



City Council Agenda

Monday, March 18, 2024

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Etten, Schroeder, Groff, Strahan, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 5. Recognitions and Donations**
- 6:05 p.m. a. Arbor Day Proclamation
- 6:10 p.m. b. Fair Housing Month Proclamation
- 6:15 p.m. c. Recognition of Outgoing Commissioners
- 6:25 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:30 p.m. a. Consider Ordinance Amending Chapter 801 of Roseville City Code, Water Meters
- 6:55 p.m. b. Receive the 2023 Cash Reserve Fund Report and consider transfers
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 7:15 p.m. **9. Approval of City Council Minutes**
- a. Approve Minutes from the March 4, 2024 City Council Meeting
- b. Approve Minutes from the February 26, 2024 City Council Meeting
- 7:20 p.m. **10. Approve Consent Agenda**
- a. Approve Payments
- b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
- c. Approve 2 Temporary Gambling Permits
- d. Approve an Ordinance Amending Title 3, Chapter 314 of the City Code to Amend Text in the 2024 Fee Schedule
- e. Receive City Grant Applications Update
- f. Approve Agreement for Professional Services for 2024 SCADA Services
- g. Approve Drainage Easement Over Lot 17A, Block 1, Owasso Shores Addition
- 7:25 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
- a. Future Agenda Review
- 7:35 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 5.a.

Department Approval



City Manager Approval



Item Description: Arbor Day Proclamation

Background

As a part of our Tree City USA membership, each year the City of Roseville proclaims a specific day as Arbor Day to recognize the importance of trees, to promote their proper care, and to promote the planting of many additional appropriate tree species to replace the thousands that have been lost over the years.

Policy Objectives

This is consistent with the policy adopted many years ago of annually proclaiming Arbor Day and the Community Aspiration of being "a community that treasures and preserves natural areas and open space and prioritizes environmental conservation and sustainability."

Racial Equity Impact Summary

Research shows that nationwide many neighborhoods of color have significantly less tree cover than more white neighborhoods. Met Council data shows that these trends occur on a regional level as well.

Roseville's ongoing commitment to its urban forest, including the Accelerated Emerald Ash Borer program and volunteer tree planting events, reflects the city's commitment to ensuring that all residents, regardless of race or economic means, experience the benefits of a robust urban forest, including climate resilience, health benefits, emotional benefits and more.

Budget Implications

None.

Staff Recommendations

Staff recommends that April 26, 2024 be named Roseville Arbor Day.

Requested Council Action

Motion adopting the proclamation

Prepared by: Matthew L. Johnson, Parks and Recreation Director

Attachments: 1. Arbor Day Proclamation 2024



Arbor Day

April 26, 2024

Whereas: Roseville's trees have been a significant element of our community because of their beauty and importance to our environment; and

Whereas: Trees are an increasingly vital resource for Roseville, enriching our lives by purifying air and water, helping to conserve soil and energy, in serving as recreational settings and wildlife habitat of all kinds; and

Whereas: Activities such as construction damage and pollution as well as drought and disease have damaged and destroyed many trees which are therefore in need of replacement; and

Whereas: The City of Roseville seeks to positively impact our environment by planting trees and insuring that these trees are nurtured and protected; and

Whereas: Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

Whereas: Trees, wherever they are planted, are a source of joy and spiritual renewal; and

Whereas: Trees assist with drainage and flood mitigation and reduce city costs for sewer and water treatment; and

Whereas: Everyone is encouraged to care for our trees and plant as many trees as possible.

Now, Therefore Be It Resolved that the City Council hereby declare April 26, 2024 as Arbor Day in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

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

Mayor Daniel J. Roe



Fair Housing Month April 2024

Whereas: The month of April marks the anniversary of the passage of the Federal Fair Housing Law of 1968, recognizing that no American should have their right to purchase or rent shelter of choice abridged because of race, color, religion, sex, handicap, familial status or national origin, sexual orientation or gender identity; and

Whereas: Equality of opportunity for all is a fundamental policy of this nation and the City of Roseville; and

Whereas: The location where people live has a direct impact on the quality of their health, education and access to economic opportunities; and

Whereas: Historical racial discriminatory housing practices have created racial and economic segregation in communities that have created disparate outcomes in overall quality of life, including access to homeownership, quality education, healthcare, and transportation as a few examples; and

Whereas: Economic stability, community health, and human relations in all communities are improved by diversity and integration; and

Whereas: The City of Roseville is committed to promoting housing choices and fostering inclusive communities, free from housing discrimination; and

Whereas: The City Council establishes the City of Roseville as an inclusive community committed to fair housing by applying this to its housing programs and services; and promotes appropriate activities by private and public entities intended to provide or advocate for equal housing opportunities for all residents and prospective residents of Roseville;

Now, Therefore Be It Resolved, that the City Council hereby declare April, 2024 to be Fair Housing Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 18th day of March, 2024.

Mayor Daniel J. Roe



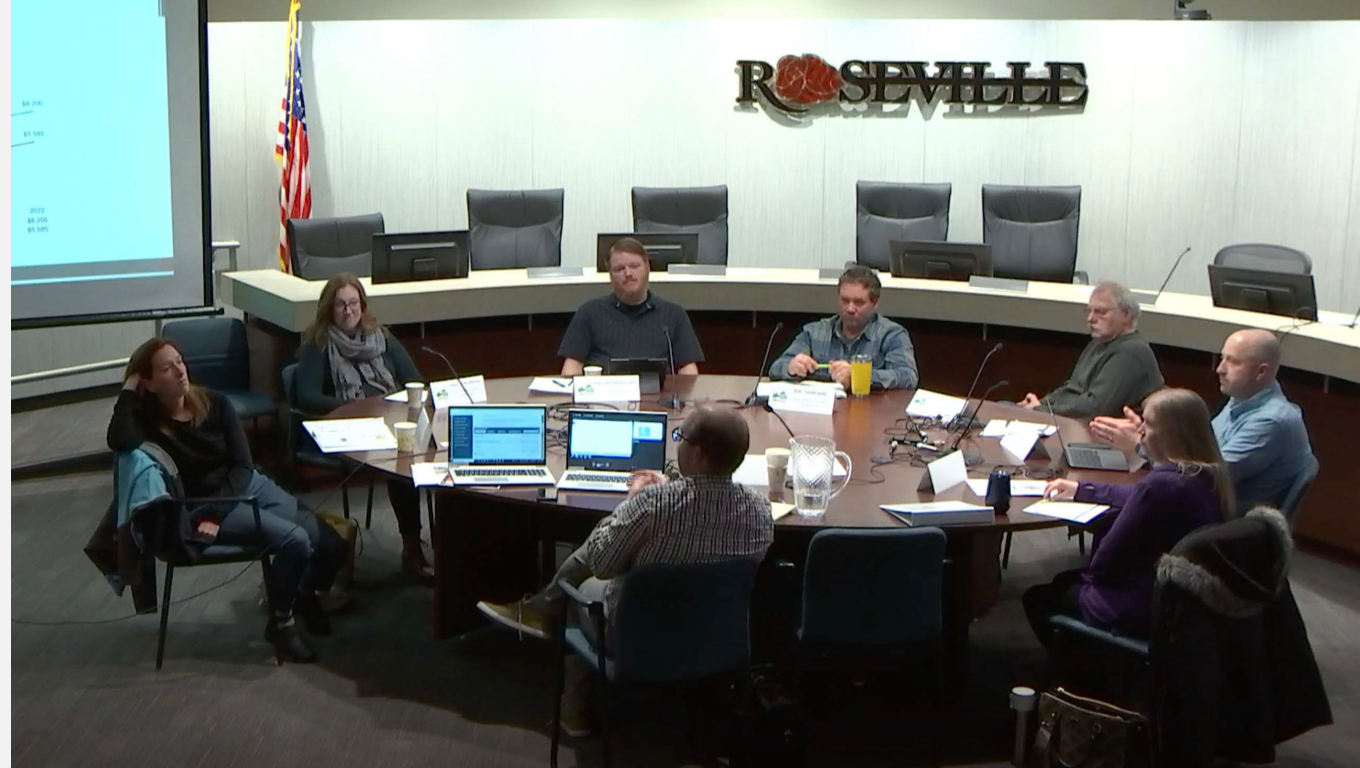
RECOGNITION OF COMMISSIONERS

March 18, 2024



RECOGNITION OF COMMISSIONERS

- 42 volunteer commissioners across 6 City Commissions. Commissioners average 75 hours of volunteer service per term
- Recognize Commissioners who will not be returning
- 5 Commissioners leaving terms in 2024, and 3 additional past commissioners



COMMISSIONERS

FINANCE COMMISSION

Wanda Davies

- Appointed in 2019



HUMAN RIGHTS, INCLUSION & ENGAGEMENT

Amanda Becker

- Appointed in 2021

William Hill

- Appointed in 2023

Kathryn Macomber

- Appointed in 2018

Laura Palmquist

- Appointed in 2021

Lori-Anne Williams

- Appointed 2023

COMMISSIONERS

PARKS & RECREATION COMMISSION

Daryl Baggenstoss

- Appointed in 2017

Leah Ybarra

- Appointed in 2021



Thank You!



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Consider Ordinance Amending Chapter 801 of Roseville City Code,
Water Meters

Background

At the February 26, 2024 City Council meeting, the Council discussed amending the water meter ordinance. Based on feedback from that meeting, staff made minor corrections to the ordinance, which is now included as Attachment 1. The ordinance was reposted to meet the notice requirements.

Chapter 801.10 of the Roseville City Code deals with water meters. Currently, the ordinance requires a meter deposit be charged to all new meter installations and new customers. When customers change when homes are sold, the old meter deposit is returned and a new meter deposit is required from the new customer. This creates a lot of accounting and tracking as meter deposit costs change over time. There is currently a balance of \$1,499,849 in the meter deposit account for the 10,028 meter accounts that have a deposit associated with the account. The intent of the deposit was to make sure meters were not removed.

Staff has reviewed other cities' policies and most no longer require a meter deposit from all customers, but do charge a meter fee for new construction. The current deposit requirement is more of an accounting burden and provides little benefit to the City. With radios on most meters, if a meter is tampered with or removed, staff would be made aware of the issue very quickly. Staff would have other mechanisms to deal with lost meters, including charging a fee for the cost of a new meter.

The new ordinance changes the deposit requirement to a fee. The fee schedule will be amended under a separate council action. Only new meters would be charged a fee. Over time, when buildings are sold or when buildings are demolished, the existing customer meter deposits would be returned. It will likely take 40-50 years to deplete the meter deposit account, so there is no concern from Finance on running low on funds. The finance department is looking into other options on how the funds could be returned in a quicker timeframe. This will be presented to the Council at a later date.

The City Attorney helped draft and review the proposed ordinance.

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 should be no equity impacts with this ordinance.

Budget Implications

The ordinance amendments should have no overall impacts to the budget. It would eliminate the meter deposit account over an extended period of time, eliminating the current cash flow available.

Staff Recommendations

Staff recommends adopting an ordinance amending Title 8, Chapter 801, of Roseville's City Code.

Requested Council Action

Consider adopting an ordinance amending Title 8, Chapter 801, of Roseville's City Code.

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Ordinance Amendment

City of Roseville
ORDINANCE NO. [REDACTED]

AN ORDINANCE AMENDING
TITLE 8, SECTION 801.10

AN ORDINANCE AMENDING TITLE 8, SECTION 801.10 OF THE ROSEVILLE CITY
CODE TO ELIMINATE THE REQUIREMENT FOR A
WATER METER SECURITY DEPOSIT AND ADD THE REQUIREMENT
FOR A WATER METER FEE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 8, Section 801.10 of the Roseville City Code is amended to read as follows:

801.10: WATER METERS:

- A. Meters Required: Except for extinguishment of fires, no person, except authorized City employees, shall use water from the water system or permit water to be drawn from the water system unless the same be metered by passing through a meter supplied or approved by the City. No person not authorized by the Public Works Director shall connect, disconnect, take apart or in any manner change, cause to be changed or interfere with any such meter or the action of such meter. (~~Ord. 388, 4-22-63~~)
 - 1. Master Meter: Commercial or industrial buildings shall be metered with one master meter of adequate size as approved by the ~~Director of Public Works~~ Director.
 - 2. Auxiliary Meters: If additional or auxiliary meters are desired for recording the subdivision of such supply, they must be furnished and set up by the owner or consumer at the owner or consumer's expense and the owner or consumer must assume all responsibility of reading, billing and maintaining the auxiliary meters. (~~Ord. 662, 3-13-72~~)
- B. Installation: All water meters shall be installed in accordance with the standards set by the Public Works Director. (~~Ord. 388, 4-22-63; amd. 1995 Code~~)
- C. Security Deposit Water Meter Fee: A water meter fee must be paid prior to the installation of all meters. The amount of the water meter fee will be based on the size of the meter and adopted annually in the fee schedule. A security deposit to be made by customers for water meters and payment for the water meter shall be made in advance of installation for all meters in an amount established by City Council resolution. This deposit will be refunded when the property ownership is transferred. Remote reading devices on water meters will be required except where otherwise determined by the Public Works Director. (~~Ord. 733, 8-12-74; amd. 1995 Code~~)
- D. Remote Reading: Remote reading devices on water meters will be required except where

otherwise determined by the Public Works Director.

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

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

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

Ordinance – Title of Ordinance -

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Rebecca Olson, Acting City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/18/2024
Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Receive the 2023 Cash Reserve Fund Report and consider transfers

Background

The Operating Fund Reserve Policy, as revised on September 20, 2021, (*Attachment 1*) states that excess reserves above the maximum reserve level for that specific fund (less funds needed for capital expenditures and funds received as donations) shall be placed into the Cash Reserve Fund.

Identifying Excess Cash Reserves

Attachment 2 shows the cash reserve levels along with the targets for each fund. In accordance with the cash reserve policy, the following amounts have been identified to be in excess of the high target reserve level for each fund. Therefore, these amounts should be transferred to the cash reserve fund.

Parks & Recreation fund	\$162,207 above the high target range of 30%
License Center Fund	\$327,318 above the high target range of 15%

Parks and Recreation fund achieved higher than anticipated reserves as a result of higher participation in various programs than were anticipated during the budget preparation.

License Center fund received a one-time transfer of \$127,697 from the State to offset additional time spent processing driver's licenses on the new MNDRIVE system. Deputy Registrars are now doing all the data entry that previously was done by the State, so in recognition of the additional time it takes to process these transactions, a one-time infusion was received.

General Fund, exclusive of the cash reserve fund, ended the year at a 38% cash reserve level, which is a good financial sign. When the City's Comprehensive Annual Financial Report is prepared, the Cash Reserve Fund is rolled up with this fund, so the audit report will show a higher reserve level.

Communications fund ended the year with a 12% cash reserve level, which is within the target range set for this fund of 10%-30%.

Information about other city fund balances will be included as part of the audit presentation in May.

Financial Sustainability Impacts

As noted last year, the COVID-19 pandemic demonstrated why the City has reserves and the impacts that can occur from unforeseen events. The fund balance policies are set up to address such unforeseen situations. The general fund reserve is set at a higher level as this fund is primarily funded through property taxes but also serves as the fund that provides financial support in the short term should another fund fall below its minimum fund balance. Based on reserve fund policies and operational needs, staff recommends that the following amounts should be transferred to the cash reserve fund, for a net of \$489,525:

- \$162,207 from Parks & Recreation fund to the cash reserve fund
- \$327,318 from License Center fund to the cash reserve fund

Policy Objectives

It is recommended that the City adhere to its established fund reserve policies both in the movement of excess cash reserves and in the maintenance of minimum balances.

Racial Equity Impact Summary

There is no direct equity impact to the fund transfers recommended in this staff report.

Budget Implications

See above.

Staff Recommendations

Staff recommends the City Council receive the 2023 Cash Reserve Fund report showing the transfer in of \$489,525 to the Cash Reserve Fund and make a motion authorizing those transfers from the Parks & Recreation fund and the License Center fund.

