerlys-CC	Nature at Nine supplies	02/21/2024	22.37
0	Menards-CC	Step Stools	02/22/2024	651.70
0	Mood Media-CC	Labor Tech	02/21/2024	403.50
0	Nitti Sanitation-CC	December Service	02/21/2024	566.34
0	Office Depot- CC	Flash Drive/Pens	02/21/2024	43.76
0	PetSmart-CC	Animal Supplies	02/22/2024	134.32
0	Ramsey County-CC	Environmental Health License	02/21/2024	587.00
0	Roseville Hockey Boosters-CC	Sponsorship	02/22/2024	250.00
0	Roseville Winner-CC	Water	02/21/2024	23.97
0	Sling-CC	Sling monthly payment	02/22/2024	54.25
0	Staples-CC	Office Supplies	02/21/2024	119.86
0	Walmart-CC	Cleaning supplies	02/21/2024	48.51
0	Webstaurant Store-CC	Coffee Percolators	02/22/2024	347.85
0	When I Work-CC	Small business plan	02/21/2024	90.00
0	Willie McCray	Basketball 20 Games 2/7/24	02/21/2024	3,100.00
108902	AARP Driver Safety Program	Driver Safety Refresher, Course ID A/	02/21/2024	60.00
108903	Action Sports of MN, Inc.	2024 Skateboard Camps Deposit	02/21/2024	1,200.00
108909	The Cleaning Authority, Inc.	January Monthly Cleaning	02/21/2024	3,855.60
108912	Davis Lock & Safe Inc	Keys	02/21/2024	89.90
108915	Grainger Inc	Fuse	02/21/2024	70.75
108916	Laura Hernandez	Credit for First Communion Lunch - L	02/21/2024	340.55
108918	International Chemtex Corp	Pump	02/21/2024	3,836.01
108919	ISI	Skate Show Endorsement - Roseville S	02/21/2024	25.00
108922	Kone Inc	Mechanic straight time	02/21/2024	724.36
108924	MR Cutting Edge	Ice Scraper Blade sharpen	02/21/2024	486.00
108929	Rapit Printing	Skate Tags	02/21/2024	2,012.03
108931	Total Mechanical Services, Inc.	C3 Trip - Supplies and labor	02/21/2024	7,901.00
Total for Department: 04 Recreation				33,271.90
Total for Fund:200 Recreation Fund				33,271.90

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 04 Recreation				
0	Bachman's-CC	Garden tools	02/22/2024	396.00
0	Beisswenger's Hardware-CC	Shovels	02/21/2024	98.59
0	Frattallones-CC	Fasteners	02/21/2024	8.18
0	Harbor Freight Tools-CC	Operating supplies	02/22/2024	882.13
0	Home Depot- CC	Saw, battery pack, drill, etc	02/22/2024	1,520.81
0	Menards-CC	Tools/supplies	02/21/2024	103.29
0	Nitti Sanitation-CC	December Service	02/21/2024	1,061.95
0	Orkin-CC	Pest Control	02/21/2024	75.00
0	Suburban Ace Hardware-CC	Adhesive	02/21/2024	19.98
0	SupplyHouse.com-CC	Water Fountain filters	02/22/2024	283.67
0	Tri State Bobcat-CC	Cordless, battery, Charger	02/22/2024	2,025.95
0	Walmart-CC	Batteries	02/22/2024	100.08
108926	Precision Landscape & Tree,Inc	Tree and Stump Removals	02/21/2024	12,314.00
Total for Department: 04 Recreation				18,889.63
Total for Fund:204 P & R Contract Maintenance				18,889.63

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 220 Municipal Community Band				
Department: 04 Recreation				
0	Daniel Kuch	Reimbursement for supply purchase	02/21/2024	4.20
Total for Department: 04 Recreation				4.20
Total for Fund:220 Municipal Community Band				4.20

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 221 Municipal Jazz Band				
Department: 04 Recreation				
0	Glen Newton	Big Band Director Monthly Payment -	02/21/2024	250.00
Total for Department: 04 Recreation				250.00
Total for Fund:221 Municipal Jazz Band				250.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	Mn Dept of Labor-CC	Building Permit Surcharge	02/21/2024	3,156.58
108913	Ehlers & Associates, Inc.	Dominium	02/21/2024	620.00
Total for Department: 00 General Function				3,776.58
Department: 02 Public Safety				
0	Amazon.com- CC	Fire escape ladder	02/21/2024	52.99
0	Cadd Microsystems-CC	Plan Review Software	02/22/2024	327.00
0	Mavericks-CC	Conference Meal	02/21/2024	121.76
0	Menards-CC	Training Supplies	02/21/2024	52.02
0	Sam's Club-CC	Conference Snacks	02/21/2024	156.51
0	Spartan Armor Systems-CC	Training Supplies	02/21/2024	901.00
0	T Mobile-CC	Inspector Cell phones	02/21/2024	281.44
0	Tactical Gear-CC	Training supplies	02/22/2024	109.13
0	U of M-CC	Continuing Education	02/22/2024	1,200.00
0	Vista Outdoor Operations-CC	Black Plate Carrier, Omega Elite Vest	02/22/2024	261.30
Total for Department: 02 Public Safety				3,463.15
Total for Fund:260 Community Development				7,239.73

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 01 General Government				
0	Amazon.com- CC	Toner	02/21/2024	83.79
0	Secretary of State-CC	Notary Membership	02/21/2024	120.00
0	SPS Works-CC	Notary Stamper	02/21/2024	29.30
0	USPS-CC	Postage	02/21/2024	947.76
0	USPS-CC	Postage	02/22/2024	916.46
108907	CenturyLink	Acct #333775723	02/21/2024	186.44
Total for Department: 01 General Government				2,283.75
Total for Fund:265 License Center				2,283.75

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 290 Police Forfeiture Fund				
Department: 02 Public Safety				
0	Barron County Waste-CC	Confiscated Drug Destruction	02/21/2024	100.00
Total for Department: 02 Public Safety				100.00
Total for Fund:290 Police Forfeiture Fund				100.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 401 Fire Vehicles Revolving				
Department: 02 Public Safety				
0	Amazon.com- CC	TV Mounts	02/21/2024	89.64
0	Amazon.com- CC	Duct fan, blower, TV mount	02/22/2024	95.58
0	Best Buy-CC	Oven/Stove	02/21/2024	4,949.98
0	Costco-CC	TV	02/21/2024	541.87
0	MacQueen Equipment	Fire Fighting Boots	02/21/2024	622.31
0	Rogue Fitness-CC	Gym equipment	02/22/2024	275.73
0	Rustic Firefighter-CC	Locker Plates	02/21/2024	744.00
0	Taylors Tins-CC	Building/Paint/Flooring Project	02/21/2024	2,252.00
Total for Department: 02 Public Safety				9,571.11
Total for Fund:401 Fire Vehicles Revolving				9,571.11

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 410 Building Improvements				
Department: 01 General Government				
0	B & H Photo-CC	Printer, monitor, mount, etc	02/22/2024	1,912.88
0	Ebay Inc-CC	Blackmagic Smartview Stand	02/22/2024	67.19
Total for Department: 01 General Government				1,980.07
Total for Fund:410 Building Improvements				1,980.07

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 411 Recreation Improvements				
Department: 04 Recreation				
0	Stantec Consulting Services Inc.	Dec 2023 Compost Site	02/21/2024	13,000.00
Total for Department: 04 Recreation				13,000.00
Total for Fund:411 Recreation Improvements				13,000.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 583 TIF #21 CPC Redevelopment				
Department: 10 Community Development				
108928	Ramsey County	TIF Admin Billing 2022	02/21/2024	511.86
Total for Department: 10 Community Development				511.86
Total for Fund:583 TIF #21 CPC Redevelopment				511.86

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 585 TIF District #17-Twin Lakes				
Department: 10 Community Development				
108928	Ramsey County	TIF Admin Billing 2022	02/21/2024	758.96
Total for Department: 10 Community Development				758.96
Total for Fund:585 TIF District #17-Twin Lakes				758.96

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 586 TIF #18 Sienna Green				
Department: 10 Community Development				
108928	Ramsey County	TIF Admin Billing 2022	02/21/2024	1,039.18
Total for Department: 10 Community Development				1,039.18
Total for Fund:586 TIF #18 Sienna Green				1,039.18

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 588 TIF District #20: McGough				
Department: 10				
108928	Ramsey County	TIF Admin Billing 2022	02/21/2024	511.86
Total for Department: 10				511.86
Total for Fund:588 TIF District #20: McGough				511.86

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 589 TIF District #22 Twin Lakes II				
Department: 10				
108913	Ehlers & Associates, Inc.	PAYGO Calculations	02/21/2024	860.00
108928	Ramsey County	TIF Admin Billing 2022	02/21/2024	573.64
Total for Department: 10				1,433.64
Total for Fund:589 TIF District #22 Twin Lakes II				1,433.64

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 05 Sanitary Sewer				
0	Menards-CC	Butane Torch	02/22/2024	82.76
0	T Mobile-CC	Cell phones	02/21/2024	166.55
0	Verizon-CC	Cell Phones	02/22/2024	160.14
108901	2277 Roseville West, LLC	PW Storage Lease Payment for March	02/21/2024	1,722.43
Total for Department: 05 Sanitary Sewer				2,131.88
Total for Fund:600 Sanitary Sewer				2,131.88

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
108906	DENNIS BROTT	Refund Check 003431-000, 213 GRA	02/21/2024	48.75
108911	ALAYNA DAHLKE	Refund Check 013505-000, 1244 SA	02/21/2024	425.30
108917	SIVA HUMAGAI	Refund Check 022518-000, 795 W CC	02/21/2024	294.72
108920	KAROLINA HOERL & JOSHUA BRE	Refund Check 022614-000, 1221 W C	02/21/2024	611.27
108923	KATHRYN MATTSON	Refund Check 002495-000, 1848 DEI	02/21/2024	189.45
Total for Department: 00 General Function				1,569.49
Department: 06 Water Fund				
0	Apple-CC	iCloud Storage	02/21/2024	0.99
0	Arden Hills-CC	Training Exams	02/21/2024	63.86
0	Davis Lock & Safe-CC	Keys	02/22/2024	42.00
0	Frattallones-CC	tools/supplies	02/22/2024	64.60
0	General Industrial Supply Co.	Operating supplies	02/21/2024	272.29
0	Menards-CC	Batteries	02/21/2024	21.66
0	Menards-CC	Butane	02/22/2024	89.24
0	Suburban Ace Hardware-CC	Sand Blaster Fittings	02/21/2024	27.47
0	T Mobile-CC	Cell phones	02/21/2024	193.47
0	Verizon-CC	Cell Phones	02/22/2024	222.24
108901	2277 Roseville West, LLC	PW Storage Lease Payment for March	02/21/2024	1,722.43
108927	Q3 Contracting, Inc.	Road Signs, etc.	02/21/2024	598.10
Total for Department: 06 Water Fund				3,318.35
Total for Fund:610 Water Fund				4,887.84

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 07 Golf Course				
0	Amazon.com- CC	Adjustable shelf, address labels	02/22/2024	46.59
0	Daves Auto-CC	Gas	02/22/2024	36.95
0	Home Depot- CC	Impact wrench	02/22/2024	426.43
0	Menards-CC	Gas can, spraypaint	02/22/2024	137.81
0	MIDC Enterprises- CC	Operating Supplies	02/22/2024	27.82
0	MN Dept of Agriculture-CC	Pesticide applicator	02/22/2024	10.22
0	MN Golf Course Superintendents Assn	Membership Renewal	02/21/2024	165.00
0	Nitti Sanitation-CC	December Service	02/21/2024	514.57
0	Ramsey County-CC	2024 Food License	02/21/2024	187.00
0	Restaurant Depot- CC	Cookies & Cocoa event supplies	02/21/2024	139.88
0	Target- CC	Markers - Cookies with Santa	02/21/2024	11.23
0	Uline-CC	Rope	02/21/2024	219.19
0	Walmart-CC	Office Chair	02/21/2024	104.04
Total for Department: 07 Golf Course				2,026.73
Total for Fund:620 Golf Course				2,026.73

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 08 Storm Water				
0	T Mobile-CC	Cell phones	02/21/2024	66.97
0	Verizon-CC	Cell Phones	02/22/2024	16.62
108901	2277 Roseville West, LLC	PW Storage Lease Payment for March	02/21/2024	1,722.43
Total for Department: 08 Storm Water				1,806.02
Total for Fund:640 Storm Drainage				1,806.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
108925	OECS - 170064	Safety Services for March	02/21/2024	525.00
Total for Department: 00 General Function				525.00
Total for Fund:710 Risk Management				525.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	North Suburban Access Corp.	RSVL Business Council Series 8/23/2:	02/21/2024	400.00
Total for Department: 00				400.00
Total for Fund:725 EDA Operating Fund				400.00

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 10.b.

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.

