



## City Council Agenda

Monday, May 20, 2024

6:00 PM

City Council Chambers

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

- 6:00 p.m.    **1. Roll Call**  
Voting & Seating Order: Etten, Schroeder, Groff, Strahan, and Roe
- 6:01 p.m.    **2. Pledge of Allegiance**
- 6:02 p.m.    **3. Approve Agenda**
- 6:03 p.m.    **4. Public Comment**
- 6:10 p.m.    **5. Recognitions and Donations**  
a. LGBTQIA+ Month Proclamation  
b. Gun Violence Awareness Day and Month Proclamation
- 6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:20 p.m.    a. Receive Visit Roseville Presentation regarding National Travel and Tourism Week
- 6:30 p.m.    b. Consider a request to perform an abatement for unresolved violations of City Code at 3119 Mildred Drive
- 6:45 P.M.    c. Consider Adopting Resolution Approving the Vacation of a Utility Easement at 571 Roselawn Avenue
- 7:00 p.m.    d. Fire Department Staffing Review
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approval of City Council Minutes**
- 7:40 p.m.    **10. Approve Consent Agenda**  
a. Approval of Payments  
b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items  
c. Approve 2 Temporary Gambling Licenses  
d. Approve Professional Services Agreement for Water Meter Vault Project  
e. Award 2024 Pond Maintenance Program Agreement  
f. Memorandum of Understanding for the 2377 County Road B Temporary Construction Easement  
g. Adopt a resolution approving amended assessment agreements with Roseville Leased Housing Associates I and II, LLLP
- 7:45 p.m.    **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**  
a. Future Agenda Review
- 7:55 p.m.    **12. Adjourn to Closed Session**

a. City Manager Performance Review

8:55 p.m. **13. Reconvene Open Session**

9:00 p.m. **14. Adjourn**



## **LGBTQIA+ Pride Month June 2024**

**Whereas:** The City of Roseville supports the LGBTQIA+ community and honors their many contributions to the health of the city; and remains committed to treating all people with fairness and respect; and

**Whereas:** In 1993, Minnesota became the first state in the nation to outlaw both sexual orientation and gender discrimination in the field of employment, housing and public accommodations; and

**Whereas:** In 2013, the state of Minnesota legalized same-sex marriage; and

**Whereas:** In 2021, the City of Roseville became the 9<sup>th</sup> municipality in Minnesota to ban the practice of conversion therapy on LGBTQIA+ youth and vulnerable adults, a practice now banned by the State of Minnesota as of 2023; and

**Whereas:** Roseville continues the tradition for communities across America to recognize their LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Ally) residents during the month of June; and recognizes the + to symbolize the inclusion of all identities; and

**Whereas:** LGBTQIA+ people, as the rainbow flag symbolizes, come from every group, religion, ethnicity, age, occupation, ability/disability, size and shape; and

**Whereas:** Members of the Roseville LGBTQIA+ community have always served as valuable members of our country in every capacity as homeowners, taxpayers, members of the military, business owners, parents and employees; and

**Whereas:** It is important to recognize that we are all part of the same community; and

**Whereas:** LGBTQIA+ residents have enriched the diverse community of Roseville through their participation in city government, the arts, religious and civil institutions, education and community organizations; and

**Whereas:** The City of Roseville believes that all people deserve to be protected from bullying, harassment, discrimination, and health disparities; and convey a clear message that intolerance is not welcome in our community, and

**Whereas:** LGBTQIA+ community allies, including the Roseville Area High School student groups, provide support and encouragement to Roseville youth with the assistance of School District staff and administration; and

**Whereas:** The City of Roseville reaffirms our commitment to promoting full inclusion and equality for every resident of our great city.

**Now, Therefore Be It Resolved** that the City Council hereby declares June 2024 to be LGBTQIA+ Pride 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 20<sup>th</sup> day of May, 2024.

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Mayor Daniel J. Roe





## **National Gun Violence Awareness Day and Month**

### **June 7, 2024**

### **June 2024**

**Whereas:** according to an analysis of international cause of death data, Americans are 26 times more likely to die by gun homicide than people on average in 28 other high-income countries; and

**Whereas:** the Centers for Disease Control and Prevention's (CDC's) data indicates there are 120 Americans killed by gun violence every day, along with more than 200 who are shot and wounded, and on average there are over 17,673 gun homicides in the US every year; and

**Whereas:** data from the CDC indicated that in 2022, the leading cause of death of children under 18 in the nation were firearms, with 4,603 children dying in gun-related incidents; and

**Whereas:** analysis of CDC data shows that Black and Indigenous People and People of Color (BIPOC individuals) are disproportionately impacted by gun violence, with Black children and teens having the highest gun death rate among the nation's population at nearly four times the rate of White people, and Hispanic and Indigenous people dying by gun violence at twice the rate of White people; and

**Whereas:** CDC data and hospital admission & discharge data show that Minnesota has on average 510 gun deaths and 1,174 non-fatal gun injuries every year, including 132 homicides and 319 injuries due to criminal acts; and

**Whereas:** Roseville experiences gun violence, including the April 5, 2022, incident on West Lake Owasso Blvd. in which an individual recklessly fired at surrounding homes and cars and eventually shot and wounded Roseville Police Officer Ryan Duxbury; and

**Whereas:** Roseville and cities across the nation are working to end senseless violence with evidence-based solutions, including integration of social services and mental health support into public safety work, holding a free gun turn-in event for community members to dispose of unwanted guns, and providing gun-locks free of charge

to allow residents to better secure their guns in their homes; and

**Whereas:** protecting public safety in the community is one of the City's highest responsibilities; and

**Whereas:** upholding Second Amendment rights can and should go hand-in-hand with promoting safe and responsible gun ownership and use, including limiting gun access for persons with dangerous histories.

**Now, Therefore Be It Resolved** that the City of Roseville renews its commitment to end gun violence and pledge to do all it can to keep firearms out of the wrong hands and encourage responsible gun ownership to help keep our community safe; and

**Be It Further Resolved** that City of Roseville declares the month of June 2024 to be National Gun Violence Awareness Month and June 7, 2024 to be National Gun Violence Awareness Day, and encourages all citizens to support efforts to prevent the tragic effects of gun violence.

**In Witness whereof,** I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 20<sup>th</sup> day of May, 2024.

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Mayor Daniel J. Roe

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 7.b.

Department Approval

*Janice Gundlach*

City Manager Approval

*Sam J. Trueman*

**Item Description:** Consider a request to perform an abatement for unresolved violations of City Code at 3119 Mildred Drive

## Background

The subject property is a single-family home. Current violations related to the abatement request include:

- Inoperable vehicles (407.02.G, 407.04)
- Vehicles without current registration (407.02.G, 407.04)
- Vehicle parked/stored on unimproved surface (407.02.G)

Staff received a concern about unlicensed vehicles and general property maintenance of the subject property on March 21, 2024. Staff confirmed the inoperable vehicles were on the property and left a door hanger informing the residents of the concern and timeline for compliance (Attachment 4). Follow-up inspections were conducted on April 1 and 8<sup>th</sup> with no progress observed. A 2<sup>nd</sup> notice was mailed on April 1. A notification of a City Council hearing was posted on the vehicles and the property on April 12, 2024 (Attachment 4). Staff was contacted by the property owner on April 22, the original Council hearing date. The property owner requested additional time to sell the vehicles or place inside of their garage. Staff agreed to a two-week extension, but informed the property owner that if corrections were not completed, this item would return for Council consideration on May 20, 2024. On May 10, staff posted the Council hearing notification for the May 20th meeting on their door. Staff observed on May 14 that the notices had been received and removed from the door.

As of the writing of this RCA, no progress related to any noted violation or code compliance has been observed on this property. A status update will be provided during the hearing. A map of the property location (Attachment 1), a timeline of staff actions (Attachment 2), and cited City Code sections (Attachment 3) have been included with this report.

## Policy Objectives

The abatement of public nuisances are necessary to protect the public's comfort, repose, health and safety.

## Racial Equity Impact Summary

There are no racial equity impacts related to this request.

## Budget Implications

The estimated costs of the proposed abatement include the following:

- Removal of unlicensed, inoperable vehicles outdoors      \$0.00

- Abatement fee per Council approved Fee Schedule \$350.00

Total: \$350.00

## Staff Recommendations

Staff recommends the Council direct Community Development staff to abate the above referenced public nuisance violations at 3119 Mildred Drive.

## Requested Council Action

By motion, direct Community Development staff to abate the public nuisance violations at 3119 Mildred Drive by notifying a towing company to remove the unlicensed and/or inoperable vehicles from the property.

If so ordered, the property owner will be billed for actual and administrative costs. If charges are not paid, staff shall recover costs as specified in Section 407.08.B.

**Prepared by:** David Englund, Building Official

**Attachments:**

1. Map
2. Timeline of staff action
3. Cited City Code Sections
4. Correspondence & Photos



**Data Sources**  
 \* Ramsey County GIS Base Map (4/2/2024)  
 For further information regarding the contents of this map contact:  
 City of Roseville, Community Development Department,  
 2660 Civic Center Drive, Roseville MN

**Disclaimer**  
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 100 200 Feet



# 3119 Mildred Dr.

## ATTACHMENT 2

### April 1, 2024

- Follow up inspections conducted.
- Inoperable/unlicensed vehicles remain.
- No contact or response from property owner
- Second notice mailed to property owner.

### April 8, 2024

- Follow up inspections conducted.
- Inoperable/unlicensed vehicles remain.
- No contact or response from property owner.

### April 12, 2024

- No improvements or corrections observed.
- Council hearing notification posted on property and inoperable vehicles.

### April 22, 2024

- Property owner contacted staff to request two-week extension.
- Council hearing postponed.

### May 10, 2024

- No improvements or corrections observed.
- Council hearing notification for May 20, 2024 posted on property.

### May 20, 2024

- Abatement request hearing before Roseville City Council

### March 21, 2023

- Complaint related to inoperable vehicles and property maintenance received.
- Door hanger left on property for observed violations.