Requested Council Action

Motion to receive the 2023 Cash Reserve Fund report showing the transfer of \$162,207 from the Parks & Recreation fund and \$327,318 from the License Center fund to the Cash Reserve Fund.

Prepared by: Michelle Pietrick, Finance Director

Attachments:
1. Operating Reserve Policy
2. 2023 Unaudited Cash Reserves

Operating Fund Reserve Policy

Revised September 20, 2021

Purpose

- To provide a cushion against unexpected revenue and income interruptions
- To provide working capital by ensuring sufficient cash flow to meet the City's needs throughout the year
- To provide funds to address unexpected or unplanned events

Policy

- The City will maintain a general fund reserve of 35-50% of the general fund's total annual operating budget. This ensures that the City has adequate funds on hand to provide for operations between bi-annual property tax collection periods. Any surplus beyond the required general fund reserve may be transferred to another reserve fund with a funding shortfall.
- The City will strive to create a reserve in the Recreation Fund of 20-30% of the annual recreation budget. This reserve will provide a cash flow cushion to cover operations between bi-annual property tax collections and the fluctuation in charges for services revenues during the year. Because of more frequent cash inflows during the year, a 20-30% reserve will be adequate to support the daily cash needs of the fund.
- The Community Development Fund is supported solely by building permit fees and charges. Because the economic environment has a major effect on this Fund, a fund balance of 25-50 % of the annual budget is a reasonable target. It is expected that as economic downturns take place, this reserve will provide for a transition period during which the Council will be able to assess and to better match operations with the economic need.
- City enterprise funds shall have operating cash reserves sufficient to provide for monthly cash flow, and for a reasonable level of equipment and infrastructure replacement. Major reconstruction or system upgrades, may need to be funded from enterprise revenue bonds. Annual utility rate reviews will be made in regard to projected operating expenses and capital improvements. The Council will, on an annual basis, establish rates in accordance to operating cost recovery and the projected capital improvements. Based on consulting other cities, a minimum cash reserve level of 25% of the operating budget is a target that the City of Roseville will strive to maintain, though major capital projects may cause periodic deviations from this reserve level.
- The Communications Fund had greater cash flow variability in prior years and now receives a small amount of property tax levy support. It is expected to operate with reserve balances of 10-30% of the annual operating budget.
- The License Center fund has consistently demonstrated strong cash flows which allowed for a lower overall reserve level. Based on the experiences of 2020, these fund reserves may need to be increased in the future. At this time the License Center fund will operate with balances of 10-15% of the annual operating budget.

Operating Fund Reserve Policy

Revised September 20, 2021

- The Information Technology fund will operate with positive reserve balances of 10-15% which will eventually be eliminated once Metro Inet is fully established at which time, the IT function will simply be a division of the General Fund.
- Capital Project funds are identified in the Capital investment policy. Annual property tax levies supply funding for the various projects and fund balances increase over time to pay for equipment and infrastructure projects, the balances then drop and rebuild over time to cover the next projects.
- For the EDA, its General Operating Fund should maintain a reserve level of 35% of the annual budget to ensure that it has sufficient funds to provide for operations in-between property tax collection periods.
- In the event the minimum fund balance drops below prescribed levels, the City shall dedicate new incoming property tax or program revenues (where applicable) in an amount sufficient to bring fund balance levels back into compliance within three fiscal years.
- Unless otherwise directed by the City Council, monies held in individual Funds shall be expended first from restricted fund balances, second from committed fund balances, then from assigned fund balances, before using unassigned fund balance.

Implementation

All fund reserves shall be reviewed each year at the time of the annual budget preparation and at the annual audit for the purpose of complying with this policy. Budgets shall be prepared on an "All Resources" basis, so that the City Council and Community can readily discern the current and projected management of all reserves.

If aggregate unrestricted reserves in the tax-supported operating funds are outside of targeted goals, the Council is advised to create a plan to get reserves into targeted goal ranges by committing reserve funds, using aggregate excess reserves to reduce the levy, or making appropriate budget or tax levy adjustments. With the creation of the Cash Reserve Fund, certain funds will have their reserves swept if they exceed the high target range, see the next section.

Cash Reserve Fund

The City has established a Cash Reserve Fund that will take the excess cash reserves from selected funds that are over the maximum reserve levels as defined under this policy, less funds needed for capital expenditures or funds donated to the City. The following funds are subject to the Cash Reserve Fund policy:

- General Fund (unrestricted portion)
- Parks and Recreation Fund
- Communication Fund
- Information Technology Fund
- License Center



Operating Fund Reserve Policy

Revised September 20, 2021

As part of the annual audit, the excess funds above the maximum reserve level at December 31 of the previous year (less funds needed for capital expenditures and funds donated to these accounts) shall be transferred to the Cash Reserve Fund before the books are closed for that particular year. The funds transferred to the Cash Reserve Fund shall be tracked on an annual basis and reported to the Finance Commission and approved by the City Council by April of the subsequent year.

Any expenditures from the Cash Reserve Fund must be authorized by the City Council.

City of RosevilleCash Reserve Levels: Unrestricted Operating Funds

12/31/23 Cash Reserves Updated 3/11/2024

Cash Reserve Levels: *Unrestricted* Operating Funds

	12/31/2023	Less	12/31/2023	12/31/2023	2024	Target	Target	12/31/2023	12/31/2023		
	Cash	From	<i>Available</i>	Reserve	Operating			Low Target	High Target	Variance from	Variance from
<u>Operating Fund</u>	<u>Reserves</u>	<u>Donations</u>	<u>Reserves</u>	<u>Level</u>	<u>Budget</u>	<u>Low</u>	<u>High</u>	<u>Level</u>	<u>Level</u>	<u>Low Target</u>	<u>High Target</u>
General: Primary	\$ 8,973,090	\$ (93,340)	\$ 8,879,750	38%	\$23,637,883	35%	50%	\$ 8,273,259	\$ 11,818,942	\$ 606,491	\$(2,939,192)
General: Cash Reserve Fund	717,390	-	717,390								
Parks & Recreation	2,334,066	(337,281)	1,996,785	33%	6,115,259	20%	30%	1,223,051	1,834,578	773,734	162,207
Communications	78,343	-	78,343	12%	631,260	10%	30%	63,126	189,378	15,217	(111,035)
License Center	665,849	-	665,849	30%	2,256,876	10%	15%	225,688	338,531	440,161	327,318

(1) See analysis below

City of Roseville

Cash Reserve Levels: Cash Reserve Fund

Unaudited 12/31/23 Cash Reserves Updated 3/12/2024

	Year	Funding Sources (Uses)						Excess Cash Reserve Fund
		General	Information Technology	Parks & Recreation	License Center	Communi-cations	Use of Funds	
Cash Balance: January 1	2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions	2018	-	170,000	635,000	81,000	-	-	886,000
Cash Balance December 31	2018	-	170,000	635,000	81,000	-	-	886,000
Contributions	2019	-	234,924	169,985	249,140	124,947	-	778,996
Interest Revenue	2019	10,084	-	-	-	-	-	10,084
Tranfer to Gen Fd-min. balance	2019	-	-	-	-	-	(918,583)	(918,583)
Cash Balance December 31	2019	10,084	404,924	804,985	330,140	124,947	(918,583)	756,497
Contributions	2020	-	193,990	-	-	-	-	193,990
Interest Revenue	2020	6,323	-	-	-	-	-	6,323
Equity Consultant	2020	-	-	-	-	-	(100,000)	(100,000)
Trf to Parks & Recreation	2020	-	-	-	-	-	(235,798)	(235,798)
Trf to License Center	2020	-	-	-	-	-	(354,958)	(354,958)
Cash Balance December 31	2020	16,407	598,914	804,985	330,140	124,947	(1,609,339)	266,054
Contributions	2021	-	360,160	79,662	-	-	-	439,822
Interest Revenue	2021	1,070	-	-	-	-	-	1,070
Cash Balance December 31	2021	17,477	959,074	884,647	330,140	124,947	(1,609,339)	706,946
Contributions	2022			20,317				20,317
Trf to Communications	2022						(31,436)	(31,436)
Interest Revenue	2022	10,444						10,444
Cash Balance December 31	2022	27,921	959,074	904,964	330,140	124,947	(1,640,775)	706,271
Trf to Parks & Rec Vehicle & Equip	2023						(200,000)	(200,000)
Contributions				162,207	327,318			489,525
Interest Revenue	2023	9,496						9,496
Cash Balance December 31		37,417	959,074	1,067,171	657,458	124,947	(1,840,775)	1,005,292

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approve Payments

Background

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

Check Series #	Amount
ACH Payments	\$2,435,202.91
108934-109036	\$225,302.48
Total	\$2,660,505.39

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 03.18.2024

32

Bank Reconciliation

Board Audit

User: Joshua.Kent
 Printed: 03/13/2024 - 12:18PM
 Date Range: 02/28/2024 - 03/12/2024
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 00 General Function				
0	David R. Cantu-Non Bank	Benefit Reimbursements February 202	03/11/2024	7,386.09
0	LINA	Life Insurance Premiums for February	02/28/2024	6,804.18
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	62,516.13
Total for Department: 00 General Function				76,706.40
Department: 01 General Government				
0	Amazon.com- CC	Prime membership	03/06/2024	16.25
0	Background Investigation Bureau - CC	Background Checks	03/06/2024	223.25
0	Costco-CC	Paper products	03/06/2024	36.83
0	DG Minnesota CS 2021, LLC	Solar Production - January 2024	02/28/2024	942.78
0	Fikes, Inc.	Restroom Supplies	02/28/2024	369.68
0	Fusion Learning Partners-CC	RCLLG Membership	03/06/2024	1,125.00
0	Greenhaven Printing	Letterhead	03/06/2024	336.25
0	Innovative Office Solutions	Office Supplies	02/28/2024	1,087.06
0	Jersey Mikes Subs-CC	Lunch w/ Mayor	03/06/2024	15.17
0	Mailchimp-CC	Standard Plan	03/06/2024	100.00
0	McGough Property Management, LLC	Management Fee	02/28/2024	3,700.00
0	Nitti Sanitation-CC	Trash Service - Jan 2024	03/06/2024	892.57
0	Personnel Concepts-CC	Laminated Posters	03/06/2024	293.43
0	T Mobile-CC	Cell phones - R. Boggs	03/06/2024	29.37
0	TimeSaver Off Site Secretarial, Inc.	Jan 22 - Feb 7 Meetings	03/06/2024	712.79
0	US Bank-Non Bank	January 2024 Terminal Charges	03/11/2024	1,019.63
0	Yale Mechanical	New manual reset switch	02/28/2024	4,094.22
0	Yale Mechanical	Winter Maintenance	03/06/2024	1,497.06
108937	API Garage Door	Door opener repairs - Pub Works	02/28/2024	1,380.00
108964	Kennedy & Graven, Chartered	Legal Services through Jan 31, 2024	02/28/2024	16,937.24
108973	MAMA-Metropolitan Area Managemer	MAMA Annual Membership - Pat Tru	02/28/2024	45.00
108987	Shred-N-Go, Inc.	Shredding Services through 2/23/24	02/28/2024	71.89
108989	Suburban Rate Authority	2024 Membership Assessment - First I	02/28/2024	1,952.00
109004	American Mailing Machines	Labels	03/06/2024	49.60
109005	Anchor Solar Investments, LLC	Solar Lease	03/06/2024	1,700.33
109006	ARAMARK Services	Coffee	03/06/2024	349.44
109019	Gilbert Mechanical Contractors	Annual Fire Sprinkler System Inspecti	03/06/2024	865.00
109021	Huebsch, Inc.	Floor Mats	03/06/2024	1,505.20
109027	MAMA-Metropolitan Area Managemer	February Luncheon - Patrick Trudgeor	03/06/2024	25.00
Total for Department: 01 General Government				41,372.04
Department: 02 Public Safety				
0	4Imprint-CC	PD Custom Mugs - outreach	03/06/2024	1,274.16
0	Alex Air Apparatus 2 LLC	Full Service on breathing air compress	03/06/2024	1,178.71
0	Alternate Force-CC	Training Instructor Suit	03/06/2024	2,565.00
0	Amazon.com- CC	Batteries	03/06/2024	1,121.23
0	AMEM-CC	Membership	03/06/2024	200.00
0	AutoZone-CC	Jumpstart tool	03/06/2024	137.63
0	BCA-CC	Training Course - C. Hallgren	03/06/2024	375.00
0	Carhartt-CC	Jacket - K. Lindahl	03/06/2024	112.49
0	Caribou Coffee- CC	Training - Coffee	03/06/2024	19.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Circle K - CC	February Car Washes	03/06/2024	58.50
0	City of St. Paul	Canine Boarding - Rooster Feb 5-8, 20	02/28/2024	140.00
0	Compliance Signs.com-CC	Inspection stickers	03/06/2024	365.03
0	Costco-CC	Station Supplies	03/06/2024	409.85
0	Emergency Apparatus Maint. Inc	Engine E-633 Repairs	03/06/2024	4,534.54
0	Emergency Automotive Tech Inc	LED Light Red	03/06/2024	1,142.60
0	Evident Inc-CC	Sharps Containers	03/06/2024	92.65
0	Friendly Chevrolet-CC	Vehicle maintenance	03/06/2024	157.54
0	Holiday-CC	Duct tape	03/06/2024	3.78
0	Home Depot- CC	Mouse traps	03/06/2024	7.62
0	IAAI-CC	Membership	03/06/2024	73.00
0	IAPE-CC	Annual Membership - E. Thorson	03/06/2024	65.00
0	IFIXIT-CC	Laptop Batteries	03/06/2024	193.75
0	Innovative Office Solutions	Office Supplies	02/28/2024	441.84
0	Int'l Code Council-CC	Membership	03/06/2024	160.00
0	Jersey Mikes Subs-CC	Training Meal	03/06/2024	55.39
0	License Center-Non Bank	Registration Fees for 2017 Buick, 202	03/11/2024	2,450.33
0	Lunds & Byerlys-CC	Training snacks	03/06/2024	22.23
0	Masa Consulting, Inc.	Mental Health Support services for Fel	03/06/2024	2,100.00
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	2,301.03
0	MN Ambulance Assoc-CC	Membership renewal	03/06/2024	75.00
0	MN Crime Prevention Assoc-CC	Membership	03/06/2024	50.00
0	Municipal Emergency Services Deposi	Gear Repair	03/06/2024	415.00
0	Nitti Sanitation-CC	Trash Service - Jan 2024	03/06/2024	265.36
0	Rescue Technology-CC	Training Supplies	03/06/2024	378.00
0	SFM-Non Bank	Replenish Worker's Comp Escrow	03/11/2024	1,188.50
0	SHI International Corp	Pocket Jet 8	02/28/2024	324.41
0	Star Tribune-CC	Premium Digital Access	03/06/2024	64.08
0	Starbucks-CC	Training Meal	03/06/2024	101.62
0	Sticker Mule-CC	PD Stickers	03/06/2024	127.88
0	Streicher's	CSO Uniform - V. Pouncy	02/28/2024	1,259.79
0	Suburban Ace Hardware-CC	Spray paint	03/06/2024	52.48
0	Target- CC	Acetone	03/06/2024	5.19
0	Tavern Grill-CC	Training Meal	03/06/2024	78.39
0	Tommy Bahama-CC	Clothing - K. Lindahl	03/06/2024	98.80
0	US Bank-Non Bank	January 2024 Terminal Charges	03/11/2024	229.88
0	USPCA-CC	K9 Membership - Eckert	03/06/2024	50.00
0	Vista Print-CC	Doorhangers	03/06/2024	87.78
0	Walgreens-CC	Cleaning supplies	03/06/2024	15.69
0	Walmart-CC	Training Supplies	03/06/2024	27.97
0	Xcel Energy	Xcel Billings - February	02/28/2024	1,935.59
0	Yale Mechanical	Mid-Season HVAC Maintenance - FD	03/06/2024	647.00
0	Zach Rickman	Supplies Reimbursement	03/06/2024	11.96
108939	AT&T	Cell Phone Investigation - File Code 3	02/28/2024	200.00
108941	Caliber Collision	2023 Rav4 Repairs, RO #3311048534	02/28/2024	6,532.00
108947	Como Park Animal Hospital	Health examination, vaccine, board	02/28/2024	398.80
108948	CovertTrack Group, Inc.	Tracking Services	02/28/2024	3,754.74
108952	Dell Marketing, L.P.	Dell 24 Monitor	02/28/2024	147.19
108954	Galls, LLC	Patrol uniform - J. Cox	02/28/2024	1,612.59
108967	Language Line Services	Interpretation services	02/28/2024	285.67
108968	Lawburner	Yearly Subscription Renewal	02/28/2024	2,746.20
108991	T Mobile USA, Inc.	Agency Ref Number 24000383	02/28/2024	75.00
108993	University of Minnesota Veterinary Me	Rooster - Fluoxetine capsul	02/28/2024	11.72
108996	Verizon	PD Phones Jan 9 - Feb 8, 2024	02/28/2024	3,908.87
109001	Wayne Val Autobody	Repairs on 2018 Mitsubishi Outlander	02/28/2024	9,262.55
109005	Anchor Solar Investments, LLC	Solar Lease	03/06/2024	371.91
109017	Driver & Vehicle Services	PD License Plates	03/06/2024	90.00
109020	Henry Schein, Inc.	Paper Lifepak	03/06/2024	32.02
109028	McKesson Medical-Surgical	IV Start Kit	03/06/2024	121.38
109034	Twin Cities Transport & Recovery	Tow Charge	03/06/2024	125.00
109035	Verizon	Account Number 487223064-00001	03/06/2024	40.01
Total for Department: 02 Public Safety				58,964.42