Requested Council Action

35 Motion to approve the submitted purchases or contracts for services and, where
36 applicable; the sale/trade-in of surplus items.
37
38

39 **Prepared by:** Joshua Kent - Assistant Finance Director

Attachments: 1. Over \$10,000 Items for Purchase or Sale Trade-in
2. CIP Project-Initiative Summary

40

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Parks & Recreation (Skating Center)	Becker Flooring, LLC	Resilient Rubber Flooring - Oval Lobby	(a)	\$ 50,000	\$ 47,825	2024 CIP
Parks & Recreation (Skating Center)	ECA Electrostatic	Exterior Painting	(b)	\$ 50,000	\$ 56,200	2024 CIP
Public Works (General Facilities)	SVL Service Corporation	Boiler Equipment	(c)	\$ 113,000	\$ 40,600	2024 CIP
Public Works (General Facilities)	SVL Service Corporation	Rooftop Air Conditioning Unit	(d)	\$ 275,000	\$ 144,380	2024 CIP

Key

- (a) The rubber flooring in the oval lobby/changing area is in need of replacement. Over time, all steps on the rubber surface (with skates or shoes) causes the rubber to wear down. We have been replacing pieces of the current rubber every year due to it wearing through to the concrete. Replacing pieces as needed is difficult due to the nature of the facility and foot traffic, it is not aesthetically pleasing as the look of the new rubber doesn't match. The wearing of the rubber flooring dulls skates which can make skating dangerous as well as diminish the experience of our users as well as the general public.
- (b) The current paint job was completed in 2014. The exterior should be painted every 10 years in order to protect the brick from deteriorating. It also is beginning to fade, so aesthetically, it is in need of a fresh coat.
- (c) The existing boilers at the Police Department are the original boilers and are 20 years old. They are at the end of their service life and scheduled for replacement in the 2024 CIP Budget. Staff has requested quotes from SVL (State Contract #23010401) and Yale, with SVL coming in at a lower price for the boiler equipment. Installation services are not being requested at this moment, and will brought to the Council for approval at a later date.
- (d) The existing rooftop air conditioning unit at the police department is the original equipment and is 20 years old. This equipment has had numerous issues and is due for replacement. The replacement is in the 2024 CIP Budget for \$275,000. This particular item is only for the equipment while staff is requesting additional quotes for installation of the unit. The installation quote will be brought before Council at a later date.



2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	OVAL: Lobby Rubber Flooring
Total Estimated Cost:	\$ 50,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The rubber flooring in the OVAL lobby/changing area is in need of replacement. Over time, all steps on the rubber surface (with skates or shoes) causes the rubber to wear down. We have been replacing pieces of the current rubber every year due to it wearing through to the concrete. Replacing pieces as needed is difficult due to the nature of the facility and foot traffic, it is not aesthetically pleasing as the look of the new rubber doesn't match. The wearing of the rubber flooring dulls skates which can make skating dangerous as well as diminish the experience of our users as well as the general public

Location:

OVAL lobby Rubber Flooring

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	ARENA: Exterior Painting
Total Estimated Cost:	\$ 50,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The current paint job was completed in 2014. The exterior should be painted every 10 years in order to protect the brick from deteriorating. It also is beginning to fade, so aesthetically, it is in need of a fresh coat.

Location:

Roseville Skating Center Arena Exterior

Memo

To: Michelle Pietrick, Finance Director
From: Jesse Freihammer, Public Works Director
cc: Jesse Freihammer, Public Works Director
Date: February 28, 2024
Re: Police Boilers

The existing boilers at the police department are the original boilers and are 20 years old. They are at the end of their service life and scheduled for replacement in the 2024 budget. The CIP identified \$113,000 to replace the boilers.

Staff requested quotes from vendors. The following quotes were received for just the equipment.

SVL – State Contract #23010401 - \$40,600

Yale - \$56,000

Request

Approve awarding the contract to SVL using state contract pricing of \$40,600.

Staff is requesting additional quotes for installation of the unit but the quotes received to date in addition to the cost of the new unit would be less than the budgeted amount of \$113,000 in the CIP.

Memo

To: Michelle Pietrick, Finance Director
From: Jesse Freihammer, Public Works Director
cc: Jesse Freihammer, Public Works Director
Date: February 27, 2024
Re: Police Rooftop Air Conditioning Units

The existing rooftop air conditioning unit at the police department are the original equipment and are 20 years old. This equipment has had numerous issues and is due for replacement. The replacement is in the 2024 budget. The CIP identified \$275,000 to replace the rooftop unit.

Staff requested quotes from vendors. The following quotes were received for just the equipment.

SVL – State Contract #23010401 - \$144,380

Yale - \$175,600

Trane - \$149,552

Request

Approve awarding the contract to SVL using state contract pricing of \$144,380

Staff is requesting additional quotes for installation of the unit but the quotes received to date in addition to the cost of the new unit would be less than the budgeted amount of \$275,000 in the CIP.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Accept 2023 Police Department Donations

Background

Over the years, the City of Roseville has received many donations from residents, program participants and affiliated groups. These gifts have been in the form of both materials and monies. When staff is notified of a potential donation, they make a determination of whether to recommend acceptance based on the suitability of the item for the city.

Per City Attorney, a resolution for acceptance of all donated funds is required per state law.

Policy Objectives

The Roseville Police Department strives to establish connections with all community members, especially historically disadvantaged groups, through community outreach initiatives. Many of the Department's initiatives are funded through the ongoing operating budget. However, some outreach initiatives such as Shop with a Cop, a program building relationships between police officers and disadvantaged youth, are funded through generous donations from residents, businesses and community groups. Community partnerships are vital in keeping Roseville a safe community for all.

The following is the City of Roseville's policy regarding the acceptance of donations:

- To avoid conflict of interest or appearance of impropriety, the solicitation of donations is not permitted except by authorization of the City Council for various City functions and events.
- Minnesota statute requires all donations to be officially accepted by the City Council.

Racial Equity Impact Summary

The Roseville Police Department utilizes donations to support community outreach initiatives including Shop with a Cop, homeless outreach, and youth mentorship programming, prioritizing building community and fostering public trust and legitimacy with historically disadvantaged groups.

Budget Implications

Acceptance of donations may result in a budget reduction.

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

* * * * *

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

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION NO. _____
A RESOLUTION ACCEPTING 2023 POLICE DONATIONS**

WHEREAS, the City of Roseville is generally authorized to accept donations of real and personal property for the benefit of its residents pursuant to Minnesota Statutes Section 465.03 and is specifically authorized to accept gifts for the benefit of its public recreational services pursuant to Minnesota Statutes Section 471.17;

WHEREAS, the following individuals have offered to donate to the City funds in the amount of \$25,826.77 for various Roseville Police Department programs, functions and events;

<u>Shop with a Cop</u>	
Patricia Harrison	\$2,000.00
Walmart	\$2,000.00
Bimbo Bakeries	\$4,080.00
Anonymous Cash	\$160.00
Roma & Michael Gregory	\$100.00
Glenn & Peggy Matthees	\$100.00
Amy Christensen	\$1,000.00
Barry Coyne & Susan Michalski	\$500.00
Diane Grigal	\$50.00
Barbara Esselman	\$100.00
Susan St. Marie	\$40.00
Michael & Carol Garbisch	\$100.00
Mary Cardinal	\$200.00
Mary Jungmann	\$250.00
Thomas & Karola Rauer Trust	\$100.00
Karin & Patrick Mascia	\$100.00
Hubert & Julianne Thibodeau	\$200.00
McMonigal Architects	\$100.00
S E Van Zanden	\$50.00
Carol Hansen	\$100.00

41	Mary & Richard Fowler	\$500.00
42	Marie Lynch Living Trust	\$30.00
43	John & Sharon Brusegard	\$25.00
44	James and Nancy Pirkel	\$75.00
45	Maureen Stoen	\$50.00
46	Patricia Dankert	\$50.00
47	Beth Lewis	\$50.00
48	Scott & Jill Cordes	\$300.00
49	Kathie Mapes	\$200.00
50	Diane Rosga	\$50.00
51	Carl and Mary Herbst	\$100.00
52	Martha McCusker	\$100.00
53		
54	<u>Community Outreach Programs</u>	
55	Patricia Harrison	\$6,000.00
56	Calvary Church (\$50 gift cards)	\$3,500.00
57	Twin City Chinese Christian Church	\$1,500.00
58	Angela and Stephen Budd	\$30.00
59	L. L. or J. G. Monette	\$120.00
60	Gloria Bjorkman	\$20.00
61	Susan Gabel	\$500.00
62	Gary Shueler	\$25.00
63	St. Michael's Evangelical Lutheran Church	\$250.00
64		
65	<u>Police Explorers</u>	
66	Jamie Guertin	\$50.00
67	Edwin Caceres Olivo	\$25.00
68	Rev Dr Joshua and Katherine Miller	\$110.00
69	Anonymous Cash Donations	\$836.77
70		
71	Total 2023 Donations:	\$25,826.77

72
73
74 WHEREAS, the above-referenced donations have no further conditions on their
75 acceptance;

76
77 WHEREAS, the donations are contributed to the City for the benefit of its residents and
78 public recreational services; and,

79
80 WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

81
82 NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council, on behalf of the City
83 of Roseville, Minnesota, hereby accepts the gift of the donations described herein.
84

85 The motion for the adoption of the foregoing resolution was duly seconded by Member
86 and upon vote being taken thereon, the following voted in favor thereof: and the following
87 voted against the same:
88

89 WHEREUPON said resolution was declared duly passed and adopted.
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97 STATE OF MINNESOTA)
98) ss
99 COUNTY OF RAMSEY)

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101
102
103 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County
104 of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
105 foregoing extract of minutes of a regular meeting of said City Council held on the ___th day of
106 _____, 2024 , with the original thereof on file in my office.
107

108 WITNESS MY HAND officially as such Manager this ___th day of _____, 2024.
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114 _____
Patrick Trudgeon, City Manager
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117 (SEAL)
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Receive Annual Police Forfeiture Accounts Summary

Background

In 2011, the City Council asked for an annual summary of information related to the year's activities in the forfeiture accounts (Attachment 1). An updated memorandum providing summary information on police forfeiture funds is attached as a reference (Attachment 2).

Policy Objectives

Accept summary information of account activities.

Racial Equity Impact Summary

Upon review, staff did not identify a disparate racial equity impact in relation to this request for council action. However, as noted in the 2023 Forfeiture Accounts Summary, the Police Department adjusted its DWI forfeiture procedures to increase the vehicle value threshold. Forfeiting a vehicle can have unintended and disparate impacts on families based on income levels.

Budget Implications

There is no cost to the City.

Staff Recommendations

Staff recommends City Council accept summary memorandums on forfeiture accounts.

Requested Council Action

Request City Council accept summary memorandums on forfeiture accounts.

Prepared by: Erika Scheider, Chief of Police

Attachments:

1. Attachment 1_2011 Police Department Memo to Council on Forfeitures
2. Attachment 2_2023 Police Forfeiture Funds Summary



MEMORANDUM

DATE: August 25, 2011

TO: City Manager Bill Malinen

FROM: Chief Rick Mathwig

SUBJECT: Forfeiture Information

This memorandum is in response to Mayor Roe's request for a report related to questions raised by a citizen.

Property seized and ultimately forfeited by the Roseville Police Department is governed by Minnesota statutes: 169A.63 as it pertains to vehicle forfeitures for aggravated drunk driving arrests, and 609.531 as it pertains to vehicle and property seized for designated offenses such as narcotics, burglary, and other crimes.

Other property forfeited by the Police Department, not governed by Minnesota statutes, is generally related to our narcotics officer assigned to the Ramsey County's Violent Crime Enforcement Team (VCET). A percentage of their forfeitures are in concert with federal agencies such as the DEA. Those forfeitures are under the direction of federal laws which are similar to those in Minnesota.

Each Minnesota statute contains numerous subdivisions which strictly control forfeitures and the appeal processes afforded to those whose property is seized by law enforcement.

Upon seizure of property to be forfeited the owner is issued a receipt for the property and is issued written documentation on how to contest the seizure in court. This information is written in multiple languages and the law enforcement agency must be certain the person understands the seizure and the appeal process or the seizure will be considered invalid.

Once property has been legally seized and forfeited state statutes dictate how the proceeds should be dispersed. This process differs among crimes, but involving aggravated DWI offenses, the law enforcement agency retains seventy percent of the proceeds and thirty percent is forwarded to the prosecuting attorney. For crimes involving narcotics, burglary, etc., percentages differ but in general the law enforcement agency retains seventy percent of the proceeds, twenty percent is forwarded to the prosecuting attorney and the remaining ten percent is sent to the State of Minnesota's Crime Victim's Fund.

The Minnesota Peace Officers Standards and Training Board (POST) is the state entity that holds all professional licenses of peace officers in Minnesota. POST provides many functions one of which is offering model policies based on best practices in law enforcement. Some of the model policies are considered mandatory; *Procession of Property Seized for Administrative Forfeiture* is a required policy of all law enforcement agencies in Minnesota. The model policy was implemented in 2011. The model policy did not change our forfeiture operations in any significant manner.

Minnesota statutes mandate every forfeiture be reported to the Office of the State Auditor.

The citizen's questions raised to the Council are directly related to the now defunct Gang Strike Force and not my Department. I do not have intimate details of the Gang Strike Force's former operations but what has been established is some members of the Gang Strike Force disregarded state and federal statutes which dictate the process of seizing and ultimately forfeiting property from suspects in criminal activity.

These web links will allow access to expanded information on forfeiture guidelines and regulations.

Forfeitures related to aggravated DWI offenses:
<https://www.revisor.mn.gov/statutes/?id=169A.63>

Forfeitures related to other crimes: <https://www.revisor.mn.gov/statutes/?id=609.531>

Model policies of POST: <https://dps.mn.gov/entity/post/model-policies-learning-objectives/Pages/default.aspx>

The citizen's questions also address the expenditure of forfeiture funds. State statutes mandate the funds are to be used to "supplement" law enforcement's activities and budgets. Historically, the Department has used forfeited funds related to aggravated DWI offenses to supplement its efforts in combating DWI. The Department has used forfeited funds related to other crimes in a more general sense in supplementing budgetary limitations. Many times expenses related to the Roseville members of East Metro SWAT are paid by this forfeiture account.

All expenditures are authorized by the Chief of Police and paid by the Finance Department.

There is no manner to realistically forecast expected expenditures of these accounts as forfeiture statutes mandate the funds be used to "supplement" the financial needs of a law enforcement agency and not replace budgetary funding.

The forfeiture accounts have been used to bridge the CIP shortfall and actual needs of the Department in effectively and efficiently providing public safety functions to the citizens, businesses and visitors to Roseville.

There are many day to day operational items that have been purchased by these funds to include: automobile window tint meters, Tasers, legal defense related to forfeitures which is outside the contract of the city attorney, preliminary alcohol breath test meters, over \$100,000 was used to purchase the Department's current mobile computers, Police Reserve appreciation dinner, and many other uses. I expect future expenditures will be similar to the past.