**CITED CITY CODE SECTIONS**

**407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR REPOSE:**

G. Parking and Storage: The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:

2. Storage on Property: No person may place, store or allow the placement or storage of the following, in the front yard or unscreened street facing side yard of a corner lot of any residential zoned area:

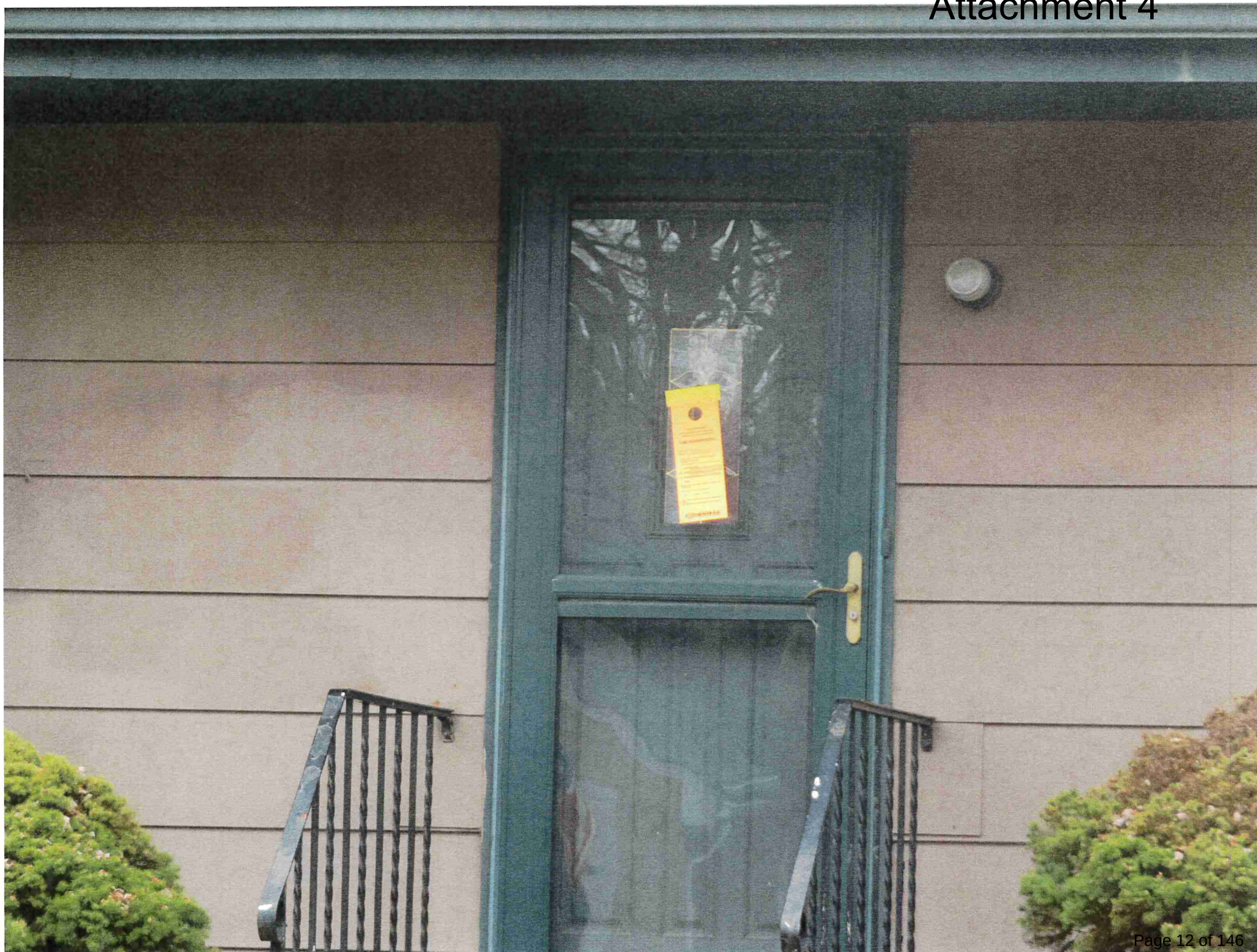
c. Vehicles of any type in inoperable condition

**407.04: VEHICLES CONSTITUTING A PUBLIC NUISANCE:**

A. Abandoned, Junk, Unauthorized and Inoperable Vehicles Create Hazard: Abandoned, junk, unauthorized and inoperable vehicles are declared to be a public nuisance creating hazard to the health and safety of the public because they invite plundering, create fire hazards, attract vermin, and present physical dangers to the safety and well-being of children and other citizens. The accumulation and outside storage of such vehicles is in the nature of rubbish, litter and unsightly debris and is a blight on the landscape and a detriment to the environment. It shall be unlawful for a person to pile, store or keep wrecked, junked, inoperable, unauthorized or abandoned vehicles on private or public property.

D. Vehicles Without Current Registration: Except where expressly permitted by state law, any vehicle or other equipment, which requires registration for operation in the State of Minnesota, shall be deemed to be junked, inoperable, unauthorized or abandoned if said vehicle does not have attached thereto a valid registration issued by the proper State agency.







April 1, 2024

Case #ENF24-042

John P Bursch & Bernice M Bursch  
3119 Mildred Dr  
Roseville MN 55113-1223

Dear Property Owner,

The City previously notified you via door hanger that your property was in violation of Roseville's City Code. Thank you for the progress you have made to date. A re-inspection of the property revealed that the initial request has not been fully complied with. Specifically:

- Unlicensed and inoperable vehicles stored outside.
- Vehicle stored on unimproved surface.

These are violations of Roseville's City Code, specifically:

- **407.02 G 4 Vehicle Parking:** No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288,8-4-2003) (Ord. 1577, 9-9-2019)
  - a. Vehicles shall be on an improved surface as defined in this Code.
  - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure.
- **407.02 B, Building Maintenance and Appearance:** Buildings, fences, and other structures, which have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood. Any building, fence or other structure not complying with Chapter 906 of this Code

**Corrective Measures:**

Please make the following corrections by within **5 days** from the date of this notice and keep continuously maintained in compliance thereafter:

- Ensure all vehicles stored outside on the property display current registration / licensure, move unlicensed vehicles to a location inside of a structure, ore remove unlicensed vehicles from property.
- Ensure all vehicles stored outside on property are stored on concrete, asphalt, or pavers.
- Provide a plan for repair or replacement of deteriorated fence.

If the violations listed are not corrected within **5 days** and continuously maintained in compliance thereafter, the City will move forward with further action and this matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to perform a City abatement and contract with private companies to have all violations corrected. **This would entail the expenditure of funds for which you, as the property owner, would be**

**responsible to repay.** If the violations are corrected, by you, prior to the public hearing date, the public hearing may be cancelled and the case file closed.

This public hearing will be scheduled at future City Council meeting. You will be notified of the date. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend this meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7083.

Sincerely,  
Chris Bolstad  
Code Compliance Coordinator  
[Chris.bolstad@cityofroseville.com](mailto:Chris.bolstad@cityofroseville.com) 651-792-7083



Community Development Department  
2660 Civic Center Drive ♦ Roseville, Minnesota 55113  
651-792-7014 ♦ fax 651-792-7070 ♦ [www.cityofroseville.com](http://www.cityofroseville.com)

April 12, 2024

Case #ENF24-042

John P Bursch & Bernice M Bursch  
3119 Mildred Dr  
Roseville, MN 55113

RE: 3119 Mildred Dr, Roseville MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting and enhancing the character, stability, and appearance of the City's residential neighborhoods and commercial areas by maintaining the standards and enforcing the regulations established in Roseville City Code. The City received a complaint and verified code violations at your property. The City of Roseville intends to hold a public hearing before City Council to discuss possible administrative citation or abatement for the violations identified below:

- Unlicensed and inoperable vehicles stored outside.
- Vehicle stored on unimproved surface.
- Wood fence in state of disrepair.

This is a violation of Roseville's City Code, specifically:

- **407.02 G 4 Vehicle Parking:** No person shall cause, undertake, permit or allow the outside parking and storage of vehicles in residentially-zoned property unless it complies with the following requirements: (Ord. 1288,8-4-2003) (Ord. 1577, 9-9-2019)
  - a. Vehicles shall be on an improved surface as defined in this Code.
  - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure.
- **407.02 B, Building Maintenance and Appearance:** Buildings, fences, and other structures, which have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood. Any building, fence or other structure not complying with Chapter 906 of this Code

Corrective Measures:

- Ensure all vehicles stored outside on the property display current registration / licensure, move unlicensed vehicles to a location inside of a structure, or remove unlicensed vehicles from property.
- Ensure all vehicles stored outside on property are stored on concrete, asphalt, or pavers.
- Provide a plan for repair or replacement of deteriorated fence.

This matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to perform a City abatement and contract with private companies to have all violations corrected or issue an administrative citation. This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

2660 Civic Center Drive ♦ Roseville, Minnesota 55113  
651-792-ROSE ♦ TDD 651-792-7399 ♦ [www.ci.roseville.mn.us](http://www.ci.roseville.mn.us)  
Recycled paper - 30% post-consumer content



This public hearing will be scheduled for an upcoming City Council meeting on April 22, 2024, for which you will be notified. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,

Dave Englund, Codes Coordinator

651-792-7087

[david.englund@cityofroseville.com](mailto:david.englund@cityofroseville.com)















**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 7.c.

Department Approval



City Manager Approval



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**Item Description:** Consider Adopting Resolution Approving the Vacation of a Utility Easement at 571 Roselawn Avenue

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1  
2 **Background**

3 On November 27, 2023, the City of Roseville approved the right-of-way (ROW) vacation of  
4 a portion of unimproved Carlisle Avenue and Kent Street located east of Dale Street and  
5 north of Roselawn Avenue. During that process, we retained utility easements over the  
6 vacated ROW. Since that time, the property owner at 571 Roselawn Avenue gathered  
7 signatures from adjacent property owners and has petitioned the City to vacate the utility  
8 easements over this parcel, as shown in attachment 3.

9  
10 Staff has reviewed the need for the utility easements. There are currently no utilities in the  
11 easement. Although there is some undeveloped land to the north of the property, there is  
12 another right-of-way available for future utility connections if that parcel gets developed.  
13 Staff is supportive of vacating the utility easements.

14  
15 The vacation will not be official until such time the City Manager executes and records a  
16 Notice of Completion of this vacation. Since the vacation was petitioned, only a majority  
17 Council vote is needed for approval.

18  
19 No written public comments have been received to date.

20  
21 **Policy Objectives**

22 This action is intended to “right-size” the City’s property rights and property management  
23 responsibilities for Roseville’s current and future needs.