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 03 Public Works				
0	Amazon.com- CC	Flood lights	03/06/2024	436.89
0	Corporate Connection, Inc.	Clothing - J. Stapleton	03/06/2024	50.00
0	Emergency Automotive Tech Inc	Whelen M Series LED Light Red	02/28/2024	163.56
0	Factory Motor Parts, Co.	CCA600 RC115	02/28/2024	131.44
0	Factory Motor Parts, Co.	Lube Filter	03/06/2024	16.44
0	Fastenal Company Inc.	Vehicle Supplies	03/06/2024	94.73
0	FleetPride	Vehicle Supplies	02/28/2024	26.38
0	FleetPride	Software Update Encore	03/06/2024	798.06
0	Innovative Office Solutions	Office Supplies	02/28/2024	68.10
0	Kath Fuel Oil Service, Inc.	Synthetic Oil	03/06/2024	3,919.70
0	McMaster-Carr	Insulated 90 Degree Flag Quick Disco	02/28/2024	81.13
0	Menards-CC	Brackets/Screws	03/06/2024	115.98
0	MitchellII-CC	Shop Scan Tool	03/06/2024	894.00
0	MN Dept of Revenue-Non Bank	Fuel Tax - January 2024	03/11/2024	208.62
0	MN State Patrol-CC	Decals	03/06/2024	89.00
0	Precise MRM, LLC	10MB Flat Data Plan US with NAF	03/06/2024	744.00
0	SFM-Non Bank	Replenish Worker's Comp Escrow	03/11/2024	320.52
0	T Mobile-CC	Cell phones	03/06/2024	489.99
108940	AWT, LLC	Removal of reflective sheeting from si	02/28/2024	473.60
108945	Cintas Corporation	Clothing	02/28/2024	86.81
108949	Custom Truck One Source	Headlight Assy	02/28/2024	200.00
108957	Grainger Inc	Butane Refill Canister	02/28/2024	24.93
108980	Ramsey County	Emergency Pre-Emption Systems Serv	02/28/2024	579.54
109003	Zahl Petroleum Maintenance Co	Vehicle Suplies	02/28/2024	49.06
109007	Batteries Plus Bulbs	D Alkaline Bulk	03/06/2024	109.44
109008	Beaudry Oil and Service, Inc.	2/1/24 - 1/31/25 Blanket PO for fuel -	03/06/2024	11,959.52
109011	Cintas Corporation	Clothing	03/06/2024	44.11
109012	Cummins Sales and Service	Fuel Filter	03/06/2024	43.06
109022	Jeff Belzers Roseville Chrysler Dodge	Repairs - 2021 Dodge Durango	03/06/2024	4,537.56
109031	SOS Office Furniture	High Top Table Extension - Intern Eng	03/06/2024	573.30
Total for Department: 03 Public Works				27,329.47
Total for Fund:100 General Fund				204,372.33

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 101 General Fund Donations				
Department: 02 Public Safety				
0	Bill & Bonnie Daniels-CC	Donation	03/06/2024	100.00
0	Metro Transit-CC	Homeless outreach - Transit Card	03/06/2024	40.00
0	Motel 6 - CC	Homeless Outreach - Room	03/06/2024	65.95
0	Rice Pet Clinic and Hospital-CC	Vet services	03/06/2024	197.92
0	Speedway-CC	Homeless outreach - gift card	03/06/2024	50.00
0	Target- CC	Homeless outreach - personal supplies	03/06/2024	175.72
0	Victory Parking-CC	Homeless outreach - parking	03/06/2024	9.00
0	White Castle-CC	Homeless outreach - food	03/06/2024	5.24
Total for Department: 02 Public Safety				643.83
Total for Fund:101 General Fund Donations				643.83

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	96.18
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	512.22
Total for Department: 00 General Function				608.40
Department: 03 Public Works				
0	T Mobile-CC	Cell phones	03/06/2024	7.65
0	US Bank-Non Bank	January 2024 Terminal Charges	03/11/2024	1.91
Total for Department: 03 Public Works				9.56
Total for Fund:103 Contracted Engineering Svcs				617.96

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 109 Information Technology				
Department: 01 General Government				
0	Metro-INET	Monthly IT Services	02/28/2024	74,971.00
Total for Department: 01 General Government				74,971.00
Total for Fund:109 Information Technology				74,971.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	110.61
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	2,347.95
Total for Department: 00 General Function				2,458.56
Department: 01 General Government				
0	Pioneer Press-CC	Subscription	03/06/2024	23.65
0	Star Tribune-CC	Subscription	03/06/2024	49.27
108996	Verizon	PD Phones Jan 9 - Feb 8, 2024	02/28/2024	87.98
Total for Department: 01 General Government				160.90
Total for Fund:110 Telecommunications				2,619.46

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	482.35
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	11,973.72
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - January 2024	03/11/2024	15,720.71
Total for Department: 00 General Function				28,176.78
Department: 04 Recreation				
0	Alan Tsai	Learn to Speedskate Instructor - 11 ses	02/28/2024	165.00
0	Amazon.com- CC	Dance Costumes	03/06/2024	1,227.63
0	Anderson Race Management-CC	Run for the Roses 2024 Contract Depc	03/06/2024	700.00
0	Angel Benes	Dance Classes - 2 sessions	02/28/2024	337.50
0	Best Buy-CC	iPad Case	03/06/2024	428.04
0	Bowlero-CC	Summer spec field trip deposit	03/06/2024	149.90
0	Comcast-CC	Comcast Services - Sandcastle	03/06/2024	290.42
0	Conquer Ninja Warrior-CC	Summer Spec Field Trip Deposit	03/06/2024	100.00
0	Cub Foods- CC	Batteries	03/06/2024	7.57
0	DG Minnesota CS 2021, LLC	Solar Production - January 2024	02/28/2024	251.31
0	Edward Nagel	Learn to Speedskate Instructor - 11 ses	02/28/2024	165.00
0	Elena Stave	Learn to Speedskate Instructor - 10 ses	02/28/2024	150.00
0	Eli Vicari	Learn to Speedskate Instructor - 11 ses	02/28/2024	165.00
0	Elise Stave	Learn to Speedskate Instructor - 11 ses	02/28/2024	165.00
0	Elizabeth Leverty	Dance Program Purchases	03/06/2024	16.67
0	Frattallones-CC	Glue	03/06/2024	163.45
0	Keeley Whitcomb	Learn to Speedskate Instructor - 11 ses	02/28/2024	165.00
0	Kohl's-CC	Dance Costumes	03/06/2024	243.00
0	Light In The Box-CC	Dance Costumes	03/06/2024	146.56
0	Lois Cunningham	Thursday Chair Yoga Jan 4 - Feb 29, 2	02/28/2024	336.00
0	Metro Sound & Lighting-CC	Summer Entertainment operating supp	03/06/2024	4,064.96
0	Metro Volleyball Officials	Winter Volleyball Weeks 4-6	03/06/2024	4,284.00
0	MIAMA-CC	2024 Arena Membership	03/06/2024	250.00
0	Mood Media-CC	Monthly installment	03/06/2024	73.50
0	MRPA-CC	Annual awards meeting registration	03/06/2024	69.00
0	Nitti Sanitation-CC	Trash Service - Jan 2024	03/06/2024	651.31
0	Norbert's Athletic Products-CC	Gymnastics Equipment	03/06/2024	2,740.70
0	Now & Later-CC	water	03/06/2024	23.96
0	Party City-CC	Dance Costumes	03/06/2024	324.38
0	Piper Arcand	Learn to Speedskate Instructor - 10 ses	02/28/2024	150.00
0	Reds Savoy Pizza-CC	NYE on ice staff pizza	03/06/2024	109.80
0	Revolution Dancewear-CC	Dance Costumes	03/06/2024	4,640.80
0	Sky Zone-CC	Summer Spec Field trip	03/06/2024	194.52
0	Sports Imports-CC	Volleyball net	03/06/2024	441.45
0	Staples-CC	Office supplies	03/06/2024	56.31
0	Taho Sportswear, Inc.	Broomball Champ T's	03/06/2024	111.10
0	Target- CC	Cleaning Supplies	03/06/2024	138.38
0	Tumbl Trak-CC	Gymnastics Equipment	03/06/2024	1,679.99
0	Voss Lighting	Lighting Supplies	02/28/2024	448.96
0	Walmart-CC	Dance Costumes	03/06/2024	212.74
0	Weissman's Design-CC	Dance Costumes	03/06/2024	13,056.21
0	When I Work-CC	Small business plan	03/06/2024	90.00
0	Willie McCray	Basketball - 20 games 2/14/24	02/28/2024	1,550.00
0	Willie McCray	18 Games - 2/21/24	03/06/2024	1,395.00
0	Xcel Energy	Xcel Billings - February	02/28/2024	27,497.12
0	Zachary Jensen	Learn to Speedskate Instructor - 11 ses	02/28/2024	165.00
108938	ASCAP, Inc.	2024 License Fee	02/28/2024	443.73
108944	Samuel Chamberlain	Learn to Speedskate Instructor - 6 sess	02/28/2024	90.00
108955	Get Messy LLC	Summer 2023 Clay Owl Group Activit	02/28/2024	355.00
108959	Groth Music	Music - Roseville Community Band	02/28/2024	277.56
108961	Independent School District #621	Adult Field Trip 2/7 - St. Paul Grandio	02/28/2024	888.00
108963	Lissa Keely	Announcing Services for HS Hockey C	02/28/2024	180.00
108965	Andrew Knutson	Announcing Services for HS Hockey C	02/28/2024	300.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
108966	Patrick Kosel	Learn to Speedskate Instructor - 20 ses	02/28/2024	300.00
108969	Jessica Lee	Ensemble Music Classes - Winter 2024	02/28/2024	1,521.90
108970	Noah Lopez	Learn to Speedskate Instructor - 11 ses	02/28/2024	165.00
108971	Tom Lucas	Announcing Services for HS Hockey C	02/28/2024	60.00
108976	On Site Companies-OSSTC	Portables	02/28/2024	876.00
108978	RAHS Boys Booster Club	Concession profit share, 2023-24 seas	02/28/2024	2,104.46
108979	RAHS Girls Booster Club	Concession profit share, 2023-24 seas	02/28/2024	3,367.21
108982	Mike Reski	Announcing Services for HS Hockey C	02/28/2024	280.00
108983	Roseville Area High School	2023-2024 RAHS Boys and Girls HS I	02/28/2024	9,397.00
108985	Section 5AA Girls Hockey	Region 5AA Girls Hockey Ticket Rev	02/28/2024	8,570.25
108986	Shamrock Group, Inc.	CO2 Cylinder Rent	02/28/2024	30.35
108994	US Environmental Resources/F. Garb	Brine system erosion test	02/28/2024	500.00
108995	Joe Van Guilder	Announcing Services for HS Hockey C	02/28/2024	855.00
109000	Watson Company	Concessions For Sale	02/28/2024	1,149.60
109002	Maxwell Weber	Learn to Speedskate Instructor - 5 sess	02/28/2024	75.00
109013	Davis Lock & Safe Inc	Keys	03/06/2024	32.99
109024	Leadership Growth Group, LLC	2024 Leadership Growth Group Series	03/06/2024	600.00
109029	Sandra Sherbarth-Lynch	January 2024 Pickleball Session	03/06/2024	1,798.40
109032	T Mobile	Account Number 967323742	03/06/2024	492.12
Total for Department: 04 Recreation				104,501.81
Total for Fund:200 Recreation Fund				132,678.59

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	319.15
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	6,834.68
Total for Department: 00 General Function				7,153.83
Department: 04 Recreation				
0	David Beckermann	Union Purchase Reimbursement	02/28/2024	89.98
0	Kully-CC	Drinking fountain parts	03/06/2024	342.70
0	MN Nursery & Lands-CC	Training course	03/06/2024	328.00
0	Nitti Sanitation-CC	Trash Service - Jan 2024	03/06/2024	1,221.31
0	Suburban Ace Hardware-CC	gator mop sponge brush	03/06/2024	88.95
108945	Cintas Corporation	Clothing	02/28/2024	7.98
109032	T Mobile	Account Number 967323742	03/06/2024	331.06
109035	Verizon	Account Number 487223064-00001	03/06/2024	391.03
Total for Department: 04 Recreation				2,801.01
Total for Fund:204 P & R Contract Maintenance				9,954.84

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	671.64
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	6,721.94
0	Mn Dept of Labor-CC	Building Permit Surcharge	03/06/2024	2,430.13
109023	Kennedy & Graven, Chartered	Dominium Harbor at Twin Lakes - Ser	03/06/2024	262.30
Total for Department: 00 General Function				10,086.01
Department: 02 Public Safety				
0	Amazon.com- CC	Bluetooth headset	03/06/2024	245.98
0	Innovative Office Solutions	Office Supplies	02/28/2024	12.35
0	Int'l Code Council-CC	Course Registrations	03/06/2024	1,800.00
0	Jersey Mikes Subs-CC	Meal	03/06/2024	58.69
0	MN Assoc of Plumbing-CC	2024 Membership	03/06/2024	155.00
0	Stephen Togle Inspections, Inc.	February Electrical Inspections	03/06/2024	16,121.40
0	T Mobile-CC	Inspector Cell phones	03/06/2024	281.44
0	US Bank-Non Bank	January 2024 Terminal Charges	03/11/2024	2,822.67
0	Vista Outdoor Operations-CC	Black Plate Carrier Bag	03/06/2024	160.00
109015	Dell Marketing, L.P.	OptiPlex Micro	03/06/2024	808.85
109035	Verizon	Account Number 487223064-00001	03/06/2024	52.01
Total for Department: 02 Public Safety				22,518.39
Department: 10 Community Development				
0	Metro-INET	Adobe Pro - Staci Johnson	03/06/2024	101.00
0	TimeSaver Off Site Secretarial, Inc.	Jan 22 - Feb 7 Meetings	03/06/2024	167.00
Total for Department: 10 Community Development				268.00
Total for Fund:260 Community Development				32,872.40