I hope this memorandum provides enough guidance on the criminal forfeiture process and am willing to answer additional questions.

MEMORANDUM

Attachment 2



DATE: February 26, 2024

TO: City Manager Patrick Trudgeon

FROM: Chief of Police Erika Scheider

SUBJECT: Summary information on Police Forfeiture funds

In August of 2011, Council requested an annual document summarizing forfeiture account activities. The accompanying memorandum, which describes the Police Department's forfeiture accounts, serves as foundation.

The Police Department forfeiture accounts are labeled as: Federal Equitable Sharing- Narcotics, Narcotics Forfeiture, and Alcohol Forfeiture.

- The Federal Equitable Sharing- Narcotics account holds funds forfeited for federal controlled substance violations. As of July, 2018, per new federal guidelines, equitable sharing funds are no longer dispersed to local agencies as funds are used to support task force (Ramsey County Violent Crime Enforcement Team) operations.
- The Narcotics Forfeiture account holds funds forfeited for controlled substance offenses and other "designated offenses", as defined in Minnesota statutes. In 2020, the Department completed a comprehensive policy and procedure manual revision. Per policy, beginning in 2021, the Department no longer pursues cash forfeitures under \$2,000 due to the unintended impacts on low-income communities.
- The Alcohol Forfeiture account holds only funds forfeited for DWI related offenses. In 2018, the Department altered its operating procedures on forfeiting vehicles. The Department will only forfeit vehicles driven in felony DWI offenses and those vehicles must have a value of at least \$5,000.

This change was made for the following reasons:

- Forfeiting a vehicle can have unintended and disparate impacts on families based on income levels.
- Over the past three years, the Department lost over \$25,000 forfeiting vehicles due to expenses and the low return rate at auction, etc.
- Access to secure storage parking lots is expensive.
- Ramsey County judges are increasingly ruling in favor of innocent owner claims.
- Ramsey County judges are returning vehicles to arrested parties and the Department is mandated to pay storage costs.

49 FORFEITURE ACCOUNT ACTIVITY IN 2023:
50
51 Federal Equitable Sharing- Narcotics
52 Beginning balance = \$86,220
53 Ending balance = \$86,602
54
55 Summary of Revenue:
56 • No forfeiture revenue aside from interest income
57
58 Summary of Purchases:
59 • Professional services for cold case investigation- \$1,400
60
61
62 Narcotics Forfeiture
63 Beginning balance = \$40,857
64 Ending balance = \$34,666
65
66 Summary of Revenue:
67 • Property (no owner) auction proceeds- \$4,565
68 • Ramsey County VCET HIDTA OT (waiting on one payment)- \$5,378
69
70 Summary of Purchases:
71 • Ramsey County VCET HIDTA OT details- \$7,419
72 • Ramsey County SWAT annual team contribution- \$5,000
73 • Law enforcement signage for PD lobby- \$900
74 • Medicine disposal bags- \$856
75 • Verizon (data costs)- \$559
76 • Costs related to destruction of drugs- \$100
77 • Other nominal costs related to police services
78
79
80 Alcohol Forfeiture
81 Beginning balance = \$182,386
82 Ending balance = \$174,511
83
84 Summary of Revenue:
85 • No forfeiture revenue aside from interest income
86
87 Summary of purchases:
88 • Enforcement/officer safety equipment: ballistic shield- \$9,187
89 • PBT equipment- \$125
90 • DUI enforcement equipment- \$2,240
91 • Costs related to alcohol compliance checks- \$445
92 • Other nominal costs related to DWI enforcement services
93
94 *All information accurate as of 2/26/2024*

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024
Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Approval of Application for 2024 AARP Community Challenge Grant

Background

The general overarching mission of the Roseville Police Department (RPD) is to provide public safety services for the City of Roseville. The Department recognizes first hand that public safety is more than responding to crime. Often, crime and safety can be attributed to underlying factors within the realms of human services and public health.

The Roseville Police Department has had an embedded housing navigator serving within the Community Action Team (CAT) since 2021. The outreach worker supports individuals and families experiencing homelessness - navigating resources to secure safe and stable housing. The navigator assesses individuals' unique needs to remove barriers to long-term stable housing. The position has been instrumental in helping members of the community overcome systematic inequities related to safe and stable housing.

Additionally, since 2022, the Community Action Team has had two embedded social workers through an innovative partnership with Ramsey County's Crisis Unit (RCC) and one through a partnership with People Incorporated. The three social workers provide a proactive approach to assisting community members with mental health crises while helping individuals and their families navigate the healthcare system through crisis support, referrals, and education services.

Funding through the 2024 AARP Community Challenge Grant (Attachment) would support the work of the Community Action Team's embedded housing navigator and social workers, specifically assisting those in the community who are elderly, living with mental illness and housing insecurities. Funding would allow them to become mobile outreach units, with technology and resources to provide onsite in-person help to individuals navigating the complex and often overwhelming housing assistance system. The housing navigator and/or social worker would bring laptops to walk people through applying for benefits on the spot with assistance or, if they prefer, print off a paper application, which they could help them complete and submit. The CAT outreach workers would also have access to databases of resources through 211 and other organizations to print off materials for clients.

The 2024 AARP Community Challenge Grant seeks to fund innovative projects supporting a range of housing options that increase the availability of accessible and affordable choices for community members, especially those age 50 and older. Applications are due by March 6, 2024.

Policy Objectives

The Roseville Police Department seeks to expand outreach services available to individuals and families impacted by housing instability. Seeking innovative funding opportunities to enhance these services advances the City's community aspiration of being secure in our diverse and quality housing and neighborhoods.

Racial Equity Impact Summary

Historically marginalized groups, including people of color, are disproportionately impacted by homelessness due to structural racism and disparities in access to health care, economic opportunities, housing, and education. Roseville is not immune from these disparities. This initiative seeks to disrupt the disparities that exist by expanding housing services available to those who are experiencing housing instability, especially those age 50 and older.

Budget Implications

There is no City match required for the 2024 AARP Community Challenge Grant.

Staff Recommendations

Staff recommends Council authorizes the Roseville Police Department to submit a 2024 AARP Community Challenge Grant to support the efforts of our embedded outreach workers as they strive to help members of our senior community navigate resources and overcome barriers to safe and stable housing.

Requested Council Action

Approve the Police Department's request to apply for funding through the 2024 AARP Community Challenge Grant.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. 2024 AARP Community Challenge RFP



AARP COMMUNITY CHALLENGE

Grants to make communities livable for people of all ages
aarp.org/CommunityChallenge

2024 AARP Community Challenge

*A grant program to make communities **more livable** for people **of all ages** with **tangible improvements** that jump-start long-term change*

AARP invites you to submit applications for quick-action projects that can help your community become more livable for all residents, especially those age 50 and over.

Applications must be submitted through aarp.org/communitychallenge and are due by March 6, 2024, 5:00 p.m. ET / 2:00 p.m. PT.

All projects must be completed by December 15, 2024.

AARP LIVABLE COMMUNITIES

AARP Livable Communities supports the efforts of neighborhoods, towns, cities and counties nationwide to become more livable for all. We believe that communities should provide safe, walkable streets; affordable and accessible housing and transportation options; access to needed services; and opportunities for residents, especially those age 50 and older, to participate in civic and community life.

AARP has offices in every state, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and is working with local leaders in the more than 800 communities that are part of the [AARP Network of Age-Friendly States and Communities](http://aarp.org/NetworkofAgeFriendlyStates). Our vision is for a future in which all communities—urban, suburban and rural—are great for people of all ages.

AARP COMMUNITY CHALLENGE

It takes time to build great communities, but quick actions and tangible improvements can help spark long-term progress. To support this, in 2017 AARP launched the AARP Community Challenge to fund projects that build momentum for change.

Since then, the AARP Community Challenge has invested \$16.4 million through 1,370 grants that have demonstrated the ability to:

- Improve communities with **tangible changes**
- Leverage **additional funds** and support from public, private and philanthropic funders
- Advance change and **overcome policy barriers**
- Lead to new relationships and greater **awareness and engagement** with the effort

AARP is currently soliciting applications for 2024 funding. Applications are due by March 6, 2024, 5:00 p.m. ET / 2:00 p.m. PT, and all projects must be completed by December 15, 2024.

Applications must be submitted through aarp.org/communitychallenge. See Attachment A for the sample application.

GRANT OPPORTUNITY AREAS

In 2024, the AARP Community Challenge is accepting applications across three different grant opportunities. Each opportunity will receive a consistent approach to scoring (see the **Scoring** section below).

➤ **Flagship Grants**

In AARP's flagship Community Challenge grant program, grants have ranged from *several hundred* dollars for smaller, short-term activities to *tens of thousands* of dollars for larger projects. Since 2017, AARP has funded projects ranging from \$500 to \$50,000 with an average grant amount of \$11,900 (83% of grants have been under \$20,000). AARP also reserves the right to award compelling projects of any dollar amount. We are accepting applications for projects that benefit residents (especially those age 50 and older) in the following categories:

- Creating vibrant **public places** that improve open spaces, parks and access to other amenities;
- Delivering a range of **transportation** and mobility options that increase connectivity, walkability, bikeability and access to public and private transit;
- Supporting a range of **housing** options that increases the availability of accessible and affordable choices;
- Increasing **digital connections** by expanding high-speed internet and enhancing digital literacy skills of residents;
- Supporting **community resilience** through investments that improve disaster management, preparedness and mitigation for residents;
- Improving **community health and economic empowerment** to support residents' financial well-being and improve health outcomes.

➤ **Capacity-Building Microgrants**

Combining \$2,500 grants with additional resources, *such as webinars, cohort learning opportunities, up to two hours of one-on-one coaching with leading national organizations and AARP publications*, this grant opportunity will accept applications for projects that benefit residents (especially those age 50 and older) in the following categories:

- **NEW! Bike Audits** – Implement bike audit assessments to enhance safety and bikeability in communities (especially for people age 50-plus), with support from [League of American Bicyclists](#) and using the [AARP Bike Audit Tool Kit](#).
- **NEW! HomeFit® Modifications** – Implement education, simple home modifications and/or easy home safety and accessibility solutions to make “lifelong homes” (especially for people age 50-plus), with support from [RL Mace Universal Design Institute](#) and using the [AARP HomeFit® Guide](#).

- **Walk Audits** – Implement walk audit assessments to enhance safety and walkability in communities (especially for people age 50-plus), with support from [America Walks](#) and using the [AARP Walk Audit Tool Kit](#).

➤ **Demonstration Grants**

Supporting demonstration efforts that encourage replication of promising local efforts, this grant opportunity will accept applications for projects that benefit residents (especially those age 50 and older). While there is not a defined budget range for this category, similar projects tend to fall between \$10,000-\$20,000 and will not exceed \$50,000. Applications will be accepted in the following categories:

- **NEW!** Enhancing **digital connectivity to prepare and respond to disasters** for residents (especially those age 50-plus), the importance of which is discussed in the [AARP Disaster Resilience Tool Kit](#).
- **NEW!** Facilitating **equitable engagement to reconnect communities** that have been divided by infrastructure (with a focus on people age 50-plus), as highlighted in AARP's award-winning [Before the Highway](#) article series.
- Implementing **housing choice design competitions** that increase community understanding of the benefits of a variety of housing options including [accessory dwelling units](#), [Missing Middle Housing](#), tiny homes and other housing solutions (especially for people age 50-plus), and encourage implementation of policies that enable greater choice in housing.

See **Attachment C** for examples from previous AARP Community Challenge funded projects.

Eligible Organizations may apply for more than one grant opportunity and may submit multiple applications.

ELIGIBILITY

Each project must satisfy the guidelines as described in the **GRANT OPPORTUNITY** section above **and** the following Organization Type, Mission Focus and Project Type criteria to be eligible:

- **ORGANIZATION TYPE:** The program is open to the following types of organizations:
 - **501(c)(3), 501(c)(4) and 501(c)(6) nonprofits** (*Nonprofit organizations must be recognized by the IRS to receive funds.*)
 - **Government entities**
 - **Other types** of organizations considered on a case-by-case basis. (*Funds will not be provided to any for-profit company, nor individuals. However, AARP does allow for IRS recognized 501(c)(3), 501(c)(4) and 501(c)(6) tax-exempt nonprofit organizations or government entities to serve as fiscal sponsors of grants.*)
- **MISSION FOCUS:** AARP will evaluate each project based on its consistency with the AARP mission to serve the needs of people 50-plus.
- **PROJECT TYPE:** AARP Community Challenge grants may be used to support three project types. Project types described below will be prioritized over those that support ongoing programming or events.
 - **Permanent physical improvements** in the community
 - **Temporary demonstrations** that lead to long-term change
 - **New, innovative programming** pilots or services

PROJECTS THAT ARE INELIGIBLE

The following projects are **NOT** eligible for funding:

- Partisan, political or election-related activities
- Planning activities and assessments and surveys of communities without tangible engagement
- Studies with no follow-up action
- Publication of books or reports
- Acquisition of land and/or buildings
- Purchase of a vehicle (such as a car or truck)
- Sponsorships of other organizations' events or activities
- Research and development for a nonprofit endeavor
- Research and development for a for-profit endeavor
- The promotion of a for-profit entity and/or its products and services

SCORING

Eligible projects will be assessed on:

- **IMPACT (45 points)** – The project addresses a clear need that brings positive change and demonstrates the ability to overcome barriers and accelerate, grow and/or sustain the community's efforts to become more livable for residents (especially those age 50 and older).
- **EXECUTION (30 points)** – Applicants demonstrate capacity to deliver the AARP Community Challenge project on time and within the awarded budget, effectively engage residents and key stakeholders, and leverage volunteers (especially those age 50 and older) in the execution.
- **ADDRESSING DISPARITIES (15 points)** – The project addresses disparities for people of color and/or other historically marginalized groups, including community members of all ages (especially those age 50 and older), abilities, incomes, races, ethnicities, sexual orientations, gender identities and other backgrounds.
- **INNOVATION (10 points)** – The project demonstrates creativity or unique design or engagement elements which will contribute to its impact on residents (especially those age 50 and older).