24  
25 **Racial Equity Impact Summary**

26 There should be no equity impacts associated with this vacation as there is no public use or  
27 planned public use for utilities in this area.

28  
29 **Budget Implications**

30 There is no financial impact to the City of Roseville.

32 **Staff Recommendations**

33 Staff recommends that the City Council adopt the attached resolution approving the  
34 vacation of the utility easements at 571 Roselawn Avenue.  
35

36 **Requested Council Action**

37 Conduct a public hearing receiving any public comments related to the proposed easement  
38 vacation.  
39

40 Consider adoption of the attached resolution approving the vacation of the utility easements  
41 at 571 Roselawn Avenue.  
42

43 **Prepared by:** Jesse Freihammer, Public Works Director

**Attachments:** 1. Resolution  
2. Public Hearing Agenda  
3. Aerial view of proposed vacation

**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 20<sup>th</sup> day of May, 2024, at 6:00 p.m.

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

Councilmember                     introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**RESOLUTION VACATING A UTILITY EASEMENT THAT WAS RESERVED BY THE  
CITY IN A PREVIOUS VACATION OF A PORTION OF CARISLE AVENUE LYING  
NORTH OF THE PROPERTIES LOCATED AT 615, 577, AND 571 ROSELAWN  
AVENUE WEST AND A PORTION OF KENT STREET LYING EAST OF 571  
ROSELAWN AVENUE WEST**

**WHEREAS**, on November 27, 2023, the City of Roseville vacated a portion of Carlisle Avenue that lied north of the properties located at 615, 577, and 571 Roselawn Avenue West and Kent Street that lies east of the property located at 571 Roselawn Avenue West by adopting Resolution No. 12034; and

**WHEREAS**, said vacation reserved an easement for utility purposes within the vacated rights-of-way (the “Reserved Utility Easement”); and

**WHEREAS**, on April 15, 2024, the City received a petition for vacation of the Reserved Utility Easement that was signed by a majority of the abutting property owners; and

**WHEREAS**, the City Council pursuant to Minnesota Statutes § 412.851 desires to consider the vacation of the Reserved Utility Easement; and

**WHEREAS**, the Reserved Utility Easement is legally described on the attached Exhibit A and as shown on the attached Exhibit B; and

**WHEREAS**, the City Clerk published, posted, and mailed notice of a public hearing as required by law, and a public hearing was held on the proposed vacation on the 9<sup>th</sup> day of May, 2024; and

**WHEREAS**, there are no utilities in the Reserved Utility Easement and no utilities are planned to be constructed by the City within the Reserved Utility Easement; and

**WHEREAS**, the City Council in its discretion has determined that the vacation of the Reserved Utility Easement will benefit the public interest because the Reserved Utility Easement is not needed for current or future utility purposes.



34     **NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Roseville, that:

35             1.       The Reserved Utility Easement is hereby vacated.

36             2.       City staff and consultants are hereby authorized and directed to file a notice of  
37                       completion of vacation proceedings.

38     The motion for the adoption of the foregoing resolution was duly seconded by Member     ,  
39     and upon a vote being taken thereon, the following voted in favor thereof:             ,  
40             ,             , and.

41     and the following voted against the same:     .

42     **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 20<sup>th</sup> day of May, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 20<sup>th</sup> day of May, 2024.

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Patrick Trudgeon, City Manager

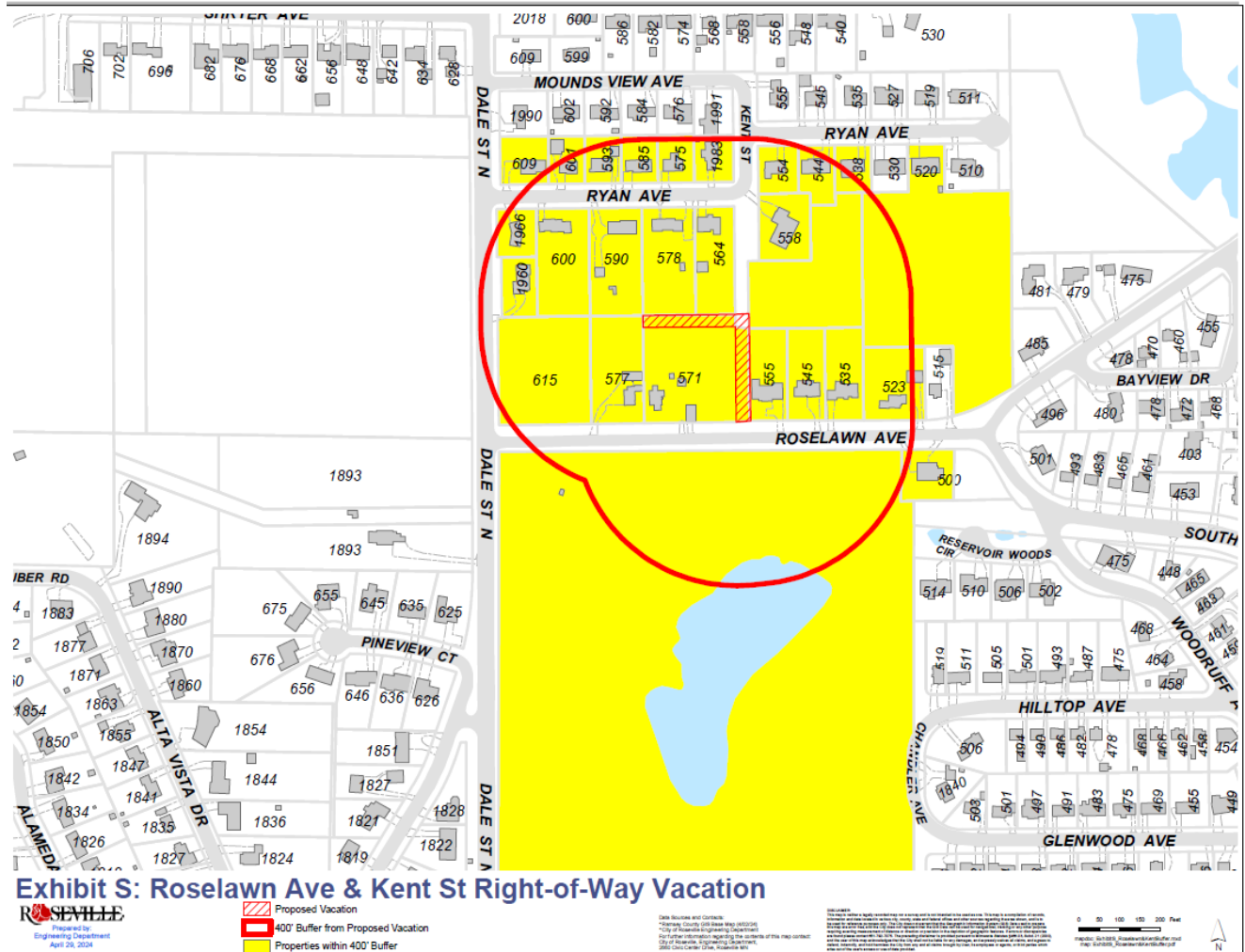
## **EXHIBIT A**

### **Legal Description of the Reserved Utility Easement**

The utility easement reserved by the City in the vacation of all of Carlisle Avenue as dedicated in the plat of Montgomery's Lake View Addition and the vacation of that portion of Kent Street that is adjacent to Lot 1, Block 3, as dedicated in the plat of Montgomery's Lake View Addition.

## EXHIBIT B

### Depiction of the Reserved Utility Easement





## AGENDA FOR PUBLIC HEARING

### Vacation of Easements at 571 Roselawn Pursuant to Minnesota Statute §412.851

- A. Mayor calls the meeting to order and announces the purpose of the meeting and format for the hearing. "This is a public hearing to consider whether to vacate public easements and right of ways."

"This vacation request was initiated by a petition from adjacent property owners. The Council will consider resolutions to approve vacating the easements as described in the resolution."

#### THE FOLLOWING AGENDA CAN BE USED AS THE FORMAT FOR THE PUBLIC HEARING:

- B. City Manager comments including, brief description of proposed vacated easement, published and mailed notices, and written objections to the proposed vacation. It is suggested that the City Manager should make a general comment regarding the published and mailed notices. This should include the following language:
- "Published and legal mailed notices have been provided for this public hearing. Legal notices appeared in the city's legal newspaper, *The Pioneer Press*, on May 3 and 10, 2024. Mailed notices were sent on May 9, 2024. Affidavits of publishing and mailing are available in the office of the City Engineer."
- Prior to the hearing proceeding, the City Manager should read all written objections for the proposed resolutions.
- C. City Engineer by this time has provided specific information for vacations including a description and proposed resolution.
- D. Mayor opens hearing to public. It is suggested that the following comments be made by the Mayor:
- "In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:
1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
  2. Each speaker should limit questions and comments to three minutes.
  3. No person will be heard for a second time until all interested persons who wish to speak have had an opportunity to do so.
  4. Be courteous. No comments from audience or applause during question/ comment period."

- E. Mayor closes hearing.

After all citizen comments have been completed, the Mayor should indicate that the public hearing is closed and turn the hearing over to the City Council for action.

- F. Council action on proposed vacation. Note: Only a majority vote is required for the resolution, as the vacation was petitioned.

Resolution approving the easement vacation at 571 Roselawn.

(Resolutions provided by City Engineer.)



## Exhibit S: Roselawn Ave & Kent St Right-of-Way Vacation



### Right-of-Way Vacation Area



Prepared by:  
Engineering Department  
April 30, 2024

**Data Sources and Contacts:**  
 \* Ramsey County GIS Base Map (2/02/22)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department,  
 2660 Civic Center Drive, Roseville MN

**DISCLAIMER**

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the various shown, and it may be for reference purposes only. The City does not warrant that the Geographic Information System ("GIS") Data used to prepare this map are complete or accurate. No warranty can be made by the City that the GIS Data can be relied upon for any purpose requiring exact measurements of distance or direction or precision in the depiction of geographic features. A full set of such plans are found please contact 651-792-7075. The providing disclaimer is provided pursuant to Minnesota Statutes §480B.03, Subpart 2(1) and the use of this map acknowledges that the City shall not be liable for any damages, expressly waived all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

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mapdoc: ExhibitS\_Roselawn&Kent.mxd  
map: ExhibitS\_Roselawn&Kent.pdf





**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 7.d.

Department Approval



City Manager Approval



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**Item Description:** Fire Department Staffing Review

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**Background**

The Roseville Fire Department has been serving the City of Roseville since 1944. After nearly 75 years as a predominantly paid-on-call/volunteer organization, the fire department recently transitioned to full-time on-duty staffing in 2015. The fire department has slowly transitioned over the course of the last eight years to now be at a complement of 24 full-time firefighters in 2024, not including the Assistant Fire Chief and Fire Chief.