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	550.84
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	12,111.55
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - January 2024	03/11/2024	1,834.77
Total for Department: 00 General Function				14,497.16
Department: 01 General Government				
0	Amazon.com- CC	Cleaning Supplies	03/06/2024	152.43
0	Fikes, Inc.	Restroom Supplies	02/28/2024	92.42
0	Full Slate-CC	Renewal of unlimited appts	03/06/2024	49.95
0	Imaging Spectrum-CC	Passport photo paper	03/06/2024	1,294.86
0	Innovative Office Solutions	Office Supplies	02/28/2024	602.92
0	USPS-CC	Postage	03/06/2024	1,152.61
108943	CenturyLink	Account Number: 333531455	02/28/2024	50.64
109021	Huebsch, Inc.	Floor Mats	03/06/2024	609.32
109030	Shred-N-Go, Inc.	Shredding Services - License Center	03/06/2024	131.89
Total for Department: 01 General Government				4,137.04
Total for Fund:265 License Center				18,634.20

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 270 Charitable Gambling				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	3.88
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	63.31
Total for Department: 00 General Function				67.19
Total for Fund:270 Charitable Gambling				67.19

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 290 Police Forfeiture Fund				
Department: 00 General Function				
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	4.07
Total for Department: 00 General Function				4.07
Department: 02 Public Safety				
108996	Verizon	PD Phones Jan 9 - Feb 8, 2024	02/28/2024	50.85
Total for Department: 02 Public Safety				50.85
Total for Fund:290 Police Forfeiture Fund				54.92

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 295 Police Grants				
Department: 02 Public Safety				
108997	Vertex Unmanned Solutions, LLC	Matrice 350 - unmanned device and pæ	02/28/2024	22,788.00
Total for Department: 02 Public Safety				22,788.00
Total for Fund:295 Police Grants				22,788.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 400 Police Vehicle Revolving				
Department: 02 Public Safety				
0	Ancom Technical Center	APX RPM w/ear Jack	02/28/2024	274.00
0	Radio Depot-CC	Replacement portable radio micorphor	03/06/2024	303.00
0	Shieldspike-CC	Vehicle Breaching Tools	03/06/2024	290.00
0	Uniqative-CC	Vehicle breaching tools	03/06/2024	500.00
Total for Department: 02 Public Safety				1,367.00
Total for Fund:400 Police Vehicle Revolving				1,367.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 401 Fire Vehicles Revolving				
Department: 02 Public Safety				
0	B & H Photo-CC	CIP Gym	03/06/2024	303.43
0	Lowes-CC	CIP Flooring	03/06/2024	866.98
0	Municipal Emergency Services Depositi	Fire Turnout Coat and Pants	02/28/2024	11,126.88
0	SAVVIK Buying Group-CC	CIP Building supplies	03/06/2024	427.96
109036	Viking Electric Supply, Inc.	Electric Supplies	03/06/2024	1,019.96
Total for Department: 02 Public Safety				13,745.21
Total for Fund:401 Fire Vehicles Revolving				13,745.21

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 409 Central Svcs Equip Revolving				
Department: 01 General Government				
108951	Definitive Technology Solutions, Inc.	Waste Toner	02/28/2024	108.50
109014	Definitive Technology Solution, Inc.	Copier Rental	03/06/2024	4,039.04
Total for Department: 01 General Government				4,147.54
Total for Fund:409 Central Svcs Equip Revolving				4,147.54

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 410 Building Improvements				
Department: 01 General Government				
108936	All State Communications, Inc.	Aspen Room Cabling	02/28/2024	475.00
Total for Department: 01 General Government				475.00
Total for Fund:410 Building Improvements				475.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 529 G.O. Housing Revenue (2009)				
Department: 12 Debt Service				
0	Bond Trust Service Corp-Non Bank	2024 Principal & Interest on Bonds 20	03/11/2024	100,600.00
Total for Department: 12 Debt Service				100,600.00
Total for Fund:529 G.O. Housing Revenue (2009)				100,600.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 532 2012 Port Authority Bond				
Department: 12 Debt Service				
0	Bond Trust Service Corp-Non Bank	2024 Principal & Interest on Bonds 20	03/11/2024	1,279,350.00
Total for Department: 12 Debt Service				1,279,350.00
Total for Fund:532 2012 Port Authority Bond				1,279,350.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 533 2015 TIF Bonds (2015A)				
Department: 12				
0	Bond Trust Service Corp-Non Bank	2024 Principal & Interest on Bonds 20	03/11/2024	230,728.13
Total for Department: 12				230,728.13
Total for Fund:533 2015 TIF Bonds (2015A)				230,728.13

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	72.21
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	2,279.68
Total for Department: 00 General Function				2,351.89
Department: 05 Sanitary Sewer				
0	Bluefin Payment Systems-Non Bank	January 2024 UB Payments.com Char	03/11/2024	8,850.74
0	Gopher State One Call	February Total Billable Tickets 193	03/06/2024	86.85
0	InfoSend, Inc.	February 2024 Billings	03/06/2024	820.88
0	Menards-CC	Spray paint	03/06/2024	29.39
0	Metropolitan Council	Waste Water Services Def Rev	03/06/2024	292,802.56
0	T Mobile-CC	Cell phones	03/06/2024	167.73
0	Xcel Energy	Xcel Billings - February	02/28/2024	1,110.94
108974	MN Pollution Control Agency	Training and Certification Fees - Thon	02/28/2024	325.00
109033	The Point of Roseville, LLC	UB Refund for over charge of sewer c	03/06/2024	18,826.73
Total for Department: 05 Sanitary Sewer				323,020.82
Total for Fund:600 Sanitary Sewer				325,372.71

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	214.26
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	4,762.71
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - January 2024	03/11/2024	21,158.99
108934	CLAUDIA AGUILAR	Refund Check 022306-000, 167 WEV	02/28/2024	95.35
108946	LISA COLVARD	Refund Check 009593-000, 2733 WO	02/28/2024	51.92
108953	ESTATE OF RICHARD EVANS	Refund Check 007922-000, 796 SEX	02/28/2024	28.38
108956	GOOD DOMUS DUO LLC	Refund Check 026342-000, 1811 STA	02/28/2024	145.86
108958	BRYAN GRANICA	Refund Check 022759-000, 2571 BEA	02/28/2024	218.16
108960	BROR HERRICK	Refund Check 017695-000, 1046 BRG	02/28/2024	189.57
108962	JOHN JANNATPOUR	Refund Check 011281-000, 2880 KEI	02/28/2024	170.58
108972	DAN MALMON	Refund Check 015232-000, 2508 WO	02/28/2024	84.26
108975	JW MOORE	Refund Check 026237-000, 2474 BRI	02/28/2024	141.74
108992	YEONG SHIEUH TSUNG	Refund Check 008190-000, 1907 SHI	02/28/2024	215.58
108998	LYNNE VOLKMAN	Refund Check 025152-000, 1004 SHI	02/28/2024	314.12
Total for Department: 00 General Function				27,791.48
Department: 06 Water Fund				
0	Apple-CC	iCloud storage	03/06/2024	0.99
0	Arden Hills-CC	Knowledge Exam	03/06/2024	57.99
0	City of Roseville- Non Bank	January 2024 city water bills due Feb	03/11/2024	2,669.24
0	City of Roseville-CC	License Center Renewal	03/06/2024	139.95
0	Ferguson Waterworks #2518	Operating Supplies	02/28/2024	8,083.44
0	Ferguson Waterworks #2518	3" Mach 10, 17" Length USG	03/06/2024	4,126.14
0	Gopher State One Call	February Total Billable Tickets 193	03/06/2024	86.85
0	InfoSend, Inc.	February 2024 Billings	03/06/2024	820.87
0	Suburban Ace Hardware-CC	Fasteners	03/06/2024	5.97
0	T Mobile-CC	Cell phones	03/06/2024	193.47
0	Xcel Energy	Xcel Billings - February	02/28/2024	350.13
108942	Cemstone Products Co, Inc.	Materials	02/28/2024	746.50
108977	Q3 Contracting, Inc.	Road Signs	02/28/2024	492.30
108981	Rapit Printing	Water Shut Off Door Hangers	02/28/2024	502.14
108984	Safe-Fast, Inc.	28" Collapsible Cone Kits	02/28/2024	251.96
108999	Water Conservation Service, Inc.	February Leak Locate	02/28/2024	356.20
109010	Cemstone Products Co, Inc.	Operating Supplies	03/06/2024	1,043.50
109018	Fra-Dor Inc.	Rec'd CLN-CONC	03/06/2024	10.00
109032	T Mobile	Account Number 967323231	03/06/2024	35.85
Total for Department: 06 Water Fund				19,973.49
Total for Fund:610 Water Fund				47,764.97

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	288.95
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	1,145.24
0	MN Dept of Revenue-Non Bank	Sales Tax and Use - January 2024	03/11/2024	125.53
0	Xcel Energy	Xcel Billings - February	02/28/2024	-29.64
Total for Department: 00 General Function				1,530.08
Department: 07 Golf Course				
0	Amazon.com- CC	Address Labels	03/06/2024	8.65
0	Comcast-CC	Comcast Services - Golf	03/06/2024	351.82
0	Ferguson Enterprises Inc.-CC	operating supplies	03/06/2024	209.01
0	Home Depot- CC	Impact wrench	03/06/2024	431.02
0	Nitti Sanitation-CC	Trash Service - Jan 2024	03/06/2024	208.11
0	Xcel Energy	Xcel Billings - February	02/28/2024	460.75
109016	Nairy Digris	Security Deposit Refund - Banquet Ro	03/06/2024	200.00
109032	T Mobile	Account Number 967323742	03/06/2024	71.58
Total for Department: 07 Golf Course				1,940.94
Total for Fund:620 Golf Course				3,471.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	161.35
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	2,529.48
Total for Department: 00 General Function				2,690.83
Department: 08 Storm Water				
0	Gopher State One Call	February Total Billable Tickets 193	03/06/2024	86.85
0	InfoSend, Inc.	February 2024 Billings	03/06/2024	820.87
0	Mitchell11-CC	Shop Scan Tool	03/06/2024	894.00
0	T Mobile-CC	Cell phones	03/06/2024	66.97
0	Xcel Energy	Xcel Billings - February	02/28/2024	110.82
109009	Capitol Region Watershed District	2023 Parkview School Maintenance C	03/06/2024	314.65
Total for Department: 08 Storm Water				2,294.16
Total for Fund:640 Storm Drainage				4,984.99

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 650 Environmental				
Department: 00 General Function				
0	LINA	Life Insurance Premiums for February	02/28/2024	18.57
Total for Department: 00 General Function				18.57
Department: 09 Recycle				
0	Eureka Recycling	Monthly Recycling Charge	03/06/2024	72,392.10
Total for Department: 09 Recycle				72,392.10
Total for Fund:650 Environmental				72,410.67

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 700 Workers Compensation				
Department: 00 General Function				
0	SFM Risk Solutions	Administrative Services, PD Claim, P&	03/06/2024	1,209.00
0	SFM-Non Bank	Replenish Worker's Comp Escrow	03/11/2024	4,491.86
Total for Department: 00 General Function				5,700.86
Total for Fund:700 Workers Compensation				5,700.86

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
0	Delta Dental Plan of Minnesota/DDMN	Dental Insurance Premium - February	03/06/2024	8,047.79
108935	All Safe Global, Inc.	Fire Safety supplies	02/28/2024	605.39
108988	Stericycle, Inc.	Steri-safe Budget Subscription	02/28/2024	309.90
109025	League of MN Cities Ins Trust P&C	Property/Casualty Coverage Premium,	03/06/2024	58,491.00
Total for Department: 00 General Function				67,454.08
Total for Fund:710 Risk Management				67,454.08

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	Golden Shovel Agency	Economic Gateway & GateKeeper Ser	03/06/2024	1,050.00
0	Jeanne Kelsey	Mileage Reimbursement 2/14/24	03/06/2024	14.07
0	LINA	Life Insurance Premiums for February	02/28/2024	56.13
0	Minnesota Healthcare Consortium - No	Health Insurance Premium for Februar	03/11/2024	693.83
0	TimeSaver Off Site Secretarial, Inc.	Jan 22 - Feb 7 Meetings	03/06/2024	31.46
109023	Kennedy & Graven, Chartered	General - Services through 1/31/24	03/06/2024	813.00
Total for Department: 00				2,658.49
Total for Fund:725 EDA Operating Fund				2,658.49

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

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.

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	Galls	Ballistic Shields and Shield Transports	(a) \$	-	\$ 36,004	2024 Budget
Public Works	Sir Lines A Lot	2024 Pavement Painting	(b) \$	15,200	\$ 18,947	2024 Budget
Public Works (Streets)	Precision Landscape and Tree	Clearing and Grubbing	(c) \$	25,450	\$ 25,450	2024 Budget
Public Works (Pathway & Parking Lots Fund)	Bituminous Roadways Inc.	Pathways and parking lot rehabilitation	(d) \$	180,000	\$ 151,390	2024 CIP

Key

- (a) The Police Department is asking for the approval of purchasing 4 - Ballistic Shields and Shield Transports for officer safety equipment. This was not part of the planned budget, however it will be covered by Public Safety Aid Dollars.
- (b) 2024 annual contractual pavement painting. The operating budget for 2024 has \$74,200 budgeted for contract maintenance of which \$15,200 was set for pavement markings. It is intended to come up with budget savings elsewhere within contract maintenance budget line to offset the difference.
- (c) As part of the County Road B reconstruction project, West of Cleveland Ave., a few trees need to be removed. The majority of the trees being removed are along the trail on the South side of the road adjacent to the Midland Hills Country Club. Most of the trees being removed are due to the trail construction as well as storm sewer improvements. Staff is doing the tree removal outside of the normal project due to the endangered long eared bat. Per MNDOT guidance, trees should be removed before March 31 to prevent disrupting the beginning of their nesting season.
- (d) Every year the City rehabilitates segments of bituminous trails and parking lots. \$180,000 has been budgeted for this contractual work in the 2024 CIP. This year we received quotes for the Roseville Skating Center North Parking Lot, Howard Johnson Parking Lot, and Owasso Hills Pathway. Staff is look for Council approval to award Bituminous Roadways Inc. with the project.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Pathways & Parking Lots
Project/Initiative Title:	Pathway Rehabilitation
Total Estimated Cost:	\$180,000
Funding Source:	Pathways & Parking Lot Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0.

Project/Initiative Description:

Replacement or resurfacing of various pathway segments within the city. The City typically replaces or resurfaces pathway segments every 20-25 years depending on the condition of the pathway. Each year, maintenance staff replaces one to two miles of pathway of the city's 82 miles of concrete/bituminous pathways.

Location:

Various Locations in the City

REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve 2 Temporary Gambling Permits

Background

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

Temporary Gambling Permit

Roseville American Legion Auxiliary 542
700 W County Road C
Roseville, MN 55113

Roseville American Legion Auxiliary 542 is a veterans group which is holding a raffle at Rosetown American Legion, 700 W County Road C on July 4, 2024 and September 15, 2024.

Minnesota Boxer Rescue
PO Box 25773
Woodbury, MN 55125

Minnesota Boxer Rescue is a non-profit group which is holding a Bingo event at Bent Brewstilley, located at 1744 Terrace Dr. on May 5, 2024.

Policy Objectives

Required by City Code

Racial Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

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

Staff Recommendations

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

Requested Council Action

Motion to approve the Temporary Gambling Permit for Roseville American Legion Auxiliary 542, and Minnesota Boxer Rescue.