APPLICATION REQUIREMENTS

- Applicants must meet the eligibility requirements.
- Applications must be submitted through AARP.org/CommunityChallenge with all pertinent information by March 6, 2024, 5:00 p.m. ET / 2:00 p.m. PT.
- Late or incomplete applications will not be reviewed.

GRANT SELECTION

Grant recipients will be selected by an AARP panel of experts on aging, community development and livable communities. Projects will be judged on the degree to which their goals make an immediate change that leads to longer-term impact and meet all other selection criteria.

GRANT SELECTION NOTIFICATION

Grant recipients and unselected applicants will be notified by email in May 2024. Selected applicants must execute and email a binding Memorandum of Understanding and completed vendor forms to AARP by June 12, 2024. Noncompliance with this deadline may result in disqualification or delayed funding.

2024 TIMELINE

Dates	Key Activity
March 6, 2024, 5:00 p.m. ET / 2:00 p.m. PT	Deadline for applications.
Mid-May, 2024	Selected and non-selected applicants will be notified of their status via email.
June 12, 2024	Deadline for MOU (memorandum of understanding) and vendor forms to be completed and returned by selected applicants to AARP.
June 26, 2024 (tentative)	Public announcement of selected grantees to public and date upon which projects can begin.
December 15, 2024	Deadline for project completion.
December 31, 2024	Deadline for After-Action Report.

ADDITIONAL OPPORTUNITIES

An Opportunity for Other Possible AARP Funding:

By submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

Note Regarding Other Potential Funders:

AARP might be contacted by other potential funders that could be interested in funding projects that were not

funded through the AARP Community Challenge. The potential funders may have additional process steps and funding requirements than those of the AARP Community Challenge. If requested, AARP would like to send your contact information, organization name and a short description of the proposal, including the community where the project would take place (“Project Information”). Please note that these projects will be subject to any potential funder’s own terms, conditions and review. Please indicate in your application whether or not you give permission to AARP to share your Project Information with other potential funders. We will alert you before this Project Information is given to potential funders.

SUBMISSION TERMS AND CONDITIONS

If you submit this application, you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with submission and evaluation of your organization’s application.

By submitting an application to AARP, the applicant agrees that:

- The decisions of AARP regarding the eligibility of applicants and the validity of entries shall be final and binding.
- All submissions will be judged by AARP, whose decisions and determinations as to the administration of the award and selection of award recipients are final.
- AARP has the right, in its sole discretion, to cancel, or suspend the award.
- All projects and applications shall not violate any third-party rights.
- Except where prohibited by law, participation in the AARP Community Challenge constitutes the Applicant’s consent to AARP’s use of the organization’s name and corporate logo, street address, city, state, zip code, county, and names, likenesses, photographs, videos, images, and statements made or provided by the Applicant’s representatives regarding the award for promotional purposes in any media without further permission, consent, payment or other consideration.
- For the *Flagship* or the *Demonstration Grant*, the organization agrees to carry and maintain comprehensive general liability and professional liability in an amount not less than one million dollars (\$1,000,000) and workers’ compensation insurance in an amount as required by applicable law covering all personnel engaged in the execution of the grant.
- For the *Capacity-Building Microgrant*, the organization agrees to carry and maintain comprehensive general liability insurance in an amount that’s appropriate to cover the potential liability of the project as determined by the organization.
- All promotional materials (such as newsletters, press releases), events and signage related to the funded project will include a statement indicating that support was received from AARP.

- The organization is required to capture photos of the project and is encouraged to capture video. As the organization captures photos and video of the project, if an identifiable individual appears in the photos and/or videos, the organization is responsible for having him/her sign the AARP General Release (this document will be provided to grantees with the MOU and other required paperwork). In addition, the organization should not include any element in photos or videos provided to AARP that may violate third party rights such as artwork and trademarks in text and logo other than those owned by the organization and AARP. The organization should be prepared to send work in progress photos to AARP upon request. Following the grant period, grantees are required to respond to periodic requests for updates from AARP.
- The submission of the After-Action Report at the conclusion of the project is required by the deadline. Failure to submit the required report will result in the removal from the AARP website until the time of submission, and non-completion will disqualify an applicant from future AARP Community Challenge grant programs.
- AARP and its affiliated organizations, subsidiaries, agents and employees are not responsible for late, lost, illegible, incomplete, stolen, misdirected, illegitimate, or impermissible submissions or any other error whether human, mechanical or electronic.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 10.f.

Department Approval

City Manager Approval



Item Description: Approve Memorandums of Understanding with Law Enforcement Labor Services Unions representing Police Sergeants, Lieutenants and the Deputy Chief regarding Retention Incentive Payment

Background

The City of Roseville currently has collective bargaining agreements with Roseville Police Sergeants (LELS Local 436), Roseville Police Lieutenants (LELS Local 431) and the Roseville Deputy Police Chief (LELS Local 478) that expire at the end of 2024. At the end of 2023, the City entered into a new collective bargaining agreement for Roseville Police Officers (LELS Local 112) that will be in place through the end of 2025.

As a result of the new police officer contract and subsequent adjustment of wage rates for officers, there are now 3 members of the Sergeants bargaining unit that make less than a couple of long-tenured police officers. As it is not desirable to have supervisors making less than those that they supervise and given that the existing union contracts don't address the wage compression and resulting pay overlap, the City Manager is requesting that the City Council approve a one-time retention incentive for the members of the Sergeant, Lieutenant, and Deputy Chief Unions through the attached Memorandums of Understanding (MOUs). Approval of the MOU will allow the City to address the wage overlap and help retain our Sergeants, Lieutenants, and Deputy Chief until such time a new contract is approved with all three unions. The City Manager is recommending that all three union members receive a one-time retention incentive, since only adjusting the Sergeants would lead to wage compression issues with the Lieutenant and Deputy Chief bargaining units.

To ensure that all Sergeants will be above the pay of our most senior police officers, one sergeant will need to receive a one-time payment of \$5,895. The remaining 7 Sergeants, 2 Lieutenants, and the Deputy Chief would receive a \$5,000 adjustment for a total cost of \$55,895. The City Manager recommends that the retention incentives are paid from the existing balance of Public Safety Aid received from the State of Minnesota. With this expenditure, the City will have approximately \$187,000 of Public Safety Aid remaining after accounting for amounts allocated in the 2024 budget.

As part of the agreement, the individuals receiving the retention incentive payment must stay with the City for at least 12 months or be required to reimburse the City for the total amount of the incentive.

Policy Objectives

The city's mission is to provide ethical, efficient, and responsive local government, in support of community aspirations, guided by the policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations. Ensuring that employees are paid commensurate with their skills, knowledge, and experience is fundamental in ensuring that the City's mission and aspirations are met.

Racial Equity Impact Summary

No formal racial equity analysis was done as part of this request.

Budget Implications

The costs of implementation of the three MOUs is \$55,895 and will be paid for from the existing balance of Public Safety Aid received from the State of Minnesota.

Staff Recommendations

Staff recommends approval of the MOUs for the Law Enforcement Labor Services Local 431, 436, and 478 in order to provide for a one-time employee retention incentive.

Requested Council Action

Motion to approve the MOUs for the Law Enforcement Labor Services Local 431, 436, and 478 in order to provide for a one-time employee retention incentive.

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

Attachments:

1. LELS 436 (Sergeants) Retention Incentive MOU
2. LELS 431 (Lieutenants) Retention Incentive MOU
3. LELS 478 (Deputy Chief) Retention Incentive MOU

MEMORANDUM OF UNDERSTANDING

WHEREAS, Law Enforcement Labor Services, Inc. (“Union”) and the City of Roseville (“the City”) are parties to a Labor Agreement for the time period of January 1, 2022 through December 31, 2024 (Local Number 436) (the “Labor Agreement”); and

WHEREAS, the City retains all of its management rights in Minn. Stat. § 179A.07, subd. 1; and

WHEREAS, the Labor Agreement covers the following job classification: Police Sergeant (collectively, the “Members and individually as “Member”); and

WHEREAS, in 2023, the Union represented other employees of the police department during negotiations of a Labor Agreement covering the Police Sergeant job title, which included market adjustments to wages in order to ensure retention of Police Sergeants; and

WHEREAS, the City intends the negotiation of the next Labor Agreement with Members to include a market adjustment; and

WHEREAS, the City wishes to offer the Members retention incentive pay, to retain Members as employees of the City even though they are in the middle of the term of the Labor Agreement and have not negotiated a market adjustment; and

WHEREAS, in exchange for Members’ agreement to continue their employment with the City for a specified period of 12 months, as a means of maintaining adequate Department staffing in the near term to serve the residents of the City; and

WHEREAS, the City wishes to offer the Members one retention incentive payment as described in the attached and incorporated Exhibit A.; and

WHEREAS, the parties have agreed to the terms and conditions relating to the retention incentive pay and wish to memorialize their agreement in this Memorandum of Understanding (“MOU”).

NOW, THEREFORE, the City and the Union agree as follows:

1. By April 1, 2024, the City will offer its retention incentive payment to all Members employed by the city before January 1, 2024, in the amount described in Exhibit A.
2. As a condition of receipt of the payment, Members must sign a written agreement that they will continue their employment with the City for at least 12 months. Members who decline to sign such an agreement will not be eligible for the incentive payment. (A form of the Agreement is attached and incorporated into this MOU as Exhibit B.)
3. Any Member accepting a retention incentive payment pursuant to this MOU who voluntarily leaves employment with the City prior to the end of the 12-month continued

employment period must reimburse the City for the total amount received for said incentive period. The City and the Member will agree on the legal terms and options for repayment to the City, including but not limited to authorization from the Member allowing the City to deduct amounts owed from the Member's final paycheck and accrued leave banks and agreeing to cooperate on a repayment schedule for remaining funds owed.

4. By entering into this MOU, the City is not waiving its management rights or employer authority under the Labor Agreements. The City will retain all inherent managerial functions not specifically limited by the Labor Agreement.
5. This MOU will not be used as evidence of any past practice or precedent with respect to future benefits or retention incentive pay to Members.
6. This MOU will expire 12 months after issuance of the incentive payment to any eligible Members.

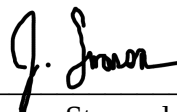
CITY OF ROSEVILLE

Mayor, Daniel Roe

City Manager, Patrick Trudgeon

LAW ENFORCEMENT LABOR SERVICES, INC.

Union Business Agent



2/27/2024

Union Steward

EXHIBIT A

Retention Adjustment	
Koehler	\$ 5,895
Swanson	\$ 5,000
Freese	\$ 5,000
Holtmeier	\$ 5,000
Eckert	\$ 5,000
Brake	\$ 5,000
Lopez	\$ 5,000
Johnson	\$ 5,000

MEMORANDUM OF UNDERSTANDING

WHEREAS, Law Enforcement Labor Services, Inc. (“Union”) and the City of Roseville (“the City”) are parties to a Labor Agreement for the time period of January 1, 2022 through December 31, 2024 (Local Number 431) (the “Labor Agreement”); and

WHEREAS, the City retains all of its management rights in Minn. Stat. § 179A.07, subd. 1; and

WHEREAS, the Labor Agreements cover the following job classification of Police Lieutenant (collectively, the “Members” and individually as “Member”); and

WHEREAS, in 2023, the Union represented other employees of the police department during negotiations of a Labor Agreement covering the Police Lieutenant job title, which included market adjustments to wages in order to ensure retention of Police Lieutenants; and

WHEREAS, the City intends the negotiation of the next Labor Agreement with Members to include a market adjustment; and

WHEREAS, the City wishes to offer the Members retention incentive pay to retain Members as employees of the City even though they are in the middle of the term of the Labor Agreement and have not negotiated a market adjustment; and

WHEREAS, in exchange for Members’ agreement to continue their employment with the City for a specified period of 12 months, as a means of maintaining adequate Department staffing in the near term to serve the residents of the City; and

WHEREAS, the City wishes to offer the Members one retention incentive payment totaling \$5,000.00; and

WHEREAS, the parties have agreed to the terms and conditions relating to the retention incentive pay and wish to memorialize their agreement in this Memorandum of Understanding (“MOU”).

NOW, THEREFORE, the City and the Union agree as follows:

1. By April 1, 2024, the City will offer its retention incentive payment to all Members employed by the city before January 1, 2024, in the amount of \$5,000.00.
2. As a condition of receipt of the payment, Members must sign a written agreement that they will continue their employment with the City for at least 12 months. Members who decline to sign such an agreement will not be eligible for the incentive payment. (A form of the Agreement is attached and incorporated into this MOU as Exhibit A.)
3. Any Member accepting a retention incentive payment pursuant to this MOU who voluntarily leaves employment with the City prior to the end of the 12-month continued

employment period must reimburse the City for the total amount received for said incentive period. The City and the Member will agree on the legal terms and options for repayment to the City, including but not limited to authorization from the Member allowing the City to deduct amounts owed from the Member's final paycheck and accrued leave banks and agreeing to cooperate on a repayment schedule for remaining funds owed.

4. By entering into this MOU, the City is not waiving its management rights or employer authority under the Labor Agreements. The City will retain all inherent managerial functions not specifically limited by the Labor Agreement.
5. This MOU will not be used as evidence of any past practice or precedent with respect to future benefits or retention incentive pay to Members.
6. This MOU will expire 12 months after issuance of the incentive payment to any eligible Members.