The initial step of the transition to full-time staffing, entitled Phase I, was the hiring of six full-time firefighters. This cost was primarily off-set by part-time firefighter wages and transitioning two existing fire prevention personnel (2080 hours, Monday-Friday position) into the operations division of the department. Over the course of the next four years, the department added between 1-3 additional full-time firefighters annually.

Part of the department's transition to more full-time staffing in 2018, which was termed as Phase II, was the need to address call volume increases and to initiate new and enhance existing services. In 2018 and 2019, as the department was staffed with 18 total firefighters, our daily staffing was between 4–6 firefighters on-duty, staffing only two emergency response vehicles. During this time we were experiencing delays in our response due to multiple calls at the same time as well as calls requiring more than a one vehicle response. Over the past five years, the fire department has experienced a substantial increase in call volume which was not fully anticipated in 2017 and 2018. At that time, the fire department had been experiencing a 2-4% annual increase in call volume, but over the course of the next several years has experienced more than 5% and even greater than 10% increases in total call volume annually. The department's total call volume has ballooned from less than 5,000 calls in 2018 to nearly 7,000 calls in 2023; a 40% total call volume increase from 2017-2023. A note, as of this week, 2024 is currently 12% ahead of the same time in 2023.

The call volume growth is in both Fire and EMS calls with most of the new calls going to our multifamily housing developments. As the City of Roseville has experienced an increase of multifamily housing units by more than 25% since 2017, that factor appears to be the main reason for the increase in calls.

In 2020, after a multi-year approach to educate the community and City Council about the need for more staffing (Phase II), the Fire Department was awarded a Staffing for Adequate



Fire and Emergency Response (SAFER) grant through the Federal Emergency Management Administration (FEMA). This grant allowed the department to hire six full-time firefighters starting in 2021, covering their salaries and benefits for three years with no local match. This was a critical transition in staffing for the department as it allowed the department to staff three emergency pieces of apparatus 24/7/365, as opposed to two. The additional six firefighters, while a huge success and addition to the department, was truly staffing that was needed in 2018 to combat the duplicate emergency calls and emergency calls needing multiple resources.

Due to the increased demands placed on our daily staffing for emergency response, some components of our Phase II plan have not been realized. These programs include preventative focused activities such as Mobile Integrated Health (community medicine) initiatives, annual proactive fire inspections, and a more robust fire prevention model. Given our current structure and response demands, our fire prevention capacity is not meeting the demands placed on it. We struggle to routinely complete permit-driven (construction) inspections, and frequently need to reschedule multifamily and lodging inspections 'on-the-fly' due to emergency calls for service, causing frustration for building management staff and inconveniencing tenants in multifamily buildings. Additionally, we are unable to conduct any annual routine (proactive) fire inspections of businesses within Roseville. Since the transition to on-duty based inspections, we have learned that utilizing on-duty Fire Inspectors for our primary fire inspection and prevention needs is not a sustainable model. A dedicated Fire/Housing Inspector is needed to support our current inspection and licensing programs and allow for additional inspection activities and capacity.

Our current on-duty staffing model is falling behind many of our peers of like size and services as well. Other agencies around the metro are or have already transitioned to a full-time model as well as investing significantly in their staffing model. Currently, the Roseville Fire Department is falling behind our peers when we assess calls per on-duty firefighter and emergency calls per on-duty staffed response unit. As an example, in 2023, the Roseville Fire Department averaged 2302 emergency calls per staffed response unit. This number was higher than six other peer agencies: Maplewood (1993 calls), Richfield (1663 calls), Eagan (1661 calls), Edina (1444 calls), Oakdale (1262 calls), and South Metro (1553 calls). In 2018, utilizing call volume and staffed number of units (2), Roseville Fire averaged 2,484 calls per staffed unit. We are currently closer to our 2018 existence than our 2023 peers as it pertains to calls per staffed unit.

One of the most significant areas of concern with available staffing and response is emergency call overlap. In 2023, we experienced 210 instances in which the fire department was unable to provide adequate resources for the emergency call requested. Of our 6,907 total calls for service, nearly 25% (1,575 calls) were multi-unit responses (an example would be a fire alarm which requires an engine and a medic response vehicle, a car accident which requires the same, or a critical EMS call which requires two medic response vehicles), requiring at least two companies to respond to mitigate the emergency. In 2023, over 58% of our total call volume were second, third, fourth, and even fifth overlapping calls (4,034 emergency calls that were overlapping). A total of 2,873 calls were single emergency calls without overlap of another emergency call. As a reminder, even one emergency call may include two or even all three of our on-duty resources, so a second or third overlapping call may completely deplete available response capability in the community.

The increased call volume causing emergency call overlap has impacted response times. On-duty crews have to rush to clear from an emergency scene to respond to another versus responding from a centralized location, and availability, of our fire station. When reviewing both emergent and non-emergent response, we have seen an increase in overall response time of the department to 8 minutes and 31 seconds (90<sup>th</sup> percentile). This also includes incidents where we are delayed in responding due to other incidents. This delay, and inability to respond creates scenarios where we are responding to all types of emergencies, including building fires with staffing below a safe level to mitigate an incident.

## **Policy Objectives**

The Fire Department is experiencing challenges in providing a consistent response to all emergency calls that occur in the City of Roseville. Essentially, the 911 call volume demand is outpacing the available resources, causing potential gaps in consistent service and increasing response times. As an aspiration of the City to remain safe and prioritize emergency response, we are falling behind this goal and aspiration.

## **Racial Equity Impact Summary**

The Fire Department aspires to meet the needs and demands of all members of the Roseville community; residents, guests, and business owners. It is our goal to provide high level fire and EMS response and care on every response, as well as provide quality and inclusive community outreach.

## **Budget Implications**

No immediate impact on the budget in 2024. However, a concerted effort to address staffing in the fire department needs to be addressed in future budget cycles. The fire department proposes to perform a staffing study from an outside consultant to better address and evaluate needed staffing now and into the future.

## **Staff Recommendations**

Staff recommends City Council support the fire department hiring a consultant to perform a staffing study utilizing state of Minnesota Department of Public Safety funds allocated to the City.

## **Requested Council Action**

Receive presentation and approve fire department staff to seek proposals for staffing study.

**Prepared by:** David Brosnahan

**Attachments:** 1. Fire Department Staffing Review 5-20-2024

# Fire Department Staffing Review

May 20<sup>th</sup>, 2024



# Fire Department Update



## Objectives:

- **Call Volume & Staffing Review**
  - Call Volume Trends
  - Peer Comparisons
  - Response Challenges
  - Volume Demands on Department
- **Staff Seeking Guidance & Direction**
  - Strategic/Future Planning
    - Growth and EMS
  - Staffing Study
    - SAFER Grant Support



# Fire Department Update



**Engine-631**  
2-3 Firefighters (EMT or Paramedic)



**Medic-610**  
2 Firefighters (EMT or Paramedic)



**Medic-611**  
2 Firefighters (EMT or Paramedic)

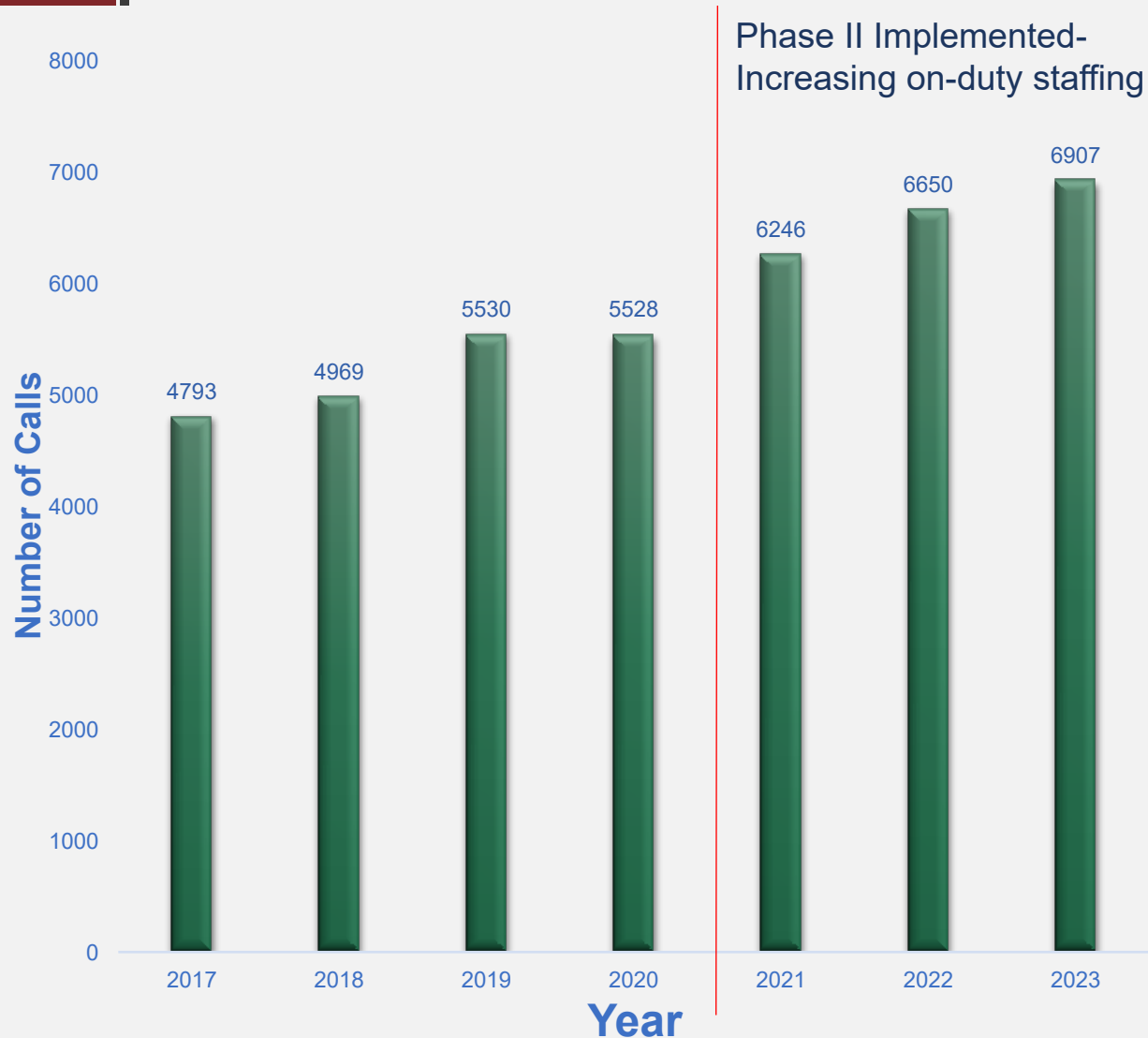


0-1\* Battalion Chief  
Shift Supervisor

## Staffing Challenges

- On-Duty Staffing Model
  - Maximum of 8 on-duty
  - Minimum of 6 on-duty
- Average Daily Staffing (2023): **6.3 FFs**
- Not to repeat pre-Phase II Levels
  - Current Staffing Meets 2018 Volume Demand
  - Call Volume Driven
- Fire Inspections & Multi-Family Licensing
  - Causing Response Issues/Delays