Prepared by: Katie Bruno

Attachments:

1. Application, Rosetown American Legion
2. Application, Minnesota Boxer Rescue

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23

Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Rosetown American Legion Auxiliary 542

Previous Gambling Permit Number: X- 94955-23-007

Minnesota Tax ID Number, if any: 416054769

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 700 W County Rd C

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

Name of Chief Executive Officer (CEO): Carole Caswell

CEO Daytime Phone: 651 631 2772 CEO Email: _____

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

Email permit to (if other than the CEO): gwenholets@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☒ Veterans ☐ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Rosetown American Legion

Physical Address (do not use P.O. box): 700 W County Rd C

Check one:

☒ City: Roseville Zip: 55113 County: Ramsey

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 07/04/2024 & 09/15/2024

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

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

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Carole Caswell Date: 04-06-2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Carole Caswell

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo**No Fee**11/17
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: Minnesota Boxer Rescue Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 2139164 Federal Employer ID Number (FEIN), if any: 20-4758118

Mailing Address: PO Box 25773

City: Woodbury State: MN Zip: 55125 County: Washington

Name of Chief Executive Officer (CEO): Angie Haley

CEO Daytime Phone: 651-592-2312 CEO Email: president@minnesotaboxerrescue.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

☒ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

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

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: May 5th, 2024**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☐ county fair Dates: _____☐ civic celebration Dates: _____☐ Minnesota State Fair Dates: _____Person in charge of bingo event: Bob Burk Daytime Phone: 612-961-9053Name of premises where bingo will be conducted: Bent BrewstilleryPremises street address: 1744 Terrace Dr.City: Roseville If township, township name: _____ County: Ramsey

LG240B Application to Conduct Excluded Bingo

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction. Print City Name: _____ Signature of City Personnel: _____ _____ Title: _____ Date: _____ The city or county must sign before submitting application to the Gambling Control Board.	COUNTY APPROVAL for a gambling premises located in a township On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction. Print County Name: _____ Signature of County Personnel: _____ _____ Title: _____ Date: _____ TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ _____ Title: _____ Date: _____
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Angie Haley Date: 3/11/2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Angie Haley

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

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

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

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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

An equal opportunity employer

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 10.d.

Department Approval

City Manager Approval



Item Description: Approve an Ordinance Amending Title 3, Chapter 314 of the City Code to Amend Text in the 2024 Fee Schedule

Background

The current Fee Schedule was adopted by the Roseville City Council on December 4, 2023.

The City Council adopted Ordinance No. 1665 on February 26, 2024 that amended Chapter 703.05 regarding bus benches in the right-of-way (now known as "Courtesy Benches"). As part of the amendment, a two-year license was created. As a result of the two-year license fee, the fee schedule needs to be changed to \$100.

For this reason, it is necessary to amend the text in the City's fee schedule as follows:

General Business License and Permit Fees:

~~Benches in right-of-way — \$50.00~~ Courtesy Bench License \$100/bench (2 year license)

The City Council will be considering an Ordinance on March 18, 2024 changing the water meter deposit to a fee. For this reason, it is necessary to amend the text in the City's fee schedule as follows:

General Business License and Permit Fees:

~~Water meter deposit fee.~~

Finally, the Electrical Inspector has asked to remove the fees listed for Traffic Signals and Streetlights from the Residential Fees. The proposed amendment is as follows:

Electrical Permit Fees:

~~Residential Fees~~

~~Traffic Signals~~

~~Street & Parking Lot Lights~~

Attachment 2 shows all three of the proposed changes highlighted.

Policy Objectives

Required by City Code

31 **Racial Equity Impact Summary**

32 There is no anticipated racial equity impact.

33

34 **Budget Implications**

35 Beyond the increased fee established for the courtesy bench license, the fee amounts for
36 the revised titles in the fee schedule will remain as previously approved.

37

38 **Staff Recommendations**

39 Staff recommends approving the attached Ordinance amending the text in the 2024 Fee
40 Schedule.

41

42 **Requested Council Action**

43 Adopt the Ordinance to amend the text as detailed in the attached Ordinance.

44

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

Attachments:

1. Ordinance
2. Proposed Changes to Fee Schedule

City of Roseville
ORDINANCE NO. ____

AN ORDINANCE AMENDING

TITLE 3, CHAPTER 314

AN ORDINANCE AMENDING TITLE 3, CHAPTER 314 (Fee Schedule)

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter 314 of the Roseville City Code is amended to read as follows:

General Business License and Permit Fees:

~~Benches in right-of-way~~ Courtesy Bench License \$100/bench (2 year license)

Water meter ~~deposit fee~~

Electrical Permit Fees:

~~Traffic Signals~~

~~Street &~~ Parking Lot Lights

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

Passed by the City Council of the City of Roseville this 18th day of March 2024.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville
2024 Fee Schedule

General Business Licenses and Permit Fees

Fee Description	City Code	2024 Amount	Comments
Benches in right-of-way Courtesy Bench License	703	-\$50 \$100	Bench/Year
Assessment searches:			
Deferred or pending	n/a		
Historical	n/a	100.00	
Burial Permit	401	100.00	
Certification of Delinquent Utility Bill Service Charge		25.00	
Cigarettes and tobacco products, sale of	306	200.00	
Compost/woodchip delivery from Compost Site	n/a	50.00	
Construction noise variance	405	450.00	
Conversation parlors	308	10,000.00	
Copy charges per page	n/a	0.25	
CPR Training charge per student	n/a	110.00	
Turn Water Off	801.09	100.00	
Data / USB Drive Copies	n/a	10.00	
Daycare facility inspection fee	n/a	50.00	
Dog and cat license:			
2 Year: sterilized	501	10.00	
2 Year: sterilized with micro chip	501	5.00	
2 Year: non-sterilized	501	35.00	
2 Year: non-sterilized with micro chip	501	25.00	
Lifetime: sterilized	501	30.00	
Lifetime: sterilized with micro chip	501	5.00	
Lifetime: non-sterilized	501	150.00	
Lifetime: non-sterilized with micro chip	501	100.00	
Duplicate or address change	501	5.00	
Special multiple: 2 Year	501	40.00	
Dog kennels	501	75.00	
Easement or right-of-way vacation	n/a	475.00	
Encroachment agreement application fee	n/a	475.00	
Erosion control escrow fee (per acre):			
<5,000 SF (within 300' of water resource	1017	-	
<0.5 acre (residential remodel only)	1017	1,000.00	
<1 acre	1017	3,000.00	
> 1 acre (round up to the nearest acre)	1017	3,000 (per acre)	
False alarm fees: Fire:			
Third false alarm	506	300.00	
Fourth	506	400.00	
Fifth and all subsequent alarms	506	500.00	
Construction-related	n/a	150.00	
False alarm fees: Police:			
Third false alarm	506	100.00	
Fourth	506	200.00	
Fifth	506	300.00	
Sixth	506	400.00	
Seventh and all subsequent alarms	506	500.00	
Fertilizer:			
Sale of	408	30.00	
Applicator	408	100.00	
Firearms, sale of	310	30.00	
Fire Inspection:	902	105.00	
Commerical vent hood	902	110.00	
Natural gas-related emergencies		250.00	Per hour (contractor-related)
Outside of normal business hours		105.00	Per hour (minimum 2 hours)

City of Roseville
2024 Fee Schedule

General Business Licenses and Permit Fees

<u>Fee Description</u>	<u>City Code</u>	<u>2024 Amount</u>	<u>Comments</u>
Street patching fee:			
Half width without curb	n/a	1,100.00	
Half width with curb	n/a	1,900.00	
Full-width without curb	n/a	2,200.00	
Full-width with curb	n/a	3,000.00	
Sump pump waiver fee	802	50.00	
Sump pump surcharge fee (per month)	802	50.00	
THC Sales		300.00	
Investigative Fee	302	300.00	
Tree planting and removal	706		Established separately
Vehicle impound fee (per day)	n/a	20.00	
Vehicle related emergency response	n/a	400.00	See Comment "e" below
Per vehicle involved	n/a	48.00	
Significant incident response larger /specialized response	n/a	see comments	Bill based on time and supplies
Water meter deposit fee	801	n/a	Established separately
5/8 x 3/4 Disc		340	
Full 3/4" Disc		410	
1" Disc		520	
1 1/2" Disc		960	
1 1/2" Mach 10		1050	
2" Disc		1170	
2" Mach 10		1230	
2" Turbo		1220	
2" Compound		2320	
3" Mach 10 (12")		3400	
3" Mach 10 (17")		3480	
3" Compound		3630	
4" Compound		4750	
4" Mach 10		4400	
6" Compound		7890	
6" Turbo		4760	
6" Mach 10		7030	
Water tower permit: private use	801	n/a	Established separately
Water usage fees	801	n/a	Established separately
Well permit	801	n/a	Established separately
Wireless support structure-Administrative application fee, for new or modifying existing	n/a	500.00	
Wireless equipment - Escrow Fee for Modifying Existing	n/a	8,000.00	
Wireless equipment - Escrow Fee for new equipment	n/a	10,000.00	
Wireless tower lease agreement	1205	n/a	Negotiated
Annual Lease for 6 antenna + 200SF	1205	42,000.00	
Lease accelerator	1205	4%	
Add'l Antennas (per each)	1205	2,500.00	
Add'l Ground Space (per SF)	1205	50.00	
Other equipment	1205	n/a	Negotiated
Hydrant Meter Rental			
Monthly Fee		100.00	
5/8-1" Meter Deposit		800.00	
1.5" Meter Deposit		2,000.00	
3" Meter Deposit		6,000.00	
Hydrant Wrench (if not returned)		180.00	

City of Roseville

Electrical Permit Fees

Residential Fees (Single/Multi Family Homes, Apartments, and Condominiums)

<u>Electrical Permit Fee Description</u>	<u>City Code</u>	<u>2024 Amount</u>	<u>Comments</u>
Minimum fee	n/a	\$ 50.00	No refunds available
Services, changes for services:			
0 to 300 amp	n/a	\$ 55.00	
400 amp	n/a	71.00	
500 amp	n/a	87.00	
600 amp	n/a	103.00	
800 amp	n/a	135.00	
1,000 amp	n/a	167.00	
1,100 amp	n/a	183.00	
1,200 amp	n/a	199.00	
Add \$16 for each additional 100 amps		-	
Circuits, changes for services:		-	
0 to 100 amp	n/a	\$ 9.00	
101 to 200 amp	n/a	15.00	
201 to 300 amp	n/a	21.00	
301 to 400 amp	n/a	27.00	
401 to 500 amp	n/a	33.00	
501 to 600 amp	n/a	39.00	
601 to 700 amp	n/a	45.00	
Add \$6 for each additional 100 amps		-	
Solar Fees:		-	
0kw-5kw	n/a	90.00	
5.1kw-10kw	n/a	150.00	
10.1kw-20kw		225.00	
20.1kw-30kw	n/a	300.00	
30.1kw-49.9kw	n/a	375.00	
50kw-and larger	n/a	400.00	
Add \$25 for each additional 10kw	n/a	25.00/10kw	
Residential panel replacement	n/a	\$ 110.00	
Residential sub panel	n/a	45.00	
Minimum fee:			
Inspection only	n/a	50.00	Plus \$1 State surcharge
Rough-in & final	n/a	100.00	Plus \$1 State surcharge
Single-family dwelling/townhouse < 200 amps *	n/a	200.00	Plus \$1 State surcharge
Apartment buildings (per unit)	n/a	90.00	Excludes cover svc, unit feeders & house panels
Swimming pool (up to two inspections)	n/a	100.00	
Additions, remodels, basement additions	n/a	100.00	Up to 10 circuits & 2 inspections
Accessory structure:			
Panel	n/a	55.00	
Per circuit	n/a	9.00	
Inspection	n/a	100.00	
Traffic signals (per standard)	n/a	8.00	
Street & Parking lot lights	n/a	5.00	
Transformers & Generators:		-	
Up to 10 KVA	n/a	5.00	
11-74 KVA	n/a	40.00	
75-299 KVA	n/a	60.00	
300+ KVA	n/a	165.00	
Retro-fit lighting (per fixture)	n/a	0.85	
Sign transformer (each)	n/a	9.00	
Low voltage fire alarm, low voltage heating and air co.	n/a	0.85	
Re-inspection fee (in addition to others)	n/a	50.00	
Hourly rate for carnivals	n/a	90.00	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Receive City Grant Applications Update

Background

In May, 2009, Resolution #10711 authorizing the City Manager to execute certain grant applications on behalf of the City and to report any applications to the City Council was adopted. The City has applied for several grants in the past several months.

Grant dollars awarded (not including city contribution) in 2023 have so far totaled \$2,103,617
Grant dollars awarded (not including city contribution) in 2024 have so far totaled \$859,287

Policy Objectives

To notify the Council of grant applications that the City has applied for in recent months.

Racial Equity Impact Summary

City grants allow the city to expand resources to address targeted needs throughout the city. From sustainability efforts to a dedicated Housing Navigator to provide a continuum of care for a growing homeless population, to addressing public safety for vulnerable populations involved in sex trafficking, city grant programs better position city resources to directly serve stakeholders of the greatest need.

Budget Implications

Receiving grants help to offset or completely cover the costs of delivering programming and services.

Staff Recommendations

Receive the report.

Requested Council Action

Receive the report.

Prepared by: Katie Bruno, Deputy City Clerk

Attachments:

1. 2024 Grant Report
2. 2023 Grant Report
3. Resolution 10711

	A	B	C	D	E	F	G	H	I
1	2024								
2		Organization/Agency	Purpose	Date of Application	Department	City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
3		Ramsey-Washington Metro Watershed District	Street Sweeping Grant	2/1/2024	PW	\$0	\$3,000	\$3,000	\$3,000
4		Ramsey County	SCORE- Recycling Funds	10/26/2023	PW	\$0	\$89,291	\$89,291	\$1,027,420
5		Ramsey County Comm Dev	Marion Street Pathway Construction	3/10/2022	PW	Staff time for construction admin	\$292,400	\$292,400	\$292,400
6		Ramsey County Comm Dev	CR B - Snelling Pedestrian Study	9/28/2022	PW	\$20,000	\$50,000.00	\$25,000.00	\$70,000.00
7		Metropolitan Council	22 Water Efficiency Grant Amendme	9/8/2023	PW	\$2,000	\$8,000.00	\$8,000.00	\$10,000.00
8		MnDOT	Active Transportation Bike Plan	11/29/2023	PW	Staff time to administer program	\$100,000 worth of consultant work	\$100,000 worth of consultant work	\$100,000 worth of consultant work
9		Metropolitan Council	I&I Repair for Private Homeowners	12/13/2023	PW	Staff time to administer program	\$50,000	\$40,000	\$40,000
10		Metropolitan Council	I&I Repair for City Sanitary Sewer	1/25/2024	PW	\$1,537,500	\$675,000	\$212,500	\$1,750,000
11		U.S. Department of Energy	Climate Action Planning - Energy Efficiency Conservation Block Grant	1/30/2024	PW	Staff time to administer program	\$76,370.00	\$76,370.00	\$76,370.00
12		MN Dep of Public Safety	Pathways to Policing	1/31/2024	PD	50% Match (CSO/Cadet Salary Costs	\$30,000	TBD	\$60,000
13		MN Dep of Public Safety	Intensive Comprehensive Peace Officer Education and Training (ICPOET) for two trainees	1/31/2024	PD	none	\$100,000.00	TBD	\$100,000.00
14		MN Dep of Public Safety	Firearms Storage Grant	1/31/2024	PD	none	\$33,683.47	TBD	\$33,683.47
15		Ramsey County	North Central High Intensity Drug Trafficking Area (HIDTA) overtime reimbursement	Quarterly	PD	None- reimbursement	TBD	TBD	TBD
16		Americorps	Forrestry Support - requesting three staff for the summer to support the EAB Program including two for watering/pruning and one administrative support	2/1/2024	Parks and Recreation	Office space and staff support	(\$39,800 in value)	\$0.00	\$39,800.00
17		FEMA-Staffing for Adequate Fire and Emergency Response	To add six additional full-time firefighters	5/25/2020	Fire	Match requirement waived, FEMA will pay in full for 3 years	\$1,875,050	\$12,726 (Amt. remaining to be reimbursed)	\$1,875,050
18									
19									
20									
21									
22									
23									
24									
25									
26									
27		New Information					Total amount awarded	\$859,287.00	