CITY OF ROSEVILLE

Mayor, Daniel Roe

City Manager, Patrick Trudgeon

**LAW ENFORCEMENT LABOR
SERVICES, INC.**



Union Business Agent

Travis Steinberg 2/27/2024

Union Steward

MEMORANDUM OF UNDERSTANDING

WHEREAS, Law Enforcement Labor Services, Inc. (“Union”) and the City of Roseville (“the City”) are parties to a Labor Agreement for the time period of January 1, 2022 through December 31, 2024 (Local Number 478) (the “Labor Agreement”); and

WHEREAS, the City retains all of its management rights in Minn. Stat. § 179A.07, subd. 1; and

WHEREAS, the Labor Agreement covers the job title of Police Deputy Chief (the “Member”); and

WHEREAS, in 2023, the Union represented other employees of the police department during negotiations of a Labor Agreement covering the Police Deputy Chief job title, which included market adjustments to wages in order to ensure retention of the Police Deputy Chief; and

WHEREAS, the City intends the negotiation of the next Labor Agreement with Member to include a market adjustment; and

WHEREAS, the City wishes to offer Member retention incentive pay, to retain Member as an employee of the City even though he is in the middle of the term of the Labor Agreement and has not negotiated a market adjustment; and

WHEREAS, in exchange for Member’s agreement to continue his employment with the City for a specified period of 12 months, as a means of maintaining adequate Department staffing in the near term to serve the residents of the City; and

WHEREAS, the City wishes to offer the Member one retention incentive payment totaling \$5,000.; and

WHEREAS, the parties have agreed to the terms and conditions relating to the retention incentive pay and wish to memorialize their agreement in this Memorandum of Understanding (“MOU”).

NOW, THEREFORE, the City and the Union agree as follows:

1. By April 1, 2024, the City will offer its retention incentive payment to Member in the amount of \$5,000.00.
2. As a condition of receipt of the payment, Member must sign a written agreement that he will continue his employment with the City for at least 12 months. If Member declines to sign such an agreement he will not be eligible for the incentive payment. (A form of the Agreement is attached and incorporated into this MOU as Exhibit A.)
3. If Member accepts a retention incentive payment pursuant to this MOU and then voluntarily leaves employment with the City prior to the end of the 12-month continued

employment period, he must reimburse the City for the total amount received for said incentive period. The City and the Member will agree on the legal terms and options for repayment to the City, including but not limited to authorization from the Member allowing the City to deduct amounts owed from the Member's final paycheck and accrued leave banks and agreeing to cooperate on a repayment schedule for remaining funds owed.

4. By entering into this MOU, the City is not waiving its management rights or employer authority under the Labor Agreement. The City will retain all inherent managerial functions not specifically limited by the Labor Agreement.

5. This MOU will not be used as evidence of any past practice or precedent with respect to future benefits or retention incentive pay to Members.

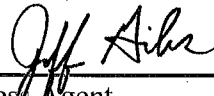
6. This MOU will expire 12 months after issuance of the incentive payment to any eligible Members.

CITY OF ROSEVILLE

Mayor, Daniel Roe

City Manager, Patrick Trudgeon

**LAW ENFORCEMENT LABOR
SERVICES, INC.**



Union Business Agent



Union Steward

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024
Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Approve Resolution Approving the Master Agreement for
Maintenance of Traffic Control Signal Systems with Ramsey County

Background

The City of Roseville and Ramsey County Public Works work together on a variety of projects which impact the construction, maintenance, and operation of traffic signal systems, luminaires, and pedestrian crossing signals. To date, the maintenance and operation responsibilities for each system, or portion of a system, were also included in project-specific construction cooperation agreements. The responsibilities were often not consistent across projects, much less across the 15 municipalities within Ramsey County. To reduce the need for negotiation on individual projects, and to seek clarity and uniformity of traffic signal maintenance and operation responsibilities, Ramsey County has worked with City staff to draft the Master Agreement for Maintenance of Traffic Control Signal Systems.

The Master Agreement (Attachment 2) provides a record of maintenance and operation responsibilities for existing signals, a mechanism to allow work to be completed and billed to the appropriate agency, and a framework for how new or revised systems will be added to the agreement's exhibit.

The City Attorney has reviewed the agreement and the County has incorporated the recommended changes.

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

There are no racial equity impacts anticipated with approval of this agreement.

Budget Implications

The agreement changes the maintenance of the luminaires and/or cost of power responsibilities on five signal systems. The increased annual costs for this change are anticipated to be less than \$6,000 and are included in the budget.

34 **Staff Recommendations**

35 Staff recommends that Council adopt a resolution approving the Master Agreement for
36 Maintenance of Traffic Control Signal Systems with
37 Ramsey County.
38

39 **Requested Council Action**

40 Adopt resolution approving the Master Agreement for Maintenance of Traffic Control Signal
41 Systems with Ramsey County.
42

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

Attachments: 1. Resolution
2. Master Agreement for Maintenance of Traffic Control Signal Systems

44

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City
2 of Roseville, County of Ramsey, Minnesota was duly held on the 4th day of March, 2024,
3 at 6:00 p.m.

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

5 Councilmember introduced the following resolution and moved its adoption:

6 **RESOLUTION No.**

7 **RESOLUTION APPROVING THE MASTER AGREEMENT FOR**
8 **MAINTENANCE OF TRAFFIC CONTROL SIGNAL SYSTEMS WITH RAMSEY**
9 **COUNTY**

10 WHEREAS, the County owns and operates traffic control signal systems within the City
11 “Signal Systems.” These Signal Systems may be located at intersections where all legs
12 are controlled by the County or at intersections in which one or more legs are controlled
13 by the City or another city; and

14 WHEREAS, it is the intent of the parties to identify herein the allocation of maintenance
15 and power provision responsibilities for the Signal Systems, in accordance with County
16 policies identified in Ramsey County Board Resolution 78-1394 (policy for lighting
17 Ramsey County roadways) and Ramsey County Board Resolution 81-1001 (policy for
18 allocation of costs for traffic control signal systems), and as agreed by the parties; and

19 WHEREAS, it is the intent of the parties to document and periodically update this
20 Master Agreement with a list of all known Signal Systems (those traffic control signal
21 systems located on a county road or highway within the City) and the allocation of
22 maintenance and power provision responsibilities; and

23 WHEREAS, it is the intent of the parties to further document and periodically update
24 this Master Agreement with a list of all known stand-alone pedestrian crossing signals
25 (those pedestrian crossings located on county roads and highways, but not on a Signal
26 System, within the City) (“Ped Signals”) and the allocation of maintenance and power
27 provision responsibilities; and

28 WHEREAS, it is the intent of the parties to further document and periodically update
29 this Master Agreement with a list of all known traffic control signal systems controlled
30 by Minnesota Department of Transportation (“MnDOT Signals”) within the City and the
31 allocation of maintenance and power provision responsibilities; and

32 WHEREAS, it is the intent of the parties that at intersections with a least one City leg, the
33 City shall be responsible for provision of electrical power and related costs for the Signal
34 System (“Provision of Power”) and shall be responsible for the maintenance of street and
35 ambient lighting incorporated into the Signal System (“Luminaires”); and

36 WHEREAS, where a Signal System is located at an intersection on the border of two or
37 more cities, where the costs or responsibilities of the City may be shared with another
38 city, it is the intent of the Parties to allow the City and other city (or cities) to allocate
39 costs and responsibilities outside of this Master Agreement and nothing herein is intended
40 to adjust those separate arrangements between the cities, nor do those agreements impact
41 the allocations identified herein.

42 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Roseville
43 approve the Master Agreement drafted by Ramsey County and entered into with the City
44 of Roseville and that the Mayor and City Manager are authorized to execute the
45 agreement.

46 The motion for the adoption of the foregoing resolution was duly seconded by
47 Councilmember and upon vote being taken thereon, the following voted in favor
48 thereof: ; and the following voted against the same .

49 WHEREUPON said resolution was declared duly passed and adopted.

**MASTER AGREEMENT
FOR MAINTENANCE OF TRAFFIC CONTROL SIGNAL SYSTEMS
AGREEMENT NO. PW2023-13M**

THIS AGREEMENT is between Ramsey County, ("County"), and the City of Roseville ("City"), for the maintenance and operation of certain traffic control signal systems the within the City of Roseville:

WHEREAS, the County owns and operates traffic control signal systems within the City "Signal Systems". These Signal Systems may be located at intersections where all legs are controlled by the County or at intersections in which one or more legs are controlled by the City or another city; and

WHEREAS, it is the intent of the parties to identify herein the allocation of maintenance and power provision responsibilities for the Signal Systems, in accordance with County policies identified in Ramsey County Board Resolution 78-1394 (policy for lighting Ramsey County roadways) and Ramsey County Board Resolution 81-1001 (policy for allocation of costs for traffic control signal systems), and as agreed by the parties; and

WHEREAS, it is the intent of the parties to document and periodically update this Master Agreement with a list of all known Signal Systems (those traffic control signal systems located on a County road or highway within the City) and the allocation of maintenance and power provision responsibilities. Exhibit A-1 to this Master Agreement will serve as that documentation; and

WHEREAS, it is the intent of the parties to further document and periodically update this Master Agreement with a list of all known stand-alone pedestrian crossing signals (those pedestrian crossings located on County roads and highways, but not on a Signal System, within the City) ("Ped Signals") and the allocation of maintenance and power provision responsibilities. Exhibit A-2 to the Master Agreement will serve as that documentation; and

WHEREAS, it is the intent of the parties to further document and periodically update this Master Agreement with a list of all known traffic control signal systems controlled by Minnesota Department of Transportation ("MnDOT Signals") within the City and the allocation of maintenance and power provision responsibilities. Exhibit B to the Master Agreement will serve as that documentation; and

WHEREAS, it is the intent of the parties that at intersections with a least one City leg, the City shall be responsible for provision of electrical power and related costs for the Signal System ("Provision of Power") and shall be responsible for the maintenance of street and ambient lighting incorporated into the Signal System ("Luminaires"); and

WHEREAS, where a Signal System is located at intersection on the border of two or more cities, where the costs or responsibilities of the City may be shared with another city, it is the intent of the Parties to allow the City and other city (or cities) to allocate costs and responsibilities outside of this Master Agreement and nothing herein is intended to adjust those separate arrangements between the cities, nor do those agreements impact the allocations identified herein.

NOW, THEREFORE, IT IS AGREED:

1. **ALLOCATION OF MAINTENANCE RESPONSIBILITIES:** The County is responsible for all maintenance responsibilities for any Signal System listed on Exhibit A, except as provided below.
 - a. The City shall be responsible for the Provision of Power for those Signal Systems listed on Exhibit A, where the City is the indicated responsible party for "Maintenance Responsibility - Power".

- b. The City shall be responsible for maintenance of Luminaires for those Signal Systems listed on Exhibit A, where the City is the indicated responsible party for “Maintenance Responsibility - Luminaire”
 - c. The City shall be responsible for the maintenance of Traffic Control elements of the Signal Systems where the City is the indicated responsible party for Maintenance Responsibility – Traffic Control”)
- 2. **SHARED CITY STREETS:** City allocated responsibilities may be shared between multiple cities when a leg of the intersection falls on a border road or is otherwise shared by two or more cities. The details of any shared maintenance or cost agreement between cities shall be documented outside of this Master Agreement, and shall have no impact on the obligations of the parties hereto. Furthermore, if a responsibility listed on Exhibit A as a City responsibility is shared by the City and another city through another verbal or written agreement, that outside agreement shall not limit the obligation of the City to the County and the County can expect the City to fulfill its obligations under this Master Agreement and to seek reimbursement according to these outside agreements, as they may exist.
- 3. **RATIFICATION OF PREVIOUS AGREEMENTS:** Exhibit A represents the existing agreed to allocation of responsibilities for each identified Signal System and is ratified as presented in Exhibit A
- 4. **MAINTENANCE RESPONSIBILITIES:** Maintenance Responsibilities are defined as follows:
 - a. **Maintenance Responsibility – Power:** All aspects of providing all necessary power to the Signal System for the proper operation of its elements installed, including without limitation, display or indicator lamps, emergency vehicle preemption (“EVP”) systems, luminaires (street lights and other ambient lighting), lights for illuminating signages, electronic displays, and traffic monitoring cameras. Responsible party must provide for the connection of the Signal Systems to a public source of electrical power, maintain the power elements of the Signal System, repair or replace power elements in the event of damage or deterioration. Maintenance of the battery backup system, including replacement of the batteries, will be the responsibility of the County.
 - b. **Maintenance Responsibility – Luminaires:** All aspects of any ambient lighting (street light) installed on the Signal System, including replacing bulbs or other expended illumination elements and repair or replacement of any pole, hood, lens, or other element solely for operation of the luminaire due to damage, deterioration, or replacement of the Signal System.
 - c. **Maintenance Responsibility – Traffic Control:** All remaining elements of the Signal Systems (except as provided below), including replacing lamps or bulbs in any traffic control indicator or display (both vehicle and pedestrian) and the repair or replacement of any upright poles, mast arms, display or indicator heads/units, traffic control signs attached to the Signal System, cabinets, controllers, controller equipment, traffic sensors, accessible pedestrian signal systems (“APS”) due to damage or deterioration. Replacement of Signal Systems due to end of useful life will be determined based on the cost share policy in place at the time.
 - a. EVP systems will be managed as provided in Section 8.
 - b. Painting of Signal Systems, including regular updates to maintain a professional appearance, shall be the responsibility of the City requesting the painting.
 - d. **MNDOT Signal Systems:** Where identified on Exhibit B, the notation is for convenience only, and the allocation of responsibilities shall be governed by the agreement with MNDOT.