# Fire Department Update



## Call Volume Continues to Increase

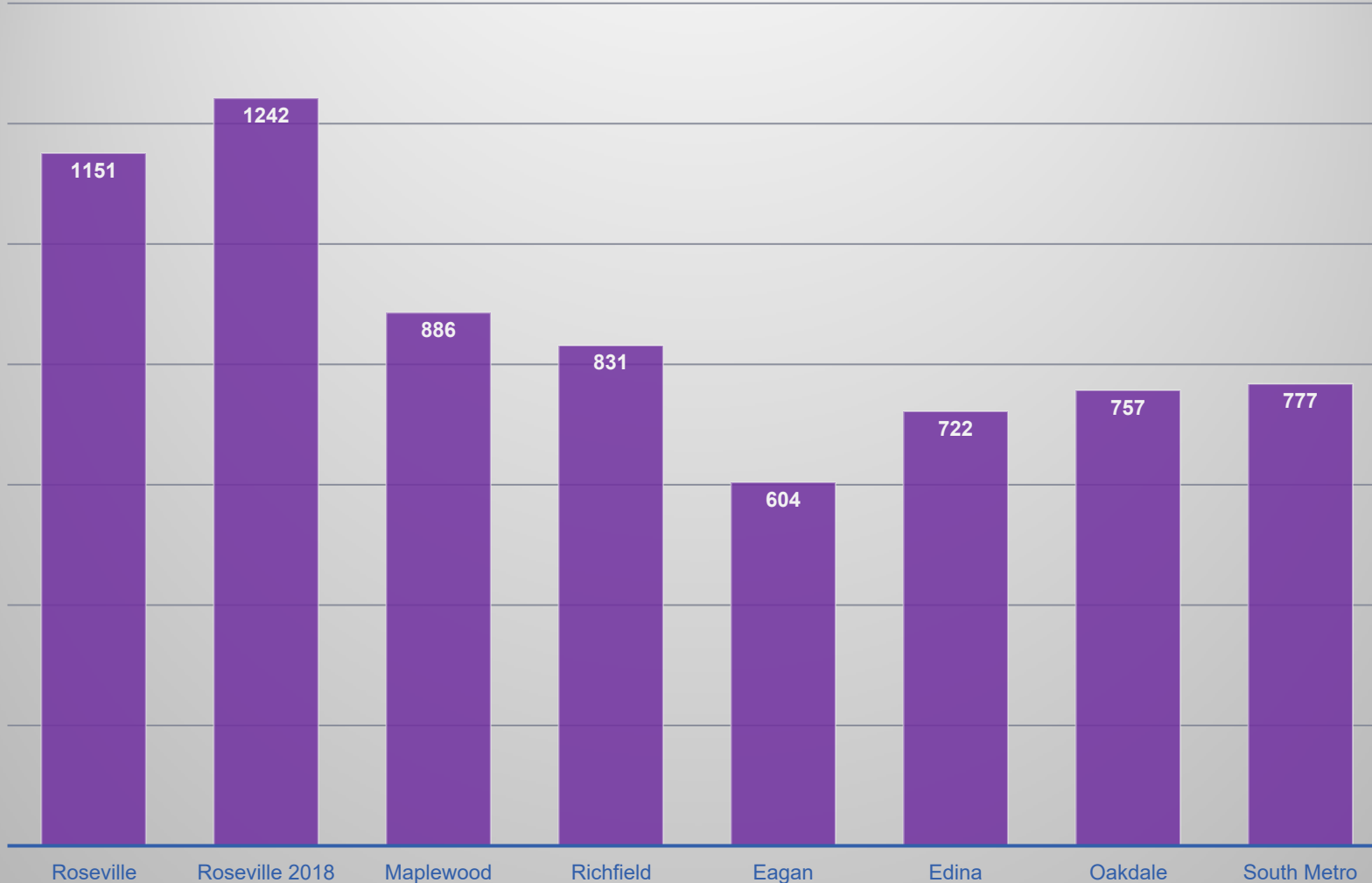
- 2018 to 2023 the department experienced a call volume increase of 2,001 total emergency incidents; an increase of **40.3%**
- Substantial Increase from 2018 to 2019; 11.3%
- Consistent call volume from 2019 to 2020
- A 13% increase from 2020 to 2021
- A 6.5% increase from 2021 to 2022
- 2024 is currently at a 12% increase over 2023

# Fire Department Update

| <u>Fire Department</u>     | Total Shift Personnel | Minimum Staffing On-Duty | Maximum Staffing On-Duty | Staffed Response Units | 2023 Call Volume |  | Calls Per Staffed Firefighter Position (Based on Minimum Staffing) | Calls Per Staffed Unit |
|----------------------------|-----------------------|--------------------------|--------------------------|------------------------|------------------|--|--------------------------------------------------------------------|------------------------|
| Roseville Fire             | 24                    | 6                        | 8                        | 3                      | 6907             |  | 1151                                                               | 2302                   |
| Maplewood Fire             | 33                    | 9                        | 11                       | 4                      | 7972             |  | 886                                                                | 1993                   |
| Richfield Fire             | 27                    | 6                        | 9                        | 3                      | 4989             |  | 831                                                                | 1663                   |
| Eagan Fire                 | 42                    | 11                       | 14                       | 4                      | 6644             |  | 604                                                                | 1661                   |
| Edina Fire                 | 36                    | 10                       | 12                       | 5                      | 7220             |  | 722                                                                | 1444                   |
| Oakdale Fire               | 21                    | 5                        | 7                        | 3                      | 3785             |  | 757                                                                | 1262                   |
| South Metro Fire           | 40                    | 10                       | 14                       | 5                      | 7767             |  | 777                                                                | 1553                   |
| <i>Roseville Fire 2018</i> | 18                    | 4                        | 6                        | 2                      | 4969             |  | 1242                                                               | 2485                   |

# Fire Department Update

Calls Per On-Duty FF

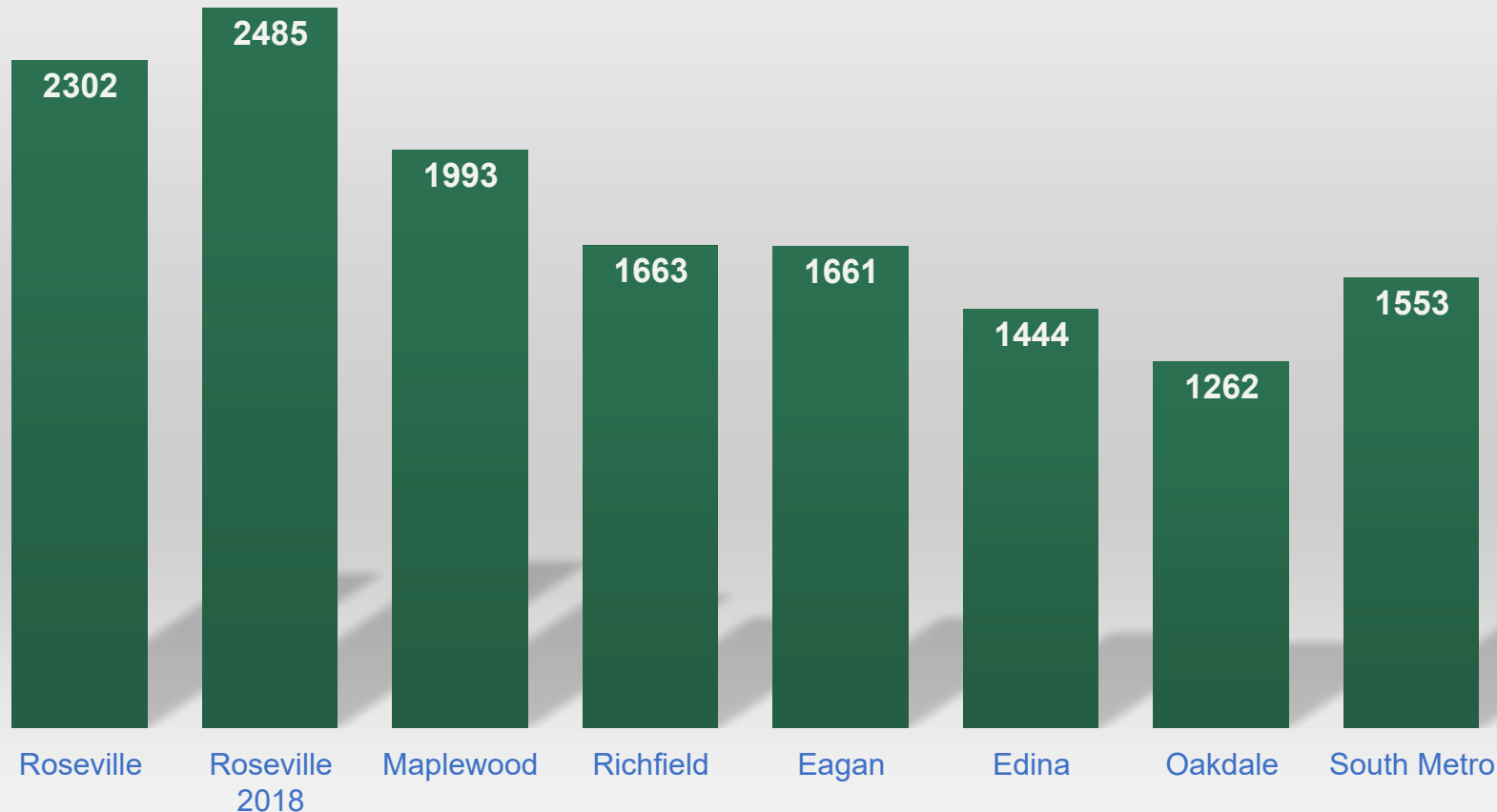


- **Data Review**
  - Call demand per on-duty firefighter is higher than all peers based off of minimum staffing.
  - Currently aligns more with previous staffing model of 2018.