	A	B	C	D	E	F	G	H	I
1	2023								
2		Organization/Agency	Purpose	Date of Application	Department	City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
3		Metropolitan Council - LHIA	Land Trust Partnership w/TCHFH	11/1/2022	CD	dollar for dollar match	\$800,000.00	\$300,000.00	\$300,000.00
4		MPCA	Climate Resiliency	1/11/2023	PW/Eng	50%	\$150,000.00	\$0.00	\$0.00
5		MPCA	EV Charging	2/15/2023	PW/Eng	50%	\$123,000.00	\$0.00	\$0.00
6		Department of Energy	Climate Resiliency	4/7/2023	PW/Eng	50%	\$76,000	\$76,000	\$120,000
7		MN Dep of Public Safety	Pathways to Policing	3/14/2023	PD	50% Match (CSO/Cadet Salary Costs	\$20,000	\$20,000	\$40,000
8		MN Dep of Public Safety	Toward Zero Deaths Traffic Safety Initiative (2023-24)	Annual	PD	none	\$42,055	\$42,055	\$42,055
9		Metropolitan Emergency Services Board	Naloxone (emergency drug overdose treatment)	3/24/2023	PD	None	TBD	TBD	TBD
10		AmeriCorps- Summer Impact Corps	Support RPD's Housing Navigator	4/14/2023	PD	office equipment costs	AmeriCorps Summer Impact Corps Personnel and Training Costs	TBD	TBD
11		Minnesota Department of Commerce	Auto Theft Prevention: Investigator 2023-2025	2/23/2023	PD	Annual personnel costs over the \$100k covered by the grant, training and equipment	\$300,000.00	\$309,000.00	\$309,000.00
12		Minnesota Department of Commerce	Auto Theft Prevention: General (specialized equipment for investigations)	2/23/2023	PD	None	\$92,780.00	\$0.00	\$92,780.00
13		Ramsey County CDBG	Expanding Housing Navigator Services	3/21/2023	PD	Office space and equipment	\$113,600	\$0	\$113,600
14		Ramsey County	North Central High Intensity Drug Trafficking Area (HIDTA) overtime reimbursement	Quarterly	PD	None- reimbursement	\$7,390.00	\$7,390.00	\$7,390.00
15		Ramsey County Emergency Management & Homeland Security: Urban Area Security Initiative (UASI)	Drone to provide airborne support to police operations	5/1/2023	PD	None	\$22,788.00	\$22,788.00	\$22,788.00
16		MN Financial Crimes Taskforce	Cellebrite Operator Training	6/22/2023	PD	None	\$4,200.00	\$4,200.00	\$4,200.00
17		Ramsey County Emergency Management & Homeland Security: Urban Area Security Initiative (UASI)	Camera assisted micro-robot to improve safety and de-escalation	5/23/2022	PD	None	\$16,270.00	\$16,270.00	\$16,270.00
18		MN OJP Community Crime Intervention and Prevention Grant	Expanding Housing Navigator Services (2 year grant)	9/25/2023	PD	Office space and equipment	\$301,458	\$301,400	\$301,458
19		Americorps	Forrestry Support	2/1/2023	Parks and Recreation	Office space and staff support	\$13,200.00	\$13,200.00	\$13,200.00
20		Minnesota Department of Natural Resources	EAB-Tree Removal	2/16/2023	PR	50,000	\$50,000	\$0	
21		Ramsey County	Land Trust Partnership w/TCHFH	5/19/2023	CD	none	\$800,000	\$400,000.00	\$400,000
22		Minnesota Department of Natural Resources	Shade Tree Bonding Grants	10/2/2023	PR	\$0	\$264,300	\$264,300	\$1,400,000
23		Minnesota Department of Natural Resources	ReLeaf Forestry Grant	9/18/2023	PR	\$0	\$364,060	\$0	\$1,400,000
24		Clean Energy Resource Teams	Energy Resource Fair	10/10/2023	PW/Eng	Staff support	\$5,341	TBD	\$5,341
25		Ramsey County	SCORE- Recycling Funds	10/26/2023	PW	\$0	\$89,291	\$89,291	\$1,027,420
26		FEMA-Staffing for Adequate Fire and Emergency Response	To add six additional full-time firefighters	5/25/2020	Fire	Match requirement waived, FEMA will pay in full for 3 years	1,875,050.28	237,723.23	\$1,875,050.28
27									
28		New Information					Total amount awarded	\$2,103,617.23	

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 18th day of May, 2009, at 6:00 p.m.

The following members were present: Roe, Johnson, Ihlan, Pust and Klausing

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

**RESOLUTION No. 10711
Resolution Authorizing the City Manager to Execute Certain
Grant Applications on behalf of the City of Roseville**

WHEREAS, the City of Roseville has applied for a variety of grants which benefit the City; and

WHEREAS, the Roseville City Council encourages staff to continue to identify and apply for grants as a means to fund the policies, priorities and programs of the City, as established by actions of the Council; and

WHEREAS, grant submittals sometimes require verification of authority to submit an application on behalf of the City, and the required timeframes for submittal sometimes may not allow for Council authorization prior to application deadlines.

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseville does hereby authorize the City Manager to execute grant applications on behalf of the City of Roseville in cases where Council authorization is not required or is required but cannot be practically obtained prior to an application deadline, and where any matching funds or other city financial obligation related to the grant are accounted for either in the City budget or by previous Council action; and

BE IT FURTHER RESOLVED, that the City Manager will report any such grant applications to the City Council after the application is submitted.

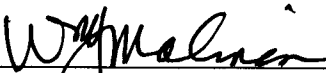
The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Roe, Johnson, Ihlan, Pust and Klausing
and the following voted against the same: none.

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 18th day of May, 2009 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 18th day of May, 2009.



William J Malinen, City Manager

(Seal)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Agreement for Professional Services for 2024 SCADA Services

1
2 **Background**

3 The City of Roseville uses Supervisory Control and Data Acquisition (SCADA) software to
4 help monitor all pumps and controls for lift stations, the booster station, and the water
5 tower. To help keep our SCADA system operating as updates or changes are needed, the
6 City uses a consultant. Since around 2012, the City has used Advanced Engineering and
7 Environmental Services, LLC (AE2S) to perform our SCADA maintenance. They are very
8 familiar with our system and are used as an on-call consultant, only when needed.
9 Historically, we have never had a formal agreement. The Professional Service Agreement
10 would formalize our current process with AE2S. The agreement would be an hourly rate
11 contract, as needed, and would be good through December 31, 2026.

12
13 The City Attorney has reviewed the agreement.

14
15 **Policy Objectives**

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

18
19 **Racial Equity Impact Summary**

20 There should be no equity impacts for this agreement.

21
22 **Budget Implications**

23 The 2024 budget has \$9,000 total budget in operating funds for SCADA maintenance. The
24 funding is split equally between the water fund, sanitary sewer fund and the storm sewer
25 fund.

26
27 **Staff Recommendations**

28 Staff recommends the City Council approve the professional services agreement with
29 AE2S, for 2024 SCADA services.

30
31 **Requested Council Action**

32 Motion to approve the proposal and enter into a professional services agreement with
33 AE2S, for 2024 SCADA services.

34

35

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Professional Services Agreement

36

**CITY OF ROSEVILLE
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is made on the _____ day of _____, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), and Advanced Engineering and Environmental Services, LLC (AE2S), a limited liability company (the “Contractor”), each a “Party” and together the “Parties”.

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

2. Term and Termination. The term of this Agreement will commence on March 18, 2024. Unless extended by written agreement of the Parties, this Agreement will terminate no later than December 31, 2026, or upon completion of the Work, whichever occurs first. This Agreement may be terminated earlier by the City with or without cause, by delivering a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination, the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

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

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

- a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses, an itemized listing including, as applicable, receipts for such expenses.
- b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, and the unexpended balance due under the Agreement.

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination

notice issued under this Agreement shall be either hand-delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
Attn: Jesse Freihammer
2660 Civic Center Drive
Roseville, MN 55113

To Contractor:

Advanced Engineering and Environmental
Services, LLC
Attn: Anthony Pittman
Water Tower Business Center
6901 E Fish Lake Rd, Suite 184
Maple Grove, MN 55369

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

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

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

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

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

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

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

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

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

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

- a. Workers’ Compensation insurance: The Contractor is required to provide Workers’ Compensation insurance for all employees performing Work under this agreement, in accordance with Minnesota law. The Contractor shall also provide Employer’s Liability Insurance with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

If Minnesota Statutes § 176.041 exempts the Contractor from Workers’ Compensation insurance, the Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the Contractor from the Minnesota Workers’ Compensation requirements.

- b. Professional/Technical (Errors and Omissions) Liability Insurance: For contractors providing professional services as determined by the City, the Contractor is

required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to the Contractor's professional services required under the contract.

The Contractor is required to carry the following minimum limits:

- \$2,000,000 – per occurrence
- \$2,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

- c. Commercial General Liability Insurance: The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

- d. Business Automobile Liability Insurance: The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage

- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.
- e. Additional Insurance conditions:
- The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under the contract.
 - An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
 - All insurance shall be provided on an occurrence basis and not on a claims-made basis, except professional liability insurance or other coverage not reasonably available on an occurrence basis; provided that all such claims-made coverage is subject to the approval of the City Attorney.
 - Any insurance limits in excess of the minimum limits shall be available to the City.
 - All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of the City, including its elected and appointed officials, employees, and agents for losses arising from activities under the contract.
 - Deductibles and self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related expenses within the deductible and retention.
 - The Contractor is required to submit a Certificate of Insurance acceptable to the City as evidence of the required insurance coverage requirements.
 - The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
 - The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
 - If the City authorizes the Contractor to be self-insured, a Certificate of Self-Insurance must be attached.
 - The Contractor shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
 - The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.

- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City's authorized representative upon written request.
- The City's failure to approve or disapprove the Contractor's policies or certificates shall not relieve the Contractor of full responsibility to maintain the required insurance.
- If the coverage period shown on the Contractor's current Certificate of Insurance ends during the duration of the project, the Contractor must, prior to the end of the coverage period, obtain a new Certificate of Insurance showing that coverage has been extended.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.
- Contractor must provide a copy of: (i) a Certification of Insurance satisfactory to the City, and (ii) if requested, the Contractor's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, and must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

15. Ownership of Documents. All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (the "Information") shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

16. Conflicts. No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

17. Waiver. Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties' ability to enforce a subsequent breach.

18. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.

19. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

20. Severability. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

21. Entire Agreement. Unless stated otherwise in this Agreement, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

(The remainder of this page has intentionally been left blank.)

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

Advanced Engineering and Environmental Services, LLC

By: _____
Its: _____

By: _____
Its: _____

CITY OF ROSEVILLE

By: _____
Daniel J. Roe, Mayor

By: _____
Rebecca Olson, Acting City Manager

EXHIBIT A

WORK

The Contractor shall perform the following Work at the following locations:

Advanced Engineering and Environmental Services, LLC (AE2S) proposes to render Instrumentation and Control (I&C) Support Services (Assignment) to the City of Roseville (CLIENT).

Scope of Services

AE2S will perform the following tasks:

- Supervisory Control and Data Acquisition (SCADA) software programming services as requested by the CLIENT. Programming modifications and troubleshooting for computers, Programmable Logic Controller (PLC), and Human-Machine Interface (HMI) software.
- I&C General, Emergency, and Calibration Services
 - Service for system problems will be scheduled in accordance with the severity of the issue. AE2S will work with the CLIENT to assess the severity and discuss an appropriate timeline for a solution.
 - Problems that result in the inability for the operation of the facility will be assessed as soon as possible, inside or outside normal business hours.
 - Non-Emergency problems will be assessed within normal business hours.
 - Technicians will provide all required tools and computer software to perform Input/Output (I/O) Checkout and Instrumentation Calibrations as needed.
 - Provide service reports to CLIENT indicating the original problem, the testing procedures used to investigate the problem, the resolution to the problem and the time required to resolve the problem.
 - If the replacement of equipment is required to resolve the problem, the technician will discuss with the CLIENT and work to procure and replace the equipment under the CLIENT's direction. Costs of the devices, consumables for installing the devices, or other direct, non-labor expenses are reimbursable and shall be borne by the CLIENT.

Limited Equipment Warranty

AE2S MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ANY PRODUCTS MANUFACTURED BY A THIRD PARTY, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. AE2S'S SOLE RESPONSIBILITY TO CLIENT WITH RESPECT TO ANY EQUIPMENT OR COMPONENTS AND PARTS MANUFACTURED BY A THIRD PARTY AND INCORPORATED INTO THE EQUIPMENT SHALL BE TO PASS THROUGH TO CLIENT SUCH ORIGINAL EQUIPMENT MANUFACTURER'S AVAILABLE PRODUCT WARRANTY. THE REMEDIES SET FORTH IN THE MANUFACTURER'S TERMS SHALL

BE THE CLIENT'S SOLE AND EXCLUSIVE REMEDY AND AE2S'S ENTIRE LIABILITY FOR ANY BREACH OF THIS LIMITED WARRANTY.

CLIENT's Responsibilities

CLIENT shall do the following in a timely manner, so as not to delay the services of AE2S:

1. Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to services for the Assignment.
2. Provide relevant information regarding requirements for the Assignment. AE2S shall be entitled to use and rely upon all information provided by CLIENT or others in performing AE2S's services under this Agreement.
3. Provide access to the relevant site sufficient for AE2S to perform its services under this Agreement.
4. CLIENT shall, so long as AE2S is not in default, promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.

CLIENT shall bear all costs incident to compliance with its responsibilities pursuant to this section.

Performance Schedule

AE2S shall use commercially reasonable efforts to complete services within a reasonable time period.

Fees

AE2S shall render services under this Agreement on an hourly basis in accordance with the Fee Schedule attached as Exhibit B, as adjusted annually on January 1, plus reimbursement for all project related expenses.

Approval

Upon authorization by the City of Roseville, AE2S will provide the professional services consistent with the Proposed Scope of Services outlined above.

EXHIBIT B

COMPENSATION

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

Hourly Fee and Expense Schedule

Reimbursable Expenses and Standard Hourly rates in effect on the date of the Agreement are set forth below. Rates are subject to annual adjustment effective January 1.

Labor Rates

Administrative 1	\$67.00	IT 1	\$135.00
Administrative 2	\$82.00	IT 2	\$182.00
Administrative 3	\$99.00	IT 3	\$223.00
Communications Specialist 1	\$109.00	Land Surveyor Assistant	\$99.00
Communications Specialist 2	\$127.00	Land Surveyor 1	\$119.00
Communications Specialist 3	\$146.00	Land Surveyor 2	\$144.00
Communications Specialist 4	\$176.00	Land Surveyor 3	\$163.00
Communications Specialist 5	\$194.00	Land Surveyor 4	\$179.00
		Land Surveyor 5	\$197.00
Construction Services 1	\$130.00	Operations Specialist 1	\$104.00
Construction Services 2	\$159.00	Operations Specialist 2	\$130.00
Construction Services 3	\$176.00	Operations Specialist 3	\$161.00
Construction Services 4	\$195.00	Operations Specialist 4	\$184.00
Construction Services 5	\$216.00	Operations Specialist 5	\$206.00
Engineering Assistant 1	\$88.00	Project Coordinator 1	\$120.00
Engineering Assistant 2	\$103.00	Project Coordinator 2	\$135.00
Engineering Assistant 3	\$130.00	Project Coordinator 3	\$150.00
Engineer 1	\$140.00	Project Coordinator 4	\$166.00
Engineer 2	\$168.00	Project Coordinator 5	\$187.00
Engineer 3	\$197.00	Project Manager 1	\$213.00
Engineer 4	\$228.00	Project Manager 2	\$233.00
Engineer 5	\$244.00	Project Manager 3	\$249.00
Engineering Technician 1	\$87.00	Project Manager 4	\$264.00
Engineering Technician 2	\$109.00	Project Manager 5	\$282.00
Engineering Technician 3	\$131.00	Project Manager 6	\$295.00
Engineering Technician 4	\$146.00	Sr. Designer 1	\$185.00
Engineering Technician 5	\$167.00	Sr. Designer 2	\$205.00
Financial Analyst 1	\$116.00	Sr. Designer 3	\$220.00
Financial Analyst 2	\$132.00	Sr. Financial Analyst 1	\$218.00
Financial Analyst 3	\$159.00	Sr. Financial Analyst 2	\$239.00
Financial Analyst 4	\$173.00	Sr. Financial Analyst 3	\$259.00
Financial Analyst 5	\$193.00	Technical Expert 1	\$335.00
GIS Specialist 1	\$109.00	Technical Expert 2	Negotiable
GIS Specialist 2	\$132.00		
GIS Specialist 3	\$156.00		
GIS Specialist 4	\$174.00		
GIS Specialist 5	\$194.00		
I&C Assistant 1	\$104.00		
I&C Assistant 2	\$129.00		
I&C 1	\$154.00		
I&C 2	\$182.00		
I&C 3	\$205.00		
I&C 4	\$218.00		
I&C 5	\$228.00		

Reimbursable Expense Rates

Transportation	\$0.75/mile
Survey Vehicle	\$0.95/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/day
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$280.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on

January 1.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/18/2024

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Approve Drainage Easement Over Lot 17A, Block 1, Owasso Shores Addition

Background

The City installed storm sewer on Sandy Hook Drive adjacent to Lake Owasso in 1999, which drains to Lake Owasso through a 12' wide easement that is within a platted lake access for property owners. The storm sewer and the land from the street to Lake Owasso is flat and drainage has been a historic problem. The property owners that access the lake through this area requested the City look at improving the drainage overland to minimize issues caused by the storm sewer, lack of drainage, and the access to and from the lake. The City looked at possible solutions and determined that some grading and turf reinforcement could be completed to improve drainage and maintain access to the owners. The grading and turf reinforcement would be outside of the current easement, which the City could not maintain long term. After discussing with the property owners, an agreement was made that the City would get an easement to cover the access area to be able to grade, install the turf reinforcement, and maintain the drainage long term.