5. **NON-TRAFFIC CONTROL SIGNS:** No signs may be attached to a Signal System without approval of the County Traffic Engineer. Any sign installed at the request of the City will be installed, maintained, and repaired by the County, but the costs of such work will be reimbursed by the City.
6. **TIMING OF SIGNALS:** All timing and related adjustments of the traffic control signal shall be determined by the County through its Traffic Engineer, and no changes shall be made to these adjustments without the approval of the County.
7. **PERMIT REQUIRED:** The City will obtain a permit to work on a Signal System in order to coordinate work in the right-of-way, ensure sufficient traffic control is provided, and manage access and workmanship on Signal Systems. The City will be responsible for any costs associated with traffic control or County forces needed to effectuate City works on the Signal Systems.
8. **EVP SYSTEMS:** The EVP system shall be operated, maintained, revised, or removed in accordance with the following conditions and requirements:
 - a. All installation, modifications, revisions and maintenance of the EVP System considered necessary or desirable for any reason, shall be done by the County's forces, or, upon concurrence in writing by the County's Traffic Engineer, may be done by others, all at the cost and expense of the City.
 - b. Emitter units may be installed and used only on vehicles responding to an emergency as defined in Minnesota Statutes Chapter 169.01, Subdivision 3 in Section 169.011.
 - c. All timing of said EVP system shall be determined by the County, through its Traffic Engineer.
9. **PAYMENT AND RAMSEY COUNTY REIMBURSEMENT RATES:**
 - a. The County shall submit an invoice to the City annually, listing all labor, expenses for third-party contractors, equipment, materials or supplies used.
 - b. The City shall promptly pay Ramsey County for the full amount due.
 - c. Labor costs and equipment costs will be at the adopted rates for work performed by County employees.
 - d. The adopted labor rates may include actual hourly rates of the employee (or a per hour equivalent for salaried employees), costs representing the hourly share of benefits, perks and other employment expenses, a provision for costs associated with the provision of a work location, transportation, supplies and training for the employee, and a provision for administration.
 - e. The adopted equipment rates may be based on market rental rates or, if specialized equipment, on a pro rata share of the anticipated useful life of the equipment, plus costs to cover all consumables (fuel, parts), plus reasonable costs associated with maintenance of the equipment.
 - f. Materials and supplies shall be actual costs, not reduced by any discounts or set-offs the County may be granted.
 - g. Contractor costs shall be as actually paid by the County for the work covered by this agreement, not reduced by any discounts or set-offs the County may be granted by the contractor.
10. **WORKERS AND WORKERS COMP:** Any and all persons engaged in work performed under this Agreement who are employed by the County shall be considered employees of the County regardless of whether the work performed is on City or County property, and any and all claims that may arise under the Worker's Compensation Act of this State on behalf of those employees so engaged shall be the responsibility of the County. Any and all persons engaged in work performed under the Agreement who

are employed by the City shall be considered employees of the City regardless of whether the work performed is on City or County property, and any and all claims that may arise under the Worker's Compensation Act of the State on behalf of those employees so engaged shall be the responsibility of the City.

11. **INDEMNIFICATION AND THIRD-PARTY CLAIMS:** The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or action, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to the Agreement. Any and all claims made by any third party as a consequence of any negligent act or omission on the part of an employee or contractor of a party as they are engaged on any of the work contemplated herein, shall be the obligation and responsibility of the party employing or retaining the worker, unless another agreement allocates responsibility differently. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common immunities, limits, or exceptions on liability.
12. **TERMINATION AND REPLACEMENT AGREEMENT:** This Master Agreement may not be terminated, except by mutual agreement of the parties. However, should either party be in default of its obligations under this Master Agreement three times within a twelve-month period or should a default continue for more than 30 days, the City Public Works Director and the County Traffic Engineer of Public Works shall meet and discuss proposed practices to ensure that additional defaults do not occur in the future. Said meeting shall occur within 30 days of the non-defaulting party making a written request to the defaulting party. Should the parties not be able to come to an agreement regarding how to resolve the defaults, the non-defaulting party may give notice to the defaulting party that they request a County-led maintenance plan be invoked. After notice is received, the County-led maintenance plan will take effect on the first of the month six months after the notice. Under a County-led maintenance plan, the County will perform all responsibilities contemplated herein for all Signal Systems identified on Exhibit A (as amended) and the parties will split the costs based on the number of legs entering the intersection. EVP and painting will continue to be 100% the cost responsibility of the City, but the work will be done by the County. The City will reimburse the County for the City's share of those costs. The City's share shall be equal to the ratio of the number of legs entering the intersection which are controlled by the City to the total number of legs entering the intersection. The costs will be calculated as provided in Section 9 (plus the costs of electricity), plus an additional 15% for administration. At any time, if an emergency exists and the City is unable to perform its obligations, the County may perform the work necessary and seek reimbursement for its actual costs. At any time, if an emergency exists and the County is unable to perform its obligations, the City may perform the work necessary and seek reimbursement for its actual costs.
13. **ADDING OR REMOVING SIGNAL SYSTEMS:** The signals included in this Master Agreement may be added or removed by updating Exhibit A (A-1 or A-2,). A signal may be added to Exhibit A:
 - a. **COOPERATIVE AGREEMENT:** If a new signal is installed (or an existing one is replaced) and the allocation of maintenance responsibilities is identified in a properly approved cooperative agreement adopted in anticipation of the development or installation of the signal, the signal may be added to Exhibit A and the maintenance responsibilities allocated as provided in the cooperative agreement. The governing cooperative agreement number must be noted for reference.
 - b. **MAINTENANCE AGREEMENT:** If the parties approve a different allocation of maintenance responsibilities through a property adopted separate formal agreement, the change may be reflected on Exhibit A and the maintenance responsibilities allocated as provided therein. The separate agreement number must be noted for reference.

- c. **TRACKING PURPOSES ONLY (PED SIGNALS):** If a Ped Signal is located on a County road or highway, it may be added to Exhibit A as long as the City is assuming all responsibility and costs for the operation and maintenance.
- d. **REMOVAL OF SYSTEM:** If a Signal System or Ped Signal is physically removed, the signal may be removed from Exhibit A.

The inclusion or removal of a signal system from Exhibit A under this section must be ratified by the County's Traffic Engineer and the City's Public Works Director, and the new Exhibit A shall be noted with the effective date of the change. It is intended that formal approval by the parties' governing bodies is delegated to the two representatives for this limited purpose.

14. **STANDARDIZATION:** The allocation of maintenance responsibilities as provided on Exhibit A for any individual signal included thereon may be changed to bring it in line with the standard allocation of responsibility listed below. The change of the allocation of maintenance responsibilities to the standard allocation must be ratified by the County's Traffic Engineer and the City's Public Works Director, and the new Exhibit A shall be noted with the effective date of the change. It is intended that formal approval by the parties' governing bodies is delegated to the two representatives for this limited purpose.

STANDARD ALLOCATION OF MAINTENANCE RESPONSIBILITIES			
TYPE OF SIGNAL	TRAFFIC CONTROL	LUMINAIRE	POWER
Traffic Control Signal Systems (Signal Systems)	County	City	City
Pedestrian Crossing Signal Systems (Ped Signals)	City	City	City
MnDOT Controlled Traffic Control Signal Systems (MnDOT Signals)	County replaces lamps and MnDOT assumes other elements	City	City

15. **AMENDMENTS:** Any other change to the allocation of maintenance responsibilities or inclusion or removal from the list on Exhibit A must be done by amendment to this Master Agreement and no delegation is being contemplated by these terms.
16. **NOTICES:** All notices shall be in writing and shall be sent by electronic mail, United States mail or common carrier delivery service to the address provided below.

For City:
 Public Works Director
 City of Roseville
 2660 Civic Center Drive
 Roseville, MN 55113
 Email: Jesse.Freihammer@cityofroseville.com

For County:
 Traffic Engineer of Public Works
 Ramsey County Department of Public Works
 1425 Paul Kirkwold Drive
 Arden Hills, MN 55112
 Email: Bradley.estochen@co.ramsey.mn.us

(Signature page to follow)

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

CITY OF ROSEVILLE, MINNESOTA

In presence of

By: _____

Its: Daniel J. Roe, Mayor

By: _____

Its: Patrick Trudgeon, City Manager

Date: _____

RAMSEY COUNTY

Recommended for approval:

Brad Estochen, P.E.
County Engineer
Ramsey County
Public Works Department

By: _____
Chairperson
Board of Ramsey County Commissioners

Approved as to Form:

Assistant Ramsey County Attorney

Attest:

By: _____
Chief Clerk – Ramsey County Board

Date: _____

Date: _____

Exhibit A

Traffic Signals on County Roads and Highways Within the City of Roseville

This Exhibit A documents the current identified Signal Systems, Ped Signals and MnDOT Signals within the City of Roseville. Pursuant to Section 13 of the Master Agreement, this Exhibit A may be periodically replaced with an updated version. This version is as of July 31, 2023, and has been adopted by the parties as demonstrated by the verification of the County's Traffic Engineer and the City's Public Works Director.

RAMSEY COUNTY

Brad Estochen

(print name) Brad Estochen

Traffic Engineer

Dated: 02/26/2024

CITY OF ROSEVILLE

Jesse Freihammer

(print name) Jesse Freihammer

Public Works Director

Dated: 2/28/2024

A-1. Traffic control signal systems (Signal Systems)

CSAH	TRF No.	Cross Street	Maintenance Responsibility		
			Traffic Control	Luminaire	Power
CSAH 46 (Cleveland Avenue)	582	Roselawn Avenue	County	City	City
CSAH 25 (County Road B)	505	Dale Street (CSAH 53)	County	County	County
	502	Hamline Avenue (CSAH 50)	County	County	County
	501	Retail Entrance (Target/Har-Mar)	County	City	City
	504	Victoria Street (CSAH 52)	County	County	County
CSAH 78 (County Road B2)	567	American Street	County	City	City
	559	Cleveland Avenue (CSAH 46)	County	City	City
	568	Hamline Avenue (CSAH 50)	County	County	County
	566	Rosedale Commons Entrance	County	City	City
	565	Rosedale NW Entrance	County	City	City
CSAH 23 (County Road C)	510	Cleveland Avenue (CSAH 46)	County	County	County
	558	E Snelling Drive	County	City	City
	511	Fairview Avenue (CSAH 48)	County	County	County
	569	Hamline Avenue (CSAH 50)	County	County	County
	681	Herschel Street	County	City	City
	560	Lincoln Drive	County	City	City
	545	Long Lake Road	County	City	City
	662	Prior Avenue	County	City	City
	509	Walnut Street	County	City	City

County Road C2	610	County Road 88	County	City	City
CSAH 19 (County Road D)	584	Cleveland Avenue (CSAH 46)	County	County	County
	621	Highcrest Road	County	City	City
	554	Old Highway 8 (CSAH 77)	County	City	City
	671	County Road 88	County	County	County
CASH 49 (Rice Street)	631	County Road B (CSAH 25)	County	County	County
	632	County Road B2 (CSAH 111)	County	City*	City*
	633	County Road C (CSAH 23)	County	County	County
	634	Little Canada Road	County	City*	City*
CASH 49 (Rice Street)	636	Minnesota Street	County	City	City
	625	Owasso Boulevard South	County	City	City
	630	Roselawn Avenue	County	City	City
	395	Hwy 36 Pedestrian Lighting	N/A	City	City
CSAH 48 (Fairview Avenue)	563	County Road B (CSAH 25)	County	County	County
	507	County Road B2 (CSAH 111)	County	County	County
	564	Gluek Lane	County	City	City
	544	Rosedale West Entrance	County	City	City
	676	Twin Lakes Boulevard	County	City	City
CSAH 50 (Hamline Avenue)	685	Commerce Street	County	City	City
CSAH 30 (Larpenteur Avenue)	524	Dale Street (CSAH 53)	County	County	County
	571	Dunlap Street	County	City*	City*
	570	Fernwood Street	County	City	City
	521	Hamline Avenue (CSAH 50)	County	City*	City*
	522	Lexington Avenue (CSAH 51)	County	County	County
	629	Rice Street (CSAH 49)	County	County	County
	523	Victoria Street	County	City	City
CSAH 51 (Lexington Avenue)	503	County Road B (CSAH 25)	County	County	County
	508	County Road B2 (CSAH 111)	County	County	County
	547	County Road C (CSAH 23)	County	County	County
	603	County Road D	County	City	City
	546	Roselawn Avenue	County	City	City
	602	Woodhill Drive	County	City	City

*Another city has the responsibility for the signal on the border line between cities.

A-2. Signals for pedestrian crossing (PED SIGNALS)

CSAH	TRF No.	Cross Street	Maintenance Responsibility		Electric Power Cost
			Routine + Lamping	Luminaire	
CSAH 49 (Rice Street)	901	Trout Brook Trail (RRFB)	County (Parks)	N/A	County (Parks)
CSAH 50 (Hamline Ave)	-	Belmont Lane	City	N/A	City
	-	Garden Avenue	City	N/A	City
CSAH 51 (Lexington Ave)	912	Oakcrest Ave	City	N/A	City
	914	Lake Josephine Entrance	City	N/A	City

Exhibit B – MnDOT operated signals

MnDOT Road	TRF No.	Cross Street	Maintenance Responsibility			Electric Power Cost
			Routine	Lamping	Luminaire	
I 35W West Ramp	815	Long Lake Rd	State	County	County	City
TH 51	804	Lydia Ave	State	County	County	City
	814	County Road C2	State	County	County	City
	334	County Road C	State	County	County	County
	860	Roselawn Ave	State	County	City	Falcon Heights
I 35W/Cleveland Ave	343	County Road B	State	County	State	City
I 35W East Ramps	340	Cleveland Ave	State	County	City	City
TH 51 East Ramps	388	County Road B2	State	County	County	County
TH 51 West Ramps	336	County Road B2	State	County	County	City
I 35W West Ramps	324	County Road D	State	County	County	County
I 35W East Ramps	325	County Road D	State	County	County	County
TH 36 South Ramps	389	Dale Street	State	County	County	County
TH 36 North Ramps	390	Dale Street	State	County	County	County
TH 36 South Ramps	307	Fairview Avenue	County	County	County	County
TH 36 North Ramps	306	Fairview Avenue	County	County	County	County
TH 36 North Ramps	349	Hamline Avenue	State	County	County	County
TH 36 South Ramps	344	Lexington Ave	County	County	County	City
TH 36 North Ramps	345	Lexington Ave	County	County	County	City
TH 36 Ramps	395	Rice Street	County	County	County	City*
TH 51 (Snelling Ave)	-	Har Mar Entrance	State	State	State	State
	316	Co Rd B	State	County	County	County

* Sharing the responsibility with another city.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Street Name Change Policy

Background

The City has received a request from residents to change the street name of the segment of County Road B, west of Cleveland Avenue, which is the portion scheduled for reconstruction this year. In 2014, this segment of County Road B was turned back to the City, but still retains the county road name.