# Fire Department Update

Calls Per Staffed Unit



- **Data Review**
  - Call demand per staffed unit is markedly higher than our peer agencies.
- Closest peer in comparison is Maplewood Fire.
  - Note: Maplewood currently staffs four pieces of apparatus, **but will be transitioning to a 5<sup>th</sup> piece of apparatus by 2025.**

# Fire Department Update

## Response Challenges

- **Resource Utilization**
  - 6,907 total calls in 2023
    - 1,575 calls were a multi-unit response (23%)
      - Averages 4.7 calls per day are multi-unit responses
  - Our Response Standard requires multi-unit responses for proper personnel:
    - For Fire Call Types- 51 of 98 require multi-unit response – 52%
    - For Medical Call Types- 57 of 109 require multi-unit response – 52%
  - In 2023: 210 Instances of emergency calls our resources were unavailable or provided an inappropriate/modified response.

# Fire Department Update

## Response Challenges

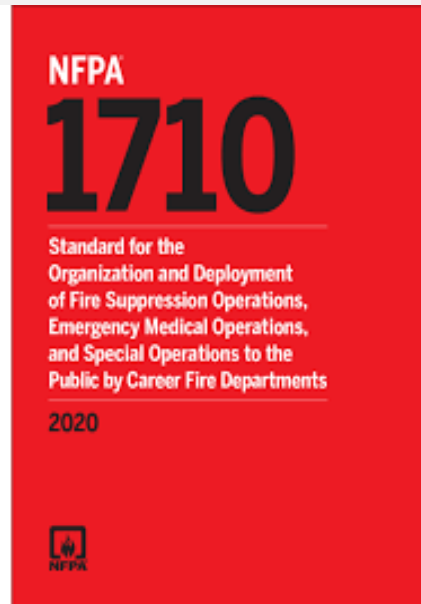
- **Overlapping Calls**
  - 58% of our total call volume is multiple/overlapping calls.
    - 4034 of 6907 calls
  - We experienced 2,226 total **occurrences** in which we experienced multiple/over-lapping calls.
    - Averages 6.1 times per day we have overlapping calls.

| Calls in Progress                         | Occurrences                                         | % of Call Volume |
|-------------------------------------------|-----------------------------------------------------|------------------|
| 1 Emergency Call Responded To             | <b>2873</b> calls                                   | 41.6%            |
| At Least 2 Calls in Progress at Same Time | 1556 Occurrences resulting in:<br><b>3112</b> calls | 45.1%            |
| At least 3 Calls in Progress at Same Time | 261 Occurrences resulting in:<br><b>783</b> calls   | 11.3%            |
| At least 4 Calls in Progress at Same Time | 31 Occurrences resulting in:<br><b>124</b> calls    | 1.8%             |
| At least 5 Calls in Progress at Same Time | 3 Occurrences resulting in:<br><b>15</b> calls      | >1%              |
| Total Calls                               | <b>6907</b> Calls                                   | 100%             |

# Fire Department Update

## NFPA 1710 Standard 90<sup>th</sup> Percentile Unit Dispatch to Arrival Time:

- 5 minutes 20 seconds
- This benchmark is designed to measure first responding unit to arrival.



## Roseville Fire 90<sup>th</sup> Percentile Total Response Time: 8 minutes 31 seconds

### Unit 90th Percentile Total Response Time (HH:MM:SS)

Jan 01, 2023 to Dec 31, 2023





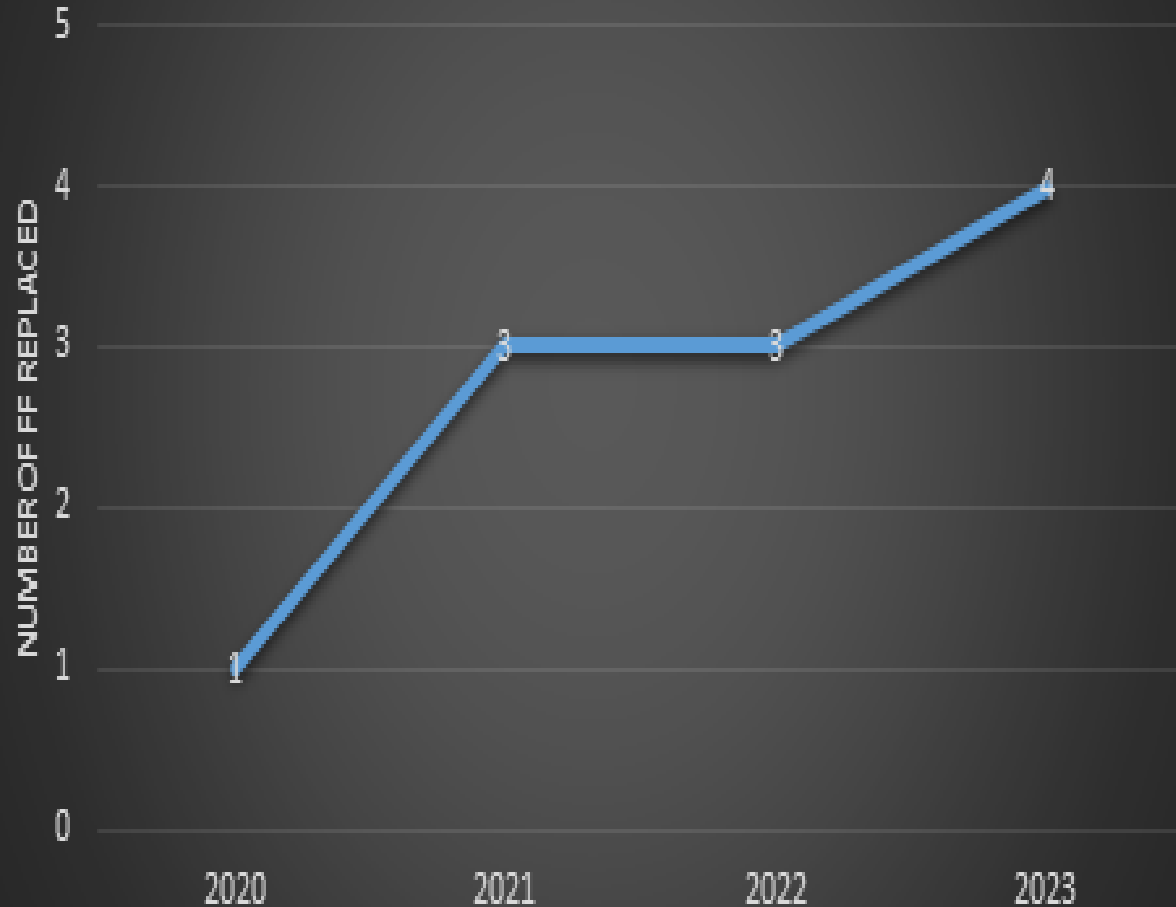
# Fire Department Update

## Staffing and Response Case Studies:

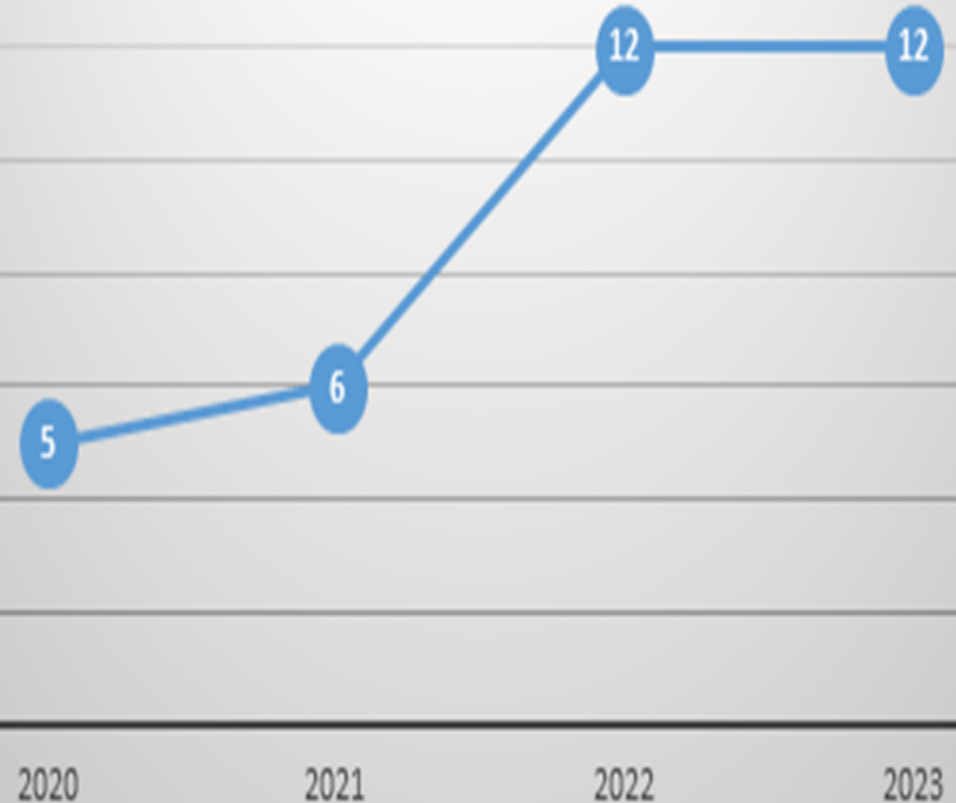
- **December 17, 2023**
  - Cardiac Arrest
  - Smoke in a Commercial Building
- **March 11, 2024**
  - Cardiac Arrest
  - Fatal Structure Fire
- **March 16, 2024**
  - Automatic Aid Response Structure Fire
  - Staffing Shortages
    - Missed Multiple EMS calls
- **Eagan Fire, 2017**
  - Significant Fire
  - Reactive Response
- **Shakopee, 2024**
  - Internal Issues
  - Reactive Response
- **Maplewood**
  - Strategic Planning
  - Proactive Response