Policy Objectives

It is City policy to improve and maintain drainage to reduce the risk of localized flooding.

Racial Equity Impact Summary

There should be no equity impacts associated with this agreement.

Budget Implications

There are no costs for the easement. The overall cost of the improvements is estimated to be \$35,000. Once the City gets quotes for the improvements, they will be brought to Council for approval. This cost will be paid by the storm sewer fund.

Staff Recommendations

Staff recommends the City Council approve the drainage easement over Lot 17A, Block 1, Owasso Shores Addition.

Requested Council Action

Motion to approve Drainage Easement over Lot 17A, Block 1, Owasso Shores Addition.

Prepared by: Jesse Freihammer, Public Works Director

- Attachments:**
- 1. Easement
 - 2. Map

DRAINAGE EASEMENT

THIS DRAINAGE EASEMENT is granted as of this 10th day of February,

2024 by the following people ("Grantors"):

- Constance C. Comford, a single person,
- Vernon G. Schumacher and Jeanne L. Schumacher, husband and wife,
- Blake Olson and Erin L. Olson, husband and wife,
- Greg J. Steiner and Gayle T. Steiner, husband and wife,
- David J. Brown and Lori A. Brown, husband and wife,
- Joseph Lehnem and Kristine Twite Lehnem, husband and wife,
- Brian G. Brezinka and Heidi B. Brezinka, husband and wife,
- Mark G. Thompson and Susan M. Thompson, husband and wife,
- Thomas A. Wiberg and Barbara J. Wiberg as Trustees of the Barbara J. Wiberg Revocable Trust dated February 15, 2011,
- Chris Matthew Bloomquist and Emily Joan Bloomquist, husband and wife,
- Harold MacGregor and Ashley MacGregor, husband and wife,
- Catherine B. Adeboye, a single person,
- Thomas G. Stratton and Beverly J. Stratton, Trustees of the Stratton Living Trust dated January 28, 2019,
- Chelsea JM Ankeny and Jacob S. Ankeny, wife and husband,
- David Horsman and Andrea Horsman, husband and wife, -
- Philip S. McDonald and Denise A. McDonald, husband and wife,
- Valerie J. Jones, Trustee of the Valerie J. Jones Revocable Intervivos Trust dated December 5, 2018,
- Shawn Hermanson and Jennifer Hermanson, husband and wife,
- Keith E. Carlson and Nannette H. Carlson, husband and wife,
- Ronald W. Benkler, a single person,
- Bruce K. Bester and Phylisann N. Bester, husband and wife,
- Leroy L. Monette a/k/a Lee Monette and Janice G. Monette a/k/a Janice Monette, husband and wife, and
- Chris Nolan and Sarah Nolan, husband and wife,
- Nicole Diskerud and Phillip A. Diskerud, wife and husband,

to the City of Roseville, a Minnesota municipal corporation ("City").

WITNESSETH:

That said Grantors, in consideration of One and no/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby grant, convey, and quitclaim unto the City, and its successors and assigns, a permanent drainage easement on, over, across and through a portion of the following described real property located in Ramsey County, Minnesota, to-wit:

See attached **Exhibit A** ("Grantors' Property").

Said easement being that part of the Grantors' Property which is legally described as follows:

See attached **Exhibit B** ("Easement Area").

The Easement Area is depicted on **Exhibit C**, attached hereto.

The grant of the foregoing easement includes the right of the City, and its contractors, agents, employees, and successors and assigns, to enter upon and use the Easement Area to construct, reconstruct, inspect, operate, use, maintain, and repair drainage improvements and appurtenances, on, over, across and through the Easement Area; to grade, level, fill and drain the Easement Area; to excavate culverts, cuts, slopes and ditches within the Easement Area; to remove and import soils from and into the Easement Area; to remove trees, brush, undergrowth and other obstructions from the Easement Area; and to do all other acts and things which are reasonably necessary for or incidental to the enjoyment of the easement rights granted herein. Any land altering land activities would require the mutual consent from the majority of the property owners

The foregoing easement shall be binding upon the Grantors and their successors and assigns, shall inure to the benefit of the City and its successors and assigns, and shall run with the land.

TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, to the City, its successors and assigns, forever.

IN TESTIMONY WHEREOF, the Grantors have caused this easement to be executed as of the 6th day of February, 2024.

(Signatures Follow)

THIS INSTRUMENT WAS DRAFTED BY:
Erickson, Bell, Beckman & Quinn, P.A.
1700 West Highway 36
Suite 110
Roseville, MN 55113
651-223-4999

GRANTORS:

Constance C. Comford
Constance C. Comford

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Constance C. Comford, a single person.

[Signature]
Notary Public

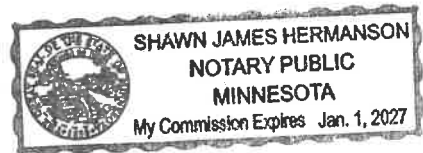


Vernon G. Schumacher
Vernon G. Schumacher
Jeanne L. Schumacher
Jeanne L. Schumacher

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Vernon G. Schumacher and Jeanne L. Schumacher, husband and wife.

Shawn J. Hermanson
Notary Public





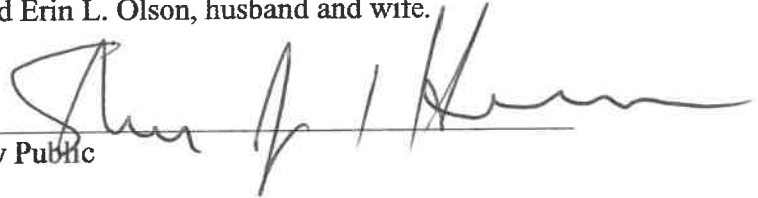
Blake Olson



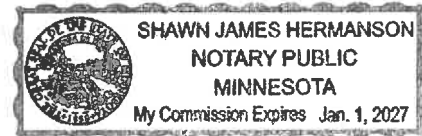
Erin L. Olson

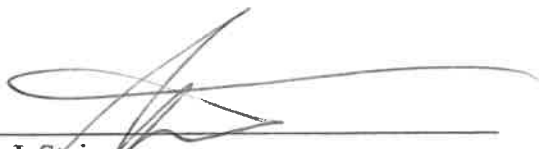
STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Blake Olson and Erin L. Olson, husband and wife.



Notary Public





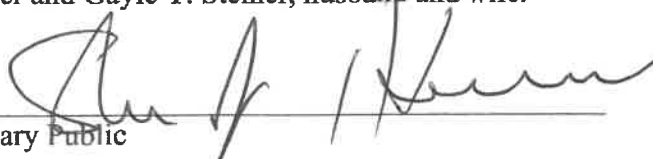
Greg J. Steiner



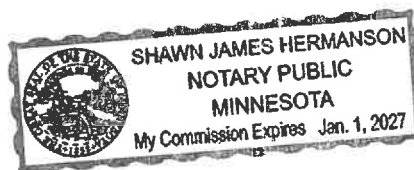
Gayle T. Steiner

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2020 by Greg J. Steiner and Gayle T. Steiner, husband and wife.



Notary Public



David J. Brown

David J. Brown

Lori A. Brown

Lori A. Brown

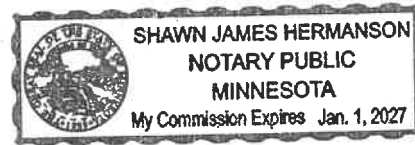
STATE OF MINNESOTA)

) ss.

COUNTY OF RAMSEY)

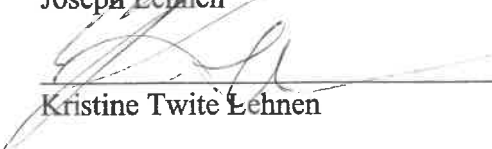
The foregoing instrument was acknowledged before me this 6th day of February, 2024 by David J. Brown and Lori A. Brown, husband and wife.

Shawn James Hermanson
Notary Public





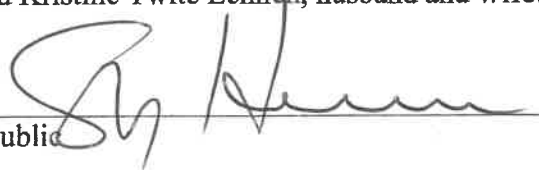
Joseph Lehn



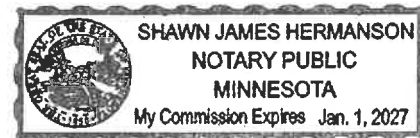
Kristine Twite Lehn

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024 by Joseph Lehn and Kristine Twite Lehn, husband and wife.



Notary Public



Brian Brezinka
Brian G. Brezinka
Heidi Brezinka
Heidi B. Brezinka

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

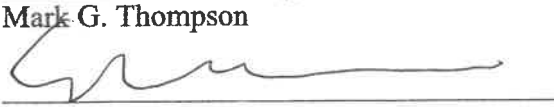
The foregoing instrument was acknowledged before me this 6th day of February, 2021 by Brian G. Brezinka and Heidi B. Brezinka, husband and wife.

Shawn James Hermanson
Notary Public





Mark G. Thompson



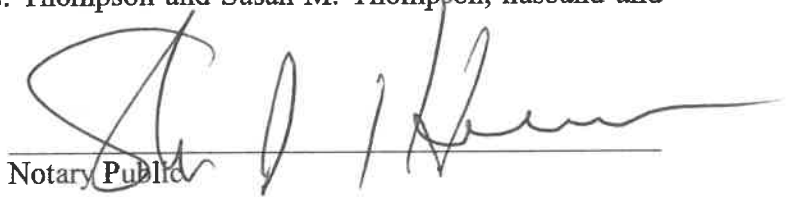
Susan M. Thompson

STATE OF MINNESOTA)

) ss.

COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Mark G. Thompson and Susan M. Thompson, husband and wife.


Notary Public



Thomas A. Wiberg, as Trustee of the Barbara J. Wiberg Revocable Trust dated February 15, 2011

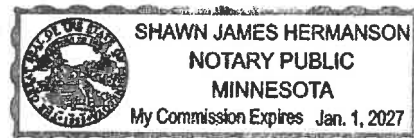
Barbara J Wiborg

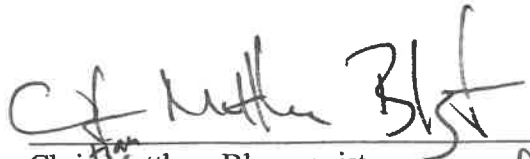
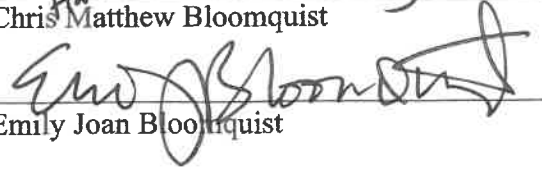
Barbara J. Wiberg, as Trustee of the Barbara J. Wiberg Revocable Trust dated February 15, 2011

[illegible]

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Thomas A. Wiberg and Barbara J. Wiberg as Trustees of the Barbara J. Wiberg Revocable Trust dated February 15, 2011.

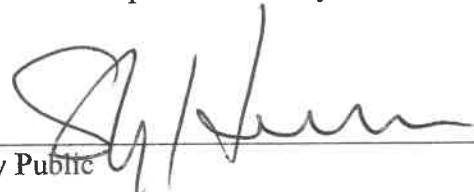
Notary Public



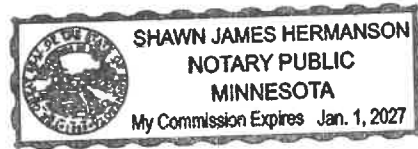

Chris Matthew Bloomquist

Emily Joan Bloomquist

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Chris Matthew Bloomquist and Emily Joan Bloomquist, husband and wife.



Notary Public





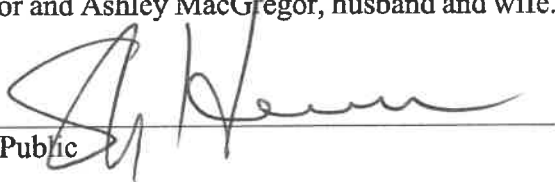
Harold MacGregor



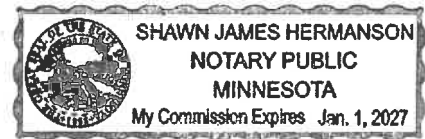
Ashley MacGregor

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024 by Harold MacGregor and Ashley MacGregor, husband and wife.



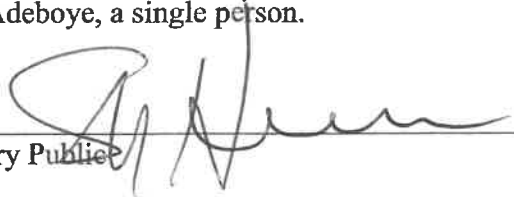
Notary Public

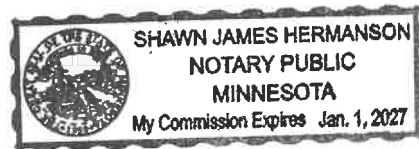



Catherine B. Adeboye

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Catherine B. Adeboye, a single person.


Notary Public



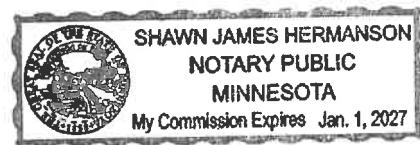
Beverly J. Stratton
Beverly J. Stratton, Trustee of the Stratton
Living Trust dated January 28, 2019

Thomas G. Stratton
Thomas G. Stratton, Trustee of the Stratton
Living Trust dated January 28, 2019

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024 by Thomas G. Stratton and Beverly J. Stratton, Trustees of the Stratton Living Trust dated January 28, 2019.

Shawn James Hermanson
Notary Public

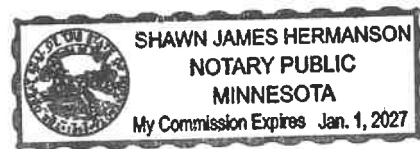


Chelsea JM Ankeny
Chelsea JM Ankeny
Jacob S. Ankeny
Jacob S. Ankeny

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2021, by Chelsea JM Ankeny and Jacob S. Ankeny, wife and husband.

Shawn James Hermanson
Notary Public



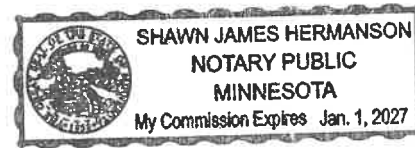
David Horsman
David Horsman

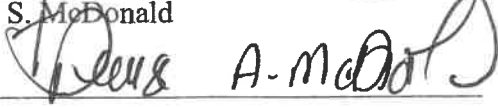
Andrea Horsman
Andrea Horsman

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by David Horsman and Andrea Horsman, husband and wife.