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

Staff presented a draft policy to the Public Works, Environment and Transportation Commission (PWET) on June 27, 2023, and PWET discussed with City Council at the joint meeting on July 10, 2023. PWET reviewed the policy a second time on August 22, 2023. The Council reviewed the policy at the September 25, 2023 Council meeting and recommended PWET review the policy one more time to give feedback on the process for the new naming of the street. PWET reviewed the policy at the January 23, 2024 meeting. The Commission recommended one change to the policy on the notification procedure, but no changes to how a street name is chosen. Changes to the proposed policy made since the last council meeting are highlighted in yellow on Attachment 1.

Policy Objectives

Plan for and support a multi-modal transportation system that moves people and goods safely and efficiently.

Racial Equity Impact Summary

This policy provides a process to change street names that some may find confusing and/or offensive. Future costs and inconveniences that result from an approved street name change, not specifically from approval of this policy, that are borne by property owners and tenants could be more burdensome to some populations. Those impacts can be considered on a case-by-case basis when City Council considers an ordinance to approve a name change.

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Budget Implications

The policy provides a repeatable process to consider public requests for changing a street name – the action of approving the policy itself has no budget implications. If a name change for a specific street is requested by the public and vetted by staff, the request will be brought before City Council for consideration of an ordinance to approve the name change. There would be a cost estimate provided to City Council for the City’s street sign changes or other agencies’ costs, if known. Costs, monetary or effort, bore by the impacted property owners and tenants will be dependent on their unique situations; this is why there is a petition as a part of the process.

Staff Recommendations

Staff recommends Council approve the Street Name Change Policy.

Requested Council Action

Motion to approve the Street Name Change Policy.

Prepared by: Jesse Freihammer, Public Works Director

- Attachments:**
- 1. Proposed Street Name Change Policy
 - 2. Excerpt from Minutes of January 25, 2024 PWETC Meeting

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ROSEVILLE
STREET NAME CHANGE POLICY

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

BACKGROUND:

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

440.11 STREET NAME CHANGE; ORDINANCE.

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

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

PROCESS:

A. Contact City Engineer

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

B. Resident Petition

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

The new street name:

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

C. City Review of Request

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

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

D. Public Notice

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

E. Council Consideration

The Council will consider an ordinance to approve the name change. If approved, the ordinance will be sent to the County Recorder.

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

The petitioners ask the City of Roseville to review this request and put it before the City Council for consideration at an upcoming Council meeting. Note to petitioners: a public hearing would be held prior to adoption of a new name that may or may not be the recommended name noted above.

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

Tuesday, January 23, 2024, 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, Allison Luongo, and Sarah Rudolf

Absent: None.

Staff Present: Public Works Director Jesse Freihammer; and Assistant Public Works Director/City Engineer Jennifer Lowry

5. Street Name Policy Draft

Public Works Director Jesse Freihammer explained the City received a request from residents to change the street name of the segment of County Road B West to Cleveland Avenue. This portion is scheduled for reconstruction in 2025.

Chair Ficek was not sure there is a real solution to what the City Council calls the circular motion where the residents come up with a street name and the City is ok with it and it goes to the County who may decide it is not a good name and then it comes back to the City for further discussion and approvals. He thought if it comes to that the City would need to deal with it then.

Ms. Lowry did not think the County had a formal process for this so she did not think it would be really hard and she did not see this coming up a lot.

Member Fergus wondered if the wording could be changed from “The petition must include the new name requested”, it could say “The petition must suggest a new name”. The petitioners would not be signing a petition that states the road will be named “X”, so it is easier to negotiate with the County on a name.

Ms. Lowry was not sure what the City Attorney said about the signatures, but she did not think they are legally required. She thought it was just to get the buy in.

Mr. Freihammer agreed and explained it is more or less to demonstrate that there is support. He did not think there is a perfect process for this.

Member Luongo thought this policy was aimed more for individual homeowners but renaming a street could also affect people living in apartments so she was not sure if they should put in the policy to acknowledge people who live on the street versus people who own the property.

Ms. Lowry explained staff did talk through that with the City Engineer and left it as property owners and there was a reason for that, but she was not sure about the reason.

Mr. Freihammer thought legally for a petition the person has to be a property owner but certainly the notification can notify the people in an apartment building so those people can talk to the building owner or come to a meeting to voice their concerns. He thought the wording in section D to read "All property owners and tenants within one thousand feet will be notified..." He noted the tenants would not be a part of the petition process but would be a part of the notification, including businesses.

Motion

Member Hodder moved, Member Luongo seconded, to recommend the City Council accept the amended changes and approve the proposed Street Name Change Policy.

Ayes: 7

Nays: 0

Motion carried.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/4/2024

Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Resolutions Prohibiting Parking, Approving Plans and Specifications and Ordering Advertisement for Bids for County Road B Reconstruction

Background

On Monday, November 6, 2023, a public improvement hearing was held for the reconstruction of County Road B from Cleveland Avenue to Eustis Street (City Project No. 24-02). Following the hearing, the City Council ordered the improvement and preparation of plans and specifications of the proposed project. The next step in the process is for the City Council to approve plans and specifications and authorize the advertisement for bids.

County Road B is a Municipal State Aid roadway from Cleveland Avenue to Fulham Street. The reconstruction of this portion of County Road B will use State Aid Funds. Since State Aid Funds are being used, the plans must be approved by Minnesota Department of Transportation (MnDOT) State Aid prior to the opening of bids. MnDOT is currently reviewing the plans and we anticipate receiving comments soon. Staff is asking the Council to approve the plans and specifications and authorize the advertisement for bids contingent on receiving final MnDOT State Aid approval. This will allow us to bid the project as soon as possible to seek favorable bid prices.

County Road B is proposed to be reconstructed 25 feet wide and will only allow parking at designated parking bays where the road is 7 feet wider. Since State Aid standards do not allow parking on a 25 foot-wide road, a Council resolution is required to prohibit parking. Parking will be prohibited, and "no parking" signs will be posted, except in parking bays. The proposed parking restrictions have been discussed with residents throughout the project development.

State statute also requires a Council resolution approving plans and specifications and ordering the advertisement for bids for all public improvements to be assessed. Since a portion of the roadway reconstruction costs for this project will be assessed to benefiting properties, the adoption of this resolution is required.

A revised layout can be found as Attachment 3. The plans for this project are available in the office of the City Engineer. Note that the plans also include the 2024 Pavement Management Project (PMP). Attachment 4 depicts the roadways identified for a mill and overlay with the 2024 PMP and the County Road B Reconstruction project limits.

After receiving bids, staff will review bids and bring an award recommendation to the City Council. After construction is complete, a Final Assessment Hearing will be held before any Special Assessments are levied for the County Road B Reconstruction.

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition, to keep systems operating in a safe condition, and to plan for and support a multimodal transportation system that moves people and goods safely and efficiently.

Racial Equity Impact Summary

The County Road B project was chosen because it is the oldest road within the City’s jurisdiction. It is overdue for replacement and is the last County turnback road which needs to be brought up to City standards. There is not currently another city road in need of full replacement, regardless of community demographics. The project will benefit all residents and property owners in the area by providing improved pavements, improvement to stormwater runoff, and an ADA-compliant pathway to provide safer and better connection to nearby parks and paths. Special Assessments levied are typically payable over 10 years; however, there is an established process to apply for hardship deferral of payments.

Budget Implications

The \$2,000,000 estimated project costs have been budgeted for in the Capital Improvement Plan for 2024 construction. Assessments are per the adopted Special Assessment Policy.

EXPENDITURES	
Street construction	\$1,250,000
Pathway construction	\$200,000
Stormwater improvements	\$425,000
Sanitary sewer repairs	\$25,000
Watermain repairs/improvements	\$100,000
Estimated total expenditures	\$2,000,000

REVENUE	
Municipal State Aid Funds	\$784,000
Street Fund	\$500,000
Stormwater Fund	\$425,000
Sanitary Fund	\$25,000
Water Fund	\$100,000
Special Assessments	\$166,000
Estimated total revenue	\$2,000,000

Staff Recommendations

Staff recommends that City Council approve a resolution prohibiting parking on County Road B from Cleveland Avenue to Fulham Street.

Staff recommends that City Council approve the plans and specifications and order the advertisement for bids contingent upon final approval by the Minnesota Department of Transportation.

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Requested Council Action

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Consider approving a resolution prohibiting parking on County Road B from Cleveland Avenue to Fulham Street.

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Consider approving a resolution approving plans and specifications and ordering the advertisement for bids for County Road B Reconstruction from Cleveland Avenue and Eustis Street.

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

Attachments:

1. Resolution Restricting Parking
2. Resolution Approving the Plans and Specifications and Ordering the Advertisement for Bids
3. Layout
4. PMP Location Map

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**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 4th day of March, 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 NO.

**RESOLUTION PROHIBITING PARKING ON
COUNTY ROAD B BETWEEN CLEVELAND AVE AND FULHAM ST**

WHEREAS, County Road B between Cleveland Ave and Fulham St is a Municipal State Aid roadway; and

WHEREAS, such roadways are proposed to be reconstructed using Municipal State Aid funds and the reconstruction of such roadways must conform to established State Aid standards; and

WHEREAS, State Aid standards do not allow parking on a 25 foot wide roadway; and

WHEREAS, County Road B will be reconstructed to a 25 foot width from Cleveland Ave and Fulham St and “no parking” signs will be posted throughout, except where parking will be permitted in designated parking bays where the road is wider.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, that parking is hereby prohibited on County Road B between Cleveland Avenue and Fulham Street.

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

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 4th day of March, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of March, 2024.

Patrick Trudgeon, City Manager

(Seal)

**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 4th day of March, 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 NO.

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMET FOR BIDS FOF THE COUNTY ROAD B RECONSTRUCTION
FROM CLEVELAND AVE AND EUSTIS ST (#24-02)**

WHEREAS, pursuant to resolution passed by the City Council on November 6, 2024, staff has prepared plans and specifications for the reconstruction of County Road B from Cleveland Avenue to Eustis Street (City Project No. 24-02) and has presented such plans and specifications to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseville, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The City Engineer shall prepare and cause to be inserted in the Pioneer Press, the official newspaper, the City's website, and the eAdvert bidding platform, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, shall state the date and time that the bids will be received by the City Engineer at which time they will be publicly opened at Roseville City Hall by the City Engineer, will then be tabulated, and will subsequently be considered by the Council. No bids will be considered unless sealed and filed via BidVAULT and accompanied by a cash deposit, certified check or bid bond payable to the City of Roseville for ten percent (10%) of the amount of such bid.

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

WHEREUPON said resolution was declared duly passed and adopted.

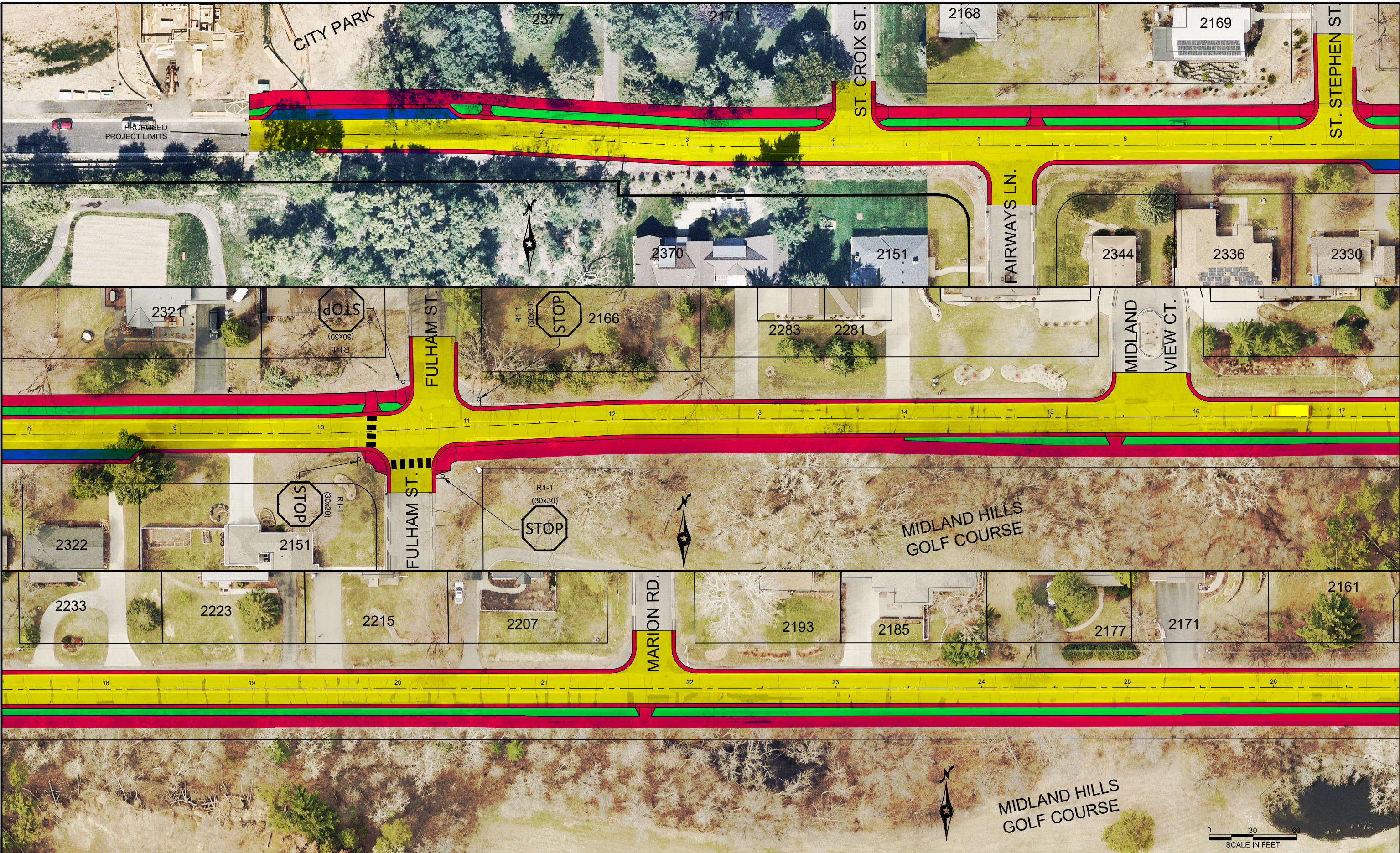
STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 4th day of March, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of March, 2024.