# Fire Department Update

## Firefighter Retention & Turnover

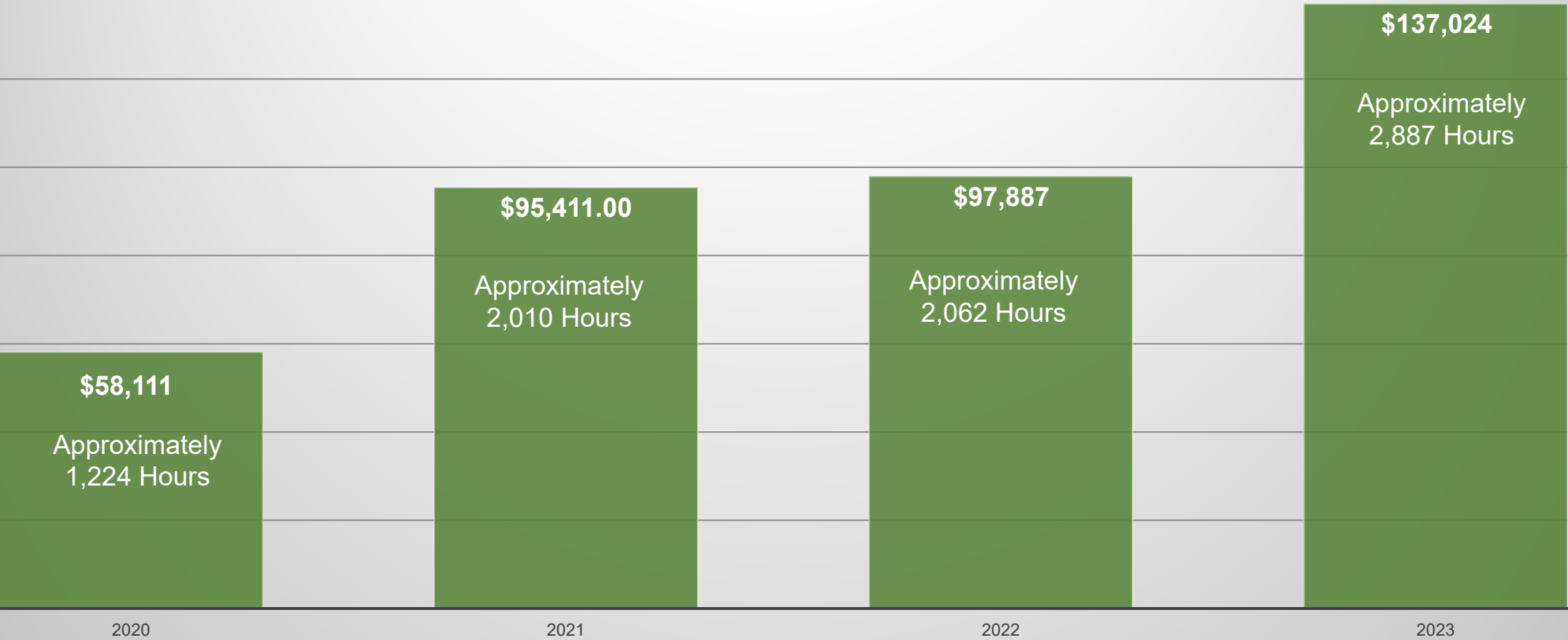


## Reported Firefighter Injuries



# Fire Department Update

Overtime Cost



# Fire Department Update

## COMMUNITY IMPACTS OF INCREASED STAFFING

- Increased response capabilities
  - NIST Fire Research Study – Properly staffed (4 person Engine Company) 30% faster completion of fire ground tasks.
  - NIST EMS Research Study – Four person First Responder crews complete all tasks two minutes and 40 seconds faster than a two person crew.
- Homeland Security Study Firefighter Value - [Link](#)
  - The “value” of one additional firefighter per on-duty shift: ~\$600,000 - [Article](#)
- Improved Firefighter Safety
  - Balance of workload
  - More staff on emergency scenes
- Better Able to Meet the Emergency Demands of the Community
- Consistent Service Level Expectation
- NFPA and OSHA Compliance
- Service and Program Enhancement





# Fire Department Update

## Budget Impacts Per Firefighting Position

- New Contract for 2024-2025
- FF/EMT and FF/Medic Wages Included

| Firefighter          | Wages/Salary<br>FF/EMT –<br>FF/MEDIC          | Benefits &<br>PERA<br>(Estimate) | Total                 | 2024 Tax Levy Impact<br>on the Median-Valued<br>Single-Family Home<br>Value            |
|----------------------|-----------------------------------------------|----------------------------------|-----------------------|----------------------------------------------------------------------------------------|
| Start – 6<br>Months  | \$28.64 – \$31.35<br>\$85,633 -<br>\$93,766   | \$35,000                         | \$120,633 – \$128,766 | \$349,900<br>(Median Value)<br><br>\$7 Annually per FF<br>58 Cents per Month per<br>FF |
| 6 Months -<br>1 Year | \$30.43 - \$33.32<br>\$90,986 –<br>\$99,626   | \$35,000                         | \$125,986 – \$134,626 |                                                                                        |
| 1-Year               | \$32.22 - \$35.28<br>\$96,337 -<br>\$105,487  | \$35,000                         | \$131,337 – \$140,487 |                                                                                        |
| 2-Year               | \$34.01 – \$37.24<br>\$101,689 –<br>\$111,375 | \$35,000                         | \$136,689 – \$146,375 |                                                                                        |
| 3-Year               | \$35.80 - \$39.20<br>\$107,042 -<br>\$117,208 | \$35,000                         | \$142,042 – \$152,208 |                                                                                        |

# Fire Department Update

## Firefighter Costs and Future

- An investment for readiness and response.
  - Essential Services
  - Partner agencies experiencing the same pressures challenging consistent interagency responses.
- Roseville Dynamics:
  - High Hazard Sites
  - Increased Daytime Population
  - Proximity to St. Paul/Minneapolis
  - Growing Multi-Family
  - Older Population and Facilities in Roseville
    - 20-30 years response impact
  - EMS Response and Transport
    - State and Local Level



## Council Q & A

### **Presentation Objective:**

- **Fire Department Staff is Seeking Council Direction and Approval to Perform a Staffing Study**

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 10.a.

Department Approval



City Manager Approval



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**Item Description:** Approval of Payments

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**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    | \$756,745.90   |
| 109383 – 109498 | \$874,199.88   |
| Total           | \$1,630,945.78 |

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 05.20.2024

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# Bank Reconciliation

## Board Audit

User: Joshua.Kent  
 Printed: 05/14/2024 - 6:31AM  
 Date Range: 05/01/2024 - 05/14/2024  
 Systems: 'AP'



| Check No.                                   | Vendor/Employee                      | Transaction Description                 | Date       | Amount     |
|---------------------------------------------|--------------------------------------|-----------------------------------------|------------|------------|
| Fund: 100 General Fund                      |                                      |                                         |            |            |
| Department: 00 General Function             |                                      |                                         |            |            |
| 0                                           | Alerus Financial NA - Non Bank       | Benefit Reimbursements - FSA & Dep      | 05/06/2024 | 8,224.38   |
| 0                                           | David R. Cantu-Non Bank              | Benefit Reimbursments                   | 05/06/2024 | 509.10     |
| 0                                           | LINA                                 | Life Premiums for April 2024, Bill Re   | 05/01/2024 | 6,520.98   |
| 0                                           | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024       | 05/06/2024 | 85,718.33  |
| Total for Department: 00 General Function   |                                      |                                         |            | 100,972.79 |
| Department: 01 General Government           |                                      |                                         |            |            |
| 0                                           | Alerus Financial NA - Non Bank       | Monthly Fees, DCAP & Health FSA -       | 05/06/2024 | 154.00     |
| 0                                           | Amazon.com- CC                       | Utility Cart                            | 05/03/2024 | 75.85      |
| 0                                           | Amazon.com- CC                       | Handwarmers                             | 05/07/2024 | 42.67      |
| 0                                           | American Mailing Machines-Non Bank   | Postage                                 | 05/06/2024 | 8,000.00   |
| 0                                           | Background Investigation Bureau - CC | Background checks                       | 05/03/2024 | 253.01     |
| 0                                           | Envisio Solutions, Inc.              | Year 3 of 3-yr subscription for unlimit | 05/01/2024 | 20,000.00  |
| 0                                           | Fikes, Inc.                          | Restroom Supplies                       | 05/01/2024 | 486.76     |
| 0                                           | Greenhaven Printing                  | Window Envelopes                        | 05/01/2024 | 1,489.54   |
| 0                                           | Mailchimp-CC                         | Standard Plan                           | 05/03/2024 | 100.00     |
| 0                                           | Metro-INET                           | Monthly IT Services                     | 05/07/2024 | 74,971.00  |
| 0                                           | Michaels-CC                          | Supplies for Solid Ground event         | 05/03/2024 | 2.43       |
| 0                                           | NAVPLG-CC                            | NAVPLG Membership - R. Boggs            | 05/07/2024 | 50.00      |
| 0                                           | Nitti Sanitation-CC                  | March Service                           | 05/03/2024 | 892.57     |
| 0                                           | PAR365-CC                            | Lunch w/ Mayor                          | 05/03/2024 | 13.84      |
| 0                                           | Reference-CC                         | Driving Records                         | 05/03/2024 | 28.00      |
| 0                                           | Sam's Club-CC                        | Supplies for Solid Ground event         | 05/03/2024 | 182.04     |
| 0                                           | SHI International Corp               | Docking Station                         | 05/01/2024 | 149.08     |
| 0                                           | SOS Office Furniture-CC              | Chair                                   | 05/03/2024 | 488.62     |
| 0                                           | Survey Monkey.com-CC                 | Team Premier Annual Plan                | 05/07/2024 | 1,744.61   |
| 0                                           | T Mobile-CC                          | Cell phones - R. Boggs                  | 05/07/2024 | 29.37      |
| 0                                           | Target- CC                           | Storage Bin                             | 05/03/2024 | 9.09       |
| 0                                           | Target- CC                           | Plastic Forks                           | 05/07/2024 | 109.36     |
| 0                                           | TimeSaver Off Site Secretarial, Inc. | HRIEC Meeting                           | 05/01/2024 | 285.50     |
| 0                                           | US Bank-Non Bank                     | March 2024 Terminal Charges             | 05/07/2024 | 6.17       |
| 0                                           | Volgistics-CC                        | Volunteer Database                      | 05/03/2024 | 234.00     |
| 109386                                      | ARAMARK Services                     | Coffee                                  | 05/01/2024 | 349.44     |
| 109420                                      | MN Pollution Control Agency          | VSQG Base Fee (Metro)                   | 05/01/2024 | 375.28     |
| 109422                                      | NFP Insurance Services, Inc.         | Bswift Fee - March 2024                 | 05/01/2024 | 693.60     |
| 109446                                      | Trans Union, LLC                     | Credit reports                          | 05/01/2024 | 73.34      |
| 109470                                      | Huebsch, Inc.                        | Floor Mats                              | 05/07/2024 | 1,057.74   |
| Total for Department: 01 General Government |                                      |                                         |            | 112,346.91 |
| Department: 02 Public Safety                |                                      |                                         |            |            |
| 0                                           | Advanced Graphix, Inc.               | Kit Custom Wrap - 2015 Chevy Subur      | 05/07/2024 | 3,120.00   |
| 0                                           | Alex Air Apparatus 2 LLC             | Sensor Replacement                      | 05/01/2024 | 449.00     |
| 0                                           | Allied Medical Training-CC           | EMR Certification Course - E. Krosno    | 05/03/2024 | 895.00     |
| 0                                           | Amazon.com- CC                       | Battery Stick                           | 05/03/2024 | 785.93     |
| 0                                           | Amazon.com- CC                       | Shower Curtains                         | 05/07/2024 | 142.87     |
| 0                                           | Amoco Oil-CC                         | Fuel                                    | 05/03/2024 | 19.20      |
| 0                                           | Applied Concepts, Inc.               | Tuning Fork Pouch                       | 05/01/2024 | 87.40      |