Shawn James Hermanson
Notary Public

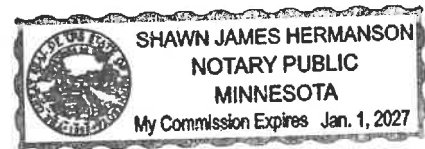



Philip S. McDonald

Denise A. McDonald

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2021 by Philip S. McDonald and Denise A. McDonald, husband and wife.


Notary Public

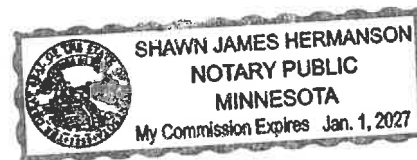


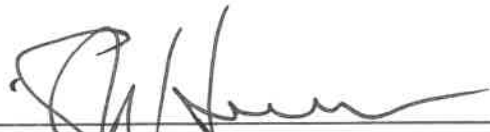
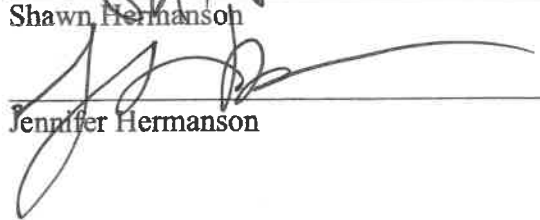
Valerie J. Jones
Valerie J. Jones, Trustee of the Valerie J.
Jones Revocable Intervivos Trust dated
December 5, 2018

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of
February, 2024 by Valerie J. Jones, Trustee of the Valerie J. Jones Revocable
Intervivos Trust dated December 5, 2018.

[Signature]
Notary Public

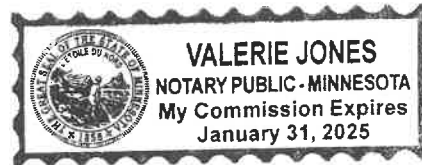



Shawn Hermanson

Jennifer Hermanson

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 16th day of December, 2023, by Shawn Hermanson and Jennifer Hermanson, husband and wife.


Notary Public



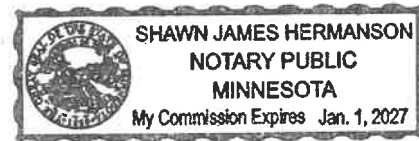
Keith E. Carlson

Nannette H. Carlson

[illegible]

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Keith E. Carlson and Nannette H. Carlson, husband and wife.

Notary Public

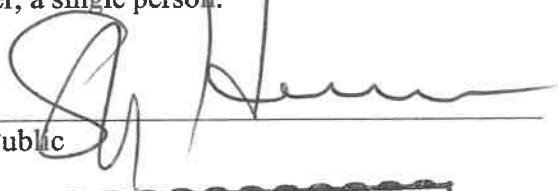


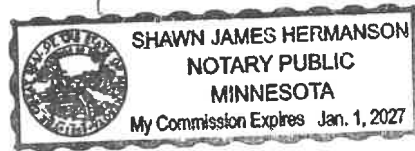


Ronald W. Benkler

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Ronald W. Benkler, a single person.


Notary Public



Bruce K Bester

Bruce K. Bester

Phylisann N Bester

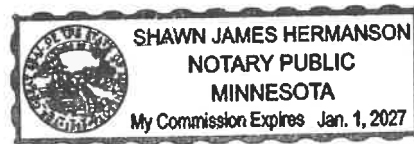
Phylisann N. Bester

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Bruce K. Bester and Phylisann N. Bester husband and wife.

Shawn James Hermanson

Notary Public



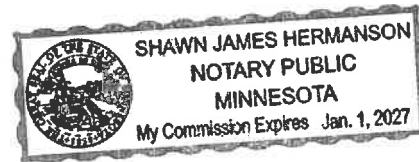
Leroy Monette
Leroy L. Monette

Janice Monette
Janice G. Monette

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Leroy L. Monette and Janice G. Monette, husband and wife.

Shawn James Hermanson
Notary Public



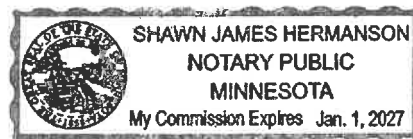
Chris Nolan
Chris Nolan

Sarah Nolan
Sarah Nolan

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2024, by Chris Nolan and Sarah Nolan, husband and wife.

Shawn James Hermanson
Notary Public



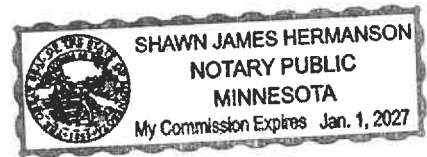
Nicole Diskrud
Nicole Diskrud

Phillip A. Diskrud
Phillip A. Diskrud

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 6th day of February, 2021 by Nicole Diskrud and Phillip A. Diskrud, wife and husband.

Shawn James Hermanson
Notary Public



CITY OF ROSEVILLE

By: _____

Dan Roe

Its: Mayor

By: _____

Rebecca Olson

Its: Acting City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by Dan Roe and Rebecca Olson, the Mayor and Acting City Manager, respectively, of the City of Roseville, a Minnesota municipal corporation on behalf of the City.

Notary Public

NOTARY STAMP OR SEAL

EXHIBIT A

Grantor's Property Legal Description

Lot 17A, Block 1, Owasso Shores Addition, Ramsey County, Minnesota

(abstract property)

EXHIBIT B

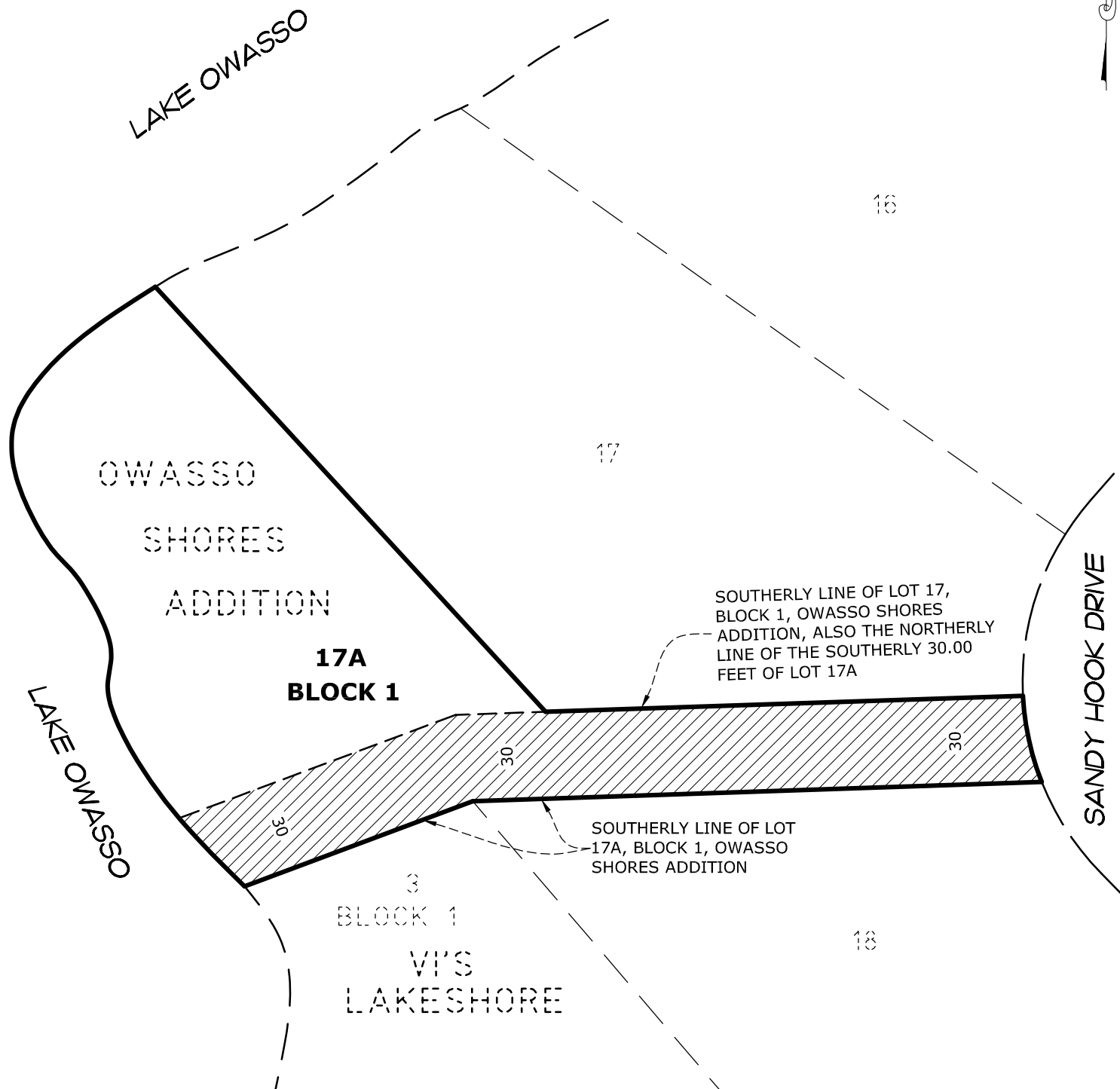
Easement Area Legal Description

An easement for drainage purposes over, under, and across the following real property:

The southerly 30 feet of Lot 17A, Block 1, Owasso Shores Addition, Ramsey County, Minnesota

DRAINAGE EASEMENT SKETCH

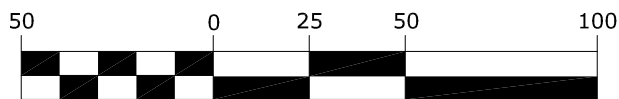
~for~ CITY OF ROSEVILLE



NOTE:

NO FIELD WORK WAS PERFORMED BY E.G. RUD AND SONS, INC. IN THE PREPARATION OF THIS SKETCH.

GRAPHIC SCALE



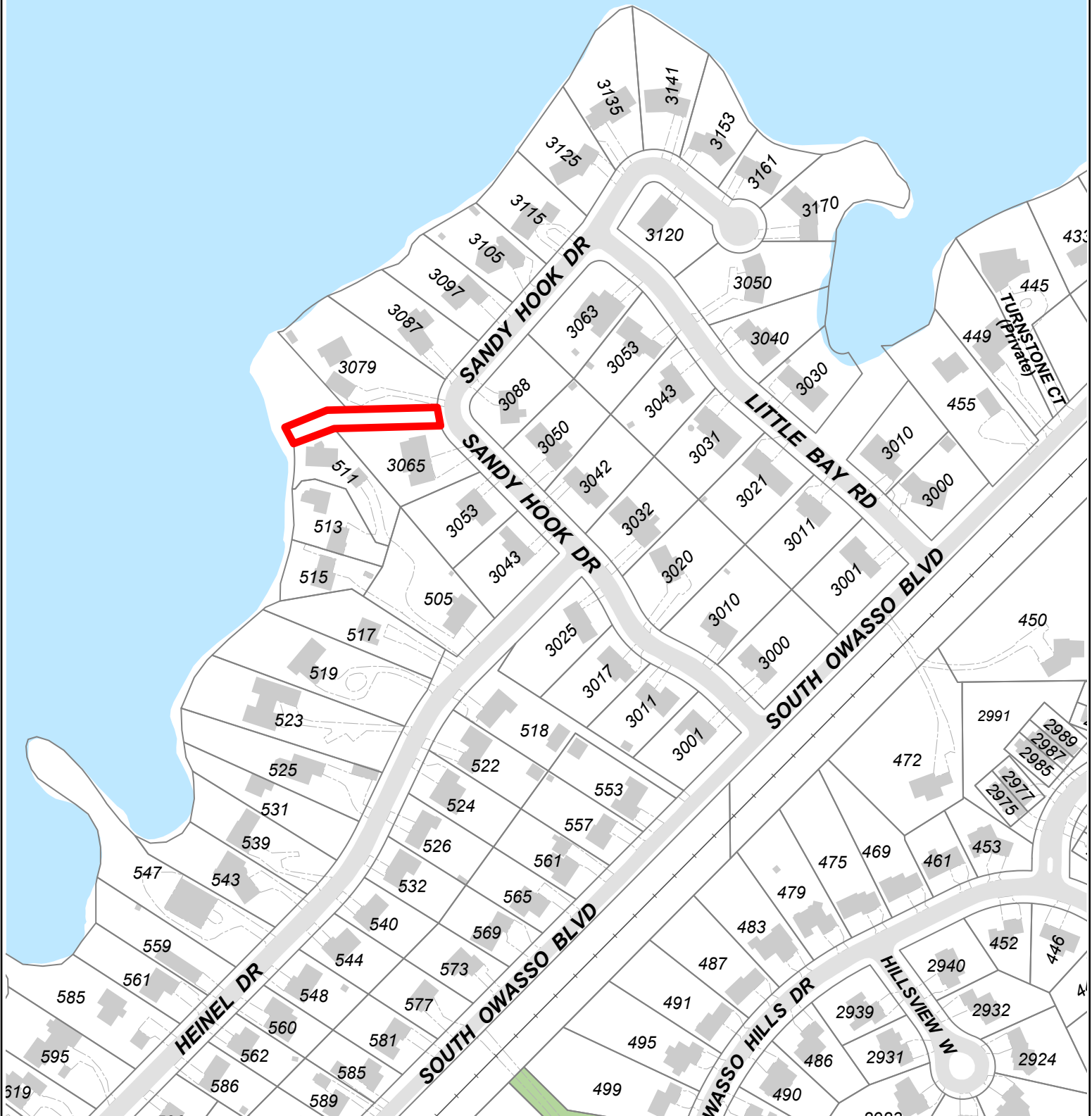
1 INCH = 50 FEET



E.G. RUD & SONS, INC.
PROFESSIONAL LAND SURVEYORS
6776 LAKE DRIVE NE, SUITE 110
LINO LAKES, MINNESOTA 55014
TEL. (651) 361-8200
FAX (651) 361-8701
www.egrud.com

240147ED

Lake Owasso



Owasso Shores Proposed Easement



Proposed Easement

Prepared by: Engineering Department
3/13/2024

Data Sources
 * Ramsey County GIS (3/5/2024)
 * City of Roseville Community Development
 * City of Roseville Finance Department

DISCLAIMER:
 This map is a general representation of the proposed easement and is not intended to be used as a legal document. It is based on the best available information and is subject to change without notice. The City of Roseville does not warrant the accuracy or completeness of the information shown on this map. The City of Roseville is not responsible for any errors or omissions on this map. The City of Roseville is not responsible for any damages or losses resulting from the use of this map. The City of Roseville is not responsible for any claims or liabilities arising from the use of this map.



FUTURE MEETING AGENDA HIGHLIGHTS

March 18, 2024

April 8 – City Council Meeting

- Issue RFP for Lexington Park Playground
- Consider Hotel Licensing Ordinance
- 435 Judith Abatement Assessment
- Discussion on future HRIEC changes
- Introduction of Equity & Inclusion Manager

April 15 – City Council Work Session

- Recycling RFP and Cart Discussion
- County Road C Project Update
- Forestry/EAB Program Update
- Smoke-Free Housing Presentation
- Discussion on Strategic Planning

April 22 – City Council Meeting

- Amendment to Chapter 10, Comp Plan process
- MNDOT Hwy 36 Multimodal Study presentation
- Approve Rosedale Police Officer contract

Future Agenda Review - Longer Term Initiatives
(items that likely require council discussion/action)

3/13/2024

<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	Ordinance adopted 3/11/24, continue discussion on HRIEC 4/8
Update SREAP with new goals/objectives	Staff/Council	2nd qtr '24	(City Manager goal item)
Strategic planning	Staff/Council	2nd qtr '24	Discussion scheduled 4/15/24
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