Patrick Trudgeon, City Manager

(Seal)



NO.	DATE	BY	DESCRIPTION OF REVISIONS

SURVEY	DRT
DRAWN	
DESIGNED	
CHECKED	
APPROVED	
PROJ. NO.	24-02



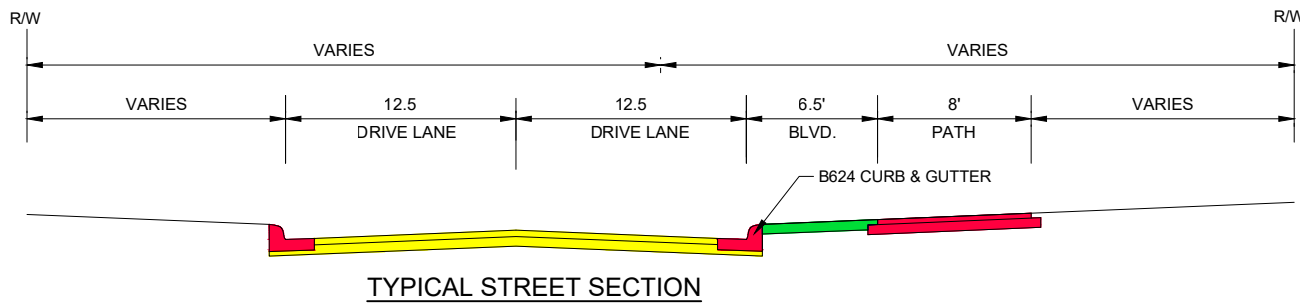
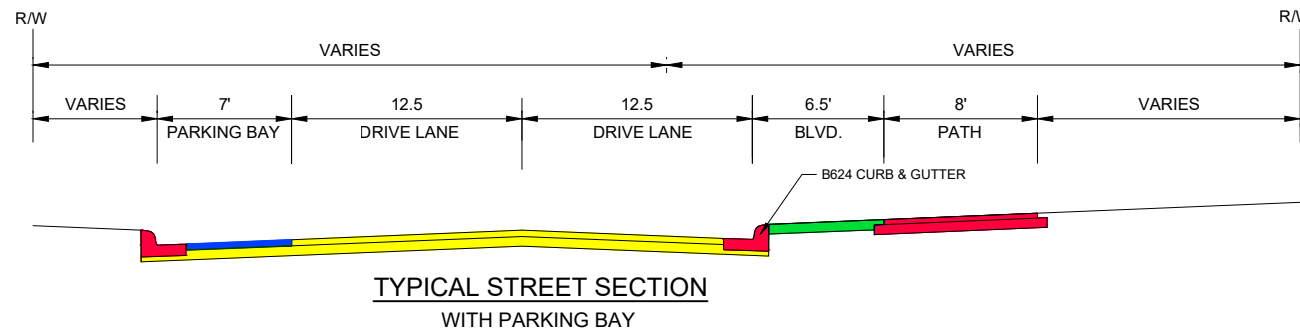
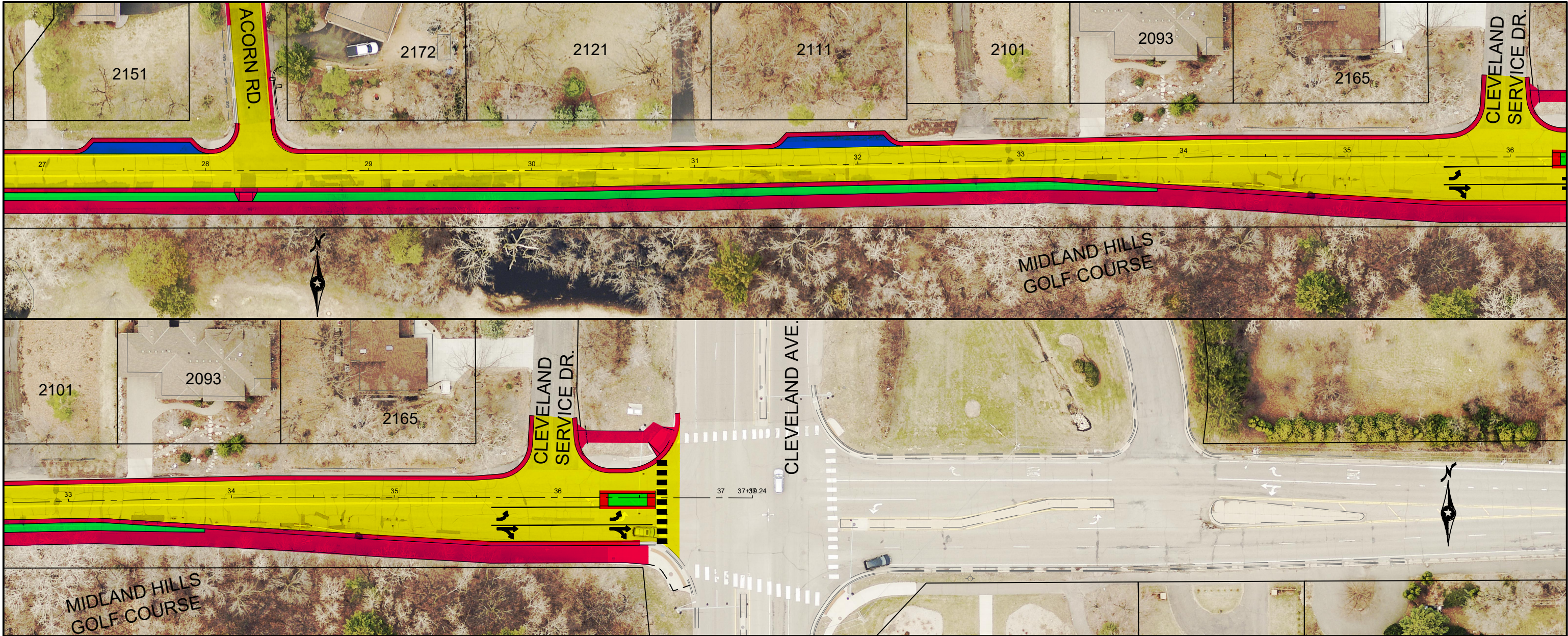
ENGINEERING DEPARTMENT

	SAP NO.

12.5' WIDE DRIVE LANES
6.5' WIDE BOULEVARD
8' WIDE TRAIL
2/28/24

COUNTY ROAD B RECONSTRUCTION
RECOMMENDED LAYOUT

SHEET NO.	
1	2
SHEET NO. OF SHEETS	



Plot Date: 02/28/2024
Drawing Name: RosevilleWorks\cadd\Projects\2024\04-02_CountyRoadBReconstruction\Drawings\Figures\Design\Figure 1A_CountB2.dwg
Author: XJ0115-0203 T. Gomez

NO.	DATE	BY	DESCRIPTION OF REVISIONS

SURVEY	
DRAWN	DRT
DESIGNED	
CHECKED	
APPROVED	
PROJ. NO.	24-02



ENGINEERING DEPARTMENT

SAP NO.

12.5' WIDE DRIVE LANES
6.5' WIDE BOULEVARD
8' WIDE TRAIL
2/27/24

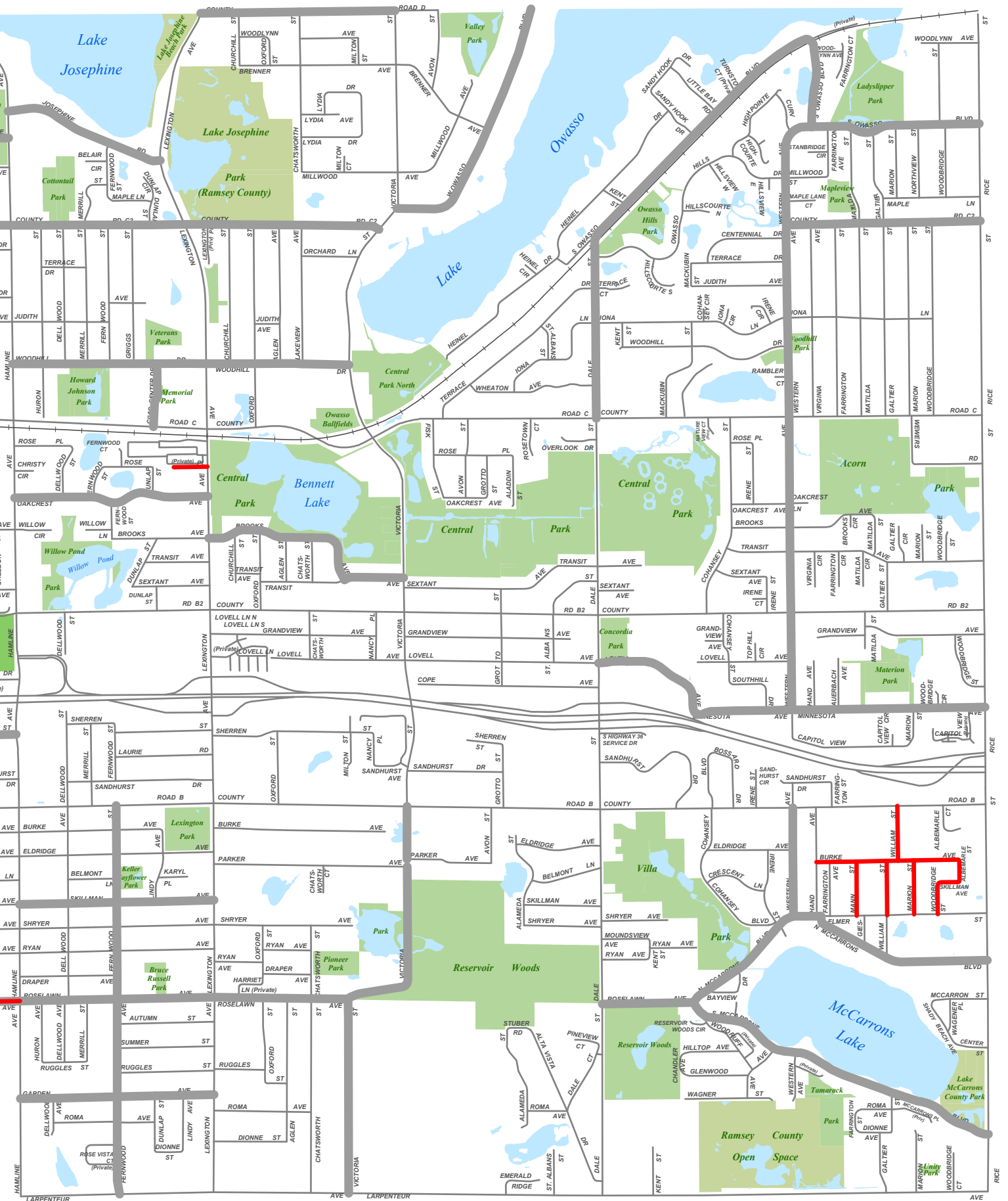
COUNTY ROAD B RECONSTRUCTION
RECOMMENDED LAYOUT

SHEET NO.	
2	2
SHEET NO. OF SHEETS	

Proposed 2024 PMP Project

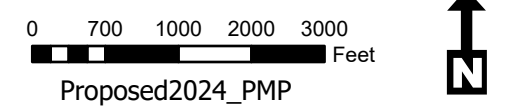
ROSEVILLE
Prepared by: Engineering Department
1/30/2024

-  Mill & Overlay Segments (2.5 City/1.4 MSA miles)
-  Reconstruction Segments (0.2 City/0.5 MSA miles)
-  MSA Roadway



Data Sources
* Ramsey County GIS (8/06/2023)
* 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 651-792-1075. 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.



FUTURE MEETING AGENDA HIGHLIGHTS

March 4, 2024

March 11, 2024 City Council Meeting (Work Session)

- Ramsey County Presentation – Dale Street Project
- Consider an Ordinance Amending Chapter 2 Commission Scope, Duties, and Functions
- City Council Discussion on Human Rights, Inclusion, and Engagement Commission Scope, Duties, and Functions

March 18, 2024 City Council Meeting

- Recognition of outgoing Commissioners
- Receive Presentation on activities of Roseville's Housing Navigator and approve state grant to fund the position
- Receive Excess Cash Reserve Report
- Approve Ordinance Amending Chapter 801 related to water meter security deposits
- Approve Ordinance Amending Chapter 801 related to Private Water Supplies

Future Agenda Review - Longer Term Initiatives

2/22/2024

(items that likely require council discussion/action)

<u>Item</u>	<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
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	CC will discuss 2/12/24
Update SREAP with new goals/objectives	Staff/Council	2nd 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
City Speed Limit Review on Local Streets	Strahan/Council	TBD	PWET will continue to work on issue and report back
Sister City Relationship with Indigenous Tribal Nation	Strahan	TBD	
Zero Waste Packaging/Compostable Containers	Etten/Strahan	Summer '24	CC received update 1/22/24, will be brought back later in '24
Update on shopping carts left in public r-o-w	Strahan	Summer '24	CD Director provided email 7/14/23 providing update