| Check No. | Vendor/Employee                      | Transaction Description                 | Date       | Amount   |
|-----------|--------------------------------------|-----------------------------------------|------------|----------|
| 0         | Battery Junction-CC                  | Batteries                               | 05/07/2024 | 57.28    |
| 0         | BCA-CC                               | Training Course - A. Warsame            | 05/03/2024 | 315.00   |
| 0         | Best Buy-CC                          | HDMI Cords/adapters                     | 05/07/2024 | 113.76   |
| 0         | Bio-Tec-CC                           | Squad Decontaminaion                    | 05/03/2024 | 150.00   |
| 0         | Brady Martin                         | Training Reimbursements 2/4 - 2/9/24    | 05/01/2024 | 731.30   |
| 0         | Brady Martin                         | Travel Reimbursements - Homicide Tr     | 05/07/2024 | 1,560.33 |
| 0         | Breezy Point Resort-CC               | Conference - Hotel                      | 05/03/2024 | 170.73   |
| 0         | Canal Park ICO-CC                    | Fuel                                    | 05/07/2024 | 61.21    |
| 0         | Car Wash Partners, LLC               | March wash services                     | 05/07/2024 | 272.00   |
| 0         | Chewy.com-CC                         | Dog food                                | 05/07/2024 | 244.94   |
| 0         | Chipotle- CC                         | Training Meal                           | 05/03/2024 | 36.98    |
| 0         | City of Cottage Grove-CC             | Facility reservation for upcoming train | 05/03/2024 | 390.00   |
| 0         | City of St. Paul                     | Canine Boarding                         | 05/01/2024 | 105.00   |
| 0         | City of St. Paul                     | Training Course - R. Duxbury            | 05/07/2024 | 300.00   |
| 0         | Davis Lock & Safe-CC                 | Keys                                    | 05/03/2024 | 65.00    |
| 0         | DECC Duluth-CC                       | Parking                                 | 05/07/2024 | 20.00    |
| 0         | Delta Air-CC                         | Conference Flight - E. Reski            | 05/07/2024 | 774.40   |
| 0         | Ebay Inc-CC                          | Shower Curtains                         | 05/07/2024 | 52.57    |
| 0         | Eckberg Lammers-CC                   | Wellness training                       | 05/07/2024 | 199.00   |
| 0         | Emergency Automotive Tech Inc        | 2020 Dodge durango, Unit #2020          | 05/01/2024 | 965.40   |
| 0         | Emergency Automotive Tech Inc        | Docking station repairs, unit 2103      | 05/07/2024 | 1,258.09 |
| 0         | Evident Inc-CC                       | Property room supplies                  | 05/07/2024 | 298.62   |
| 0         | FAA-CC                               | Drone Registration                      | 05/07/2024 | 5.00     |
| 0         | Five Guys-CC                         | Training Meal                           | 05/03/2024 | 20.25    |
| 0         | Fleet Farm-CC                        | Operating Supplies                      | 05/07/2024 | 28.50    |
| 0         | Galls Inc-CC                         | Earpieces                               | 05/03/2024 | 131.25   |
| 0         | Greenhaven Printing                  | Business cards - D. Cook                | 05/07/2024 | 217.00   |
| 0         | Holiday-CC                           | Patrol Fuel                             | 05/03/2024 | 221.29   |
| 0         | Holiday-CC                           | Fuel                                    | 05/07/2024 | 56.04    |
| 0         | IACP- CC                             | Membership - J. Adams                   | 05/03/2024 | 190.00   |
| 0         | Inn On Lake Superior-CC              | Conference Hotel                        | 05/07/2024 | 434.60   |
| 0         | Jersey Mikes Subs-CC                 | Training Meal                           | 05/03/2024 | 15.23    |
| 0         | Jersey Mikes Subs-CC                 | Training Meal                           | 05/07/2024 | 100.15   |
| 0         | Joe's Sporting Goods-CC              | Training Supplies - blanks              | 05/07/2024 | 86.68    |
| 0         | Kelber Catering-CC                   | Training Meal                           | 05/07/2024 | 14.52    |
| 0         | Keys Cafe & Bakery-CC                | Training Meal                           | 05/07/2024 | 157.17   |
| 0         | La Tapatia-CC                        | Training Meal                           | 05/07/2024 | 122.45   |
| 0         | Little Angies-CC                     | Conference Meal                         | 05/07/2024 | 100.00   |
| 0         | Lund Food Holdings-CC                | Training                                | 05/07/2024 | 49.99    |
| 0         | MACIA-CC                             | Membership - A. Krinke                  | 05/03/2024 | 75.00    |
| 0         | MacQueen Equipment                   | Labor - Half Hour Rate                  | 05/01/2024 | 65.00    |
| 0         | MAPET-CC                             | Conference Registration - E. Thorson    | 05/03/2024 | 225.00   |
| 0         | Masa Consulting, Inc.                | March Mental Health Consultation anc    | 05/01/2024 | 7,600.00 |
| 0         | Masa Consulting, Inc.                | Mental health support services for Apr  | 05/07/2024 | 5,500.00 |
| 0         | Metro-INET                           | Remote Desktop Access - C. Marston      | 05/01/2024 | 169.00   |
| 0         | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024       | 05/06/2024 | 2,301.03 |
| 0         | Minnesota Taxi-CC                    | Conference                              | 05/03/2024 | 70.00    |
| 0         | MI-Sant Kitchen-CC                   | Training Meal                           | 05/07/2024 | 266.21   |
| 0         | MN Chiefs of Police-CC               | Membership Renewal                      | 05/07/2024 | 212.00   |
| 0         | MN Sheriffs Assn-CC                  | Training - J. Engh                      | 05/03/2024 | 180.00   |
| 0         | MN State Fire Chiefs-CC              | Conference registration - K. Priester   | 05/07/2024 | 235.00   |
| 0         | MSSA-CC                              | Annual Conference - C. McCollor         | 05/03/2024 | 118.00   |
| 0         | National Registry-CC                 | EMT Recertification - D. Brosnahan      | 05/03/2024 | 82.00    |
| 0         | Natl Registry of EMT's-CC            | Paramedic recertification fee           | 05/07/2024 | 89.00    |
| 0         | Nitti Sanitation-CC                  | March Service                           | 05/03/2024 | 265.36   |
| 0         | Northland Fools-CC                   | Training - K. Kopietz                   | 05/03/2024 | 63.75    |
| 0         | Northland Fools-CC                   | Training registration                   | 05/07/2024 | 63.75    |
| 0         | Office Depot- CC                     | Flash Drives                            | 05/07/2024 | 95.94    |
| 0         | Pioneer Press-CC                     | Subscription                            | 05/07/2024 | 14.00    |
| 0         | Plaza Parking-CC                     | Parking - training                      | 05/07/2024 | 20.00    |
| 0         | Pletschers Greenhouse-CC             | Flowers for funeral                     | 05/07/2024 | 135.46   |
| 0         | Primary Products-CC                  | Exam gloves                             | 05/07/2024 | 399.04   |
| 0         | PSI Services-CC                      | Drone Test                              | 05/07/2024 | 175.00   |

| Check No.                              | Vendor/Employee                       | Transaction Description               | Date       | Amount     |
|----------------------------------------|---------------------------------------|---------------------------------------|------------|------------|
| 0                                      | Roseville Firefighter's Relief        | 2024 Fire Supplemental                | 05/01/2024 | 1,000.00   |
| 0                                      | Rough Country-CC                      | 2 in leveling kit                     | 05/07/2024 | 62.91      |
| 0                                      | Sam Brown Shield-CC                   | Shields                               | 05/07/2024 | 228.00     |
| 0                                      | Sarpinos Pizza-CC                     | Training Meal                         | 05/07/2024 | 100.21     |
| 0                                      | SFM-Non Bank                          | Claims and Idemnity                   | 05/06/2024 | 2,339.18   |
| 0                                      | Speedway-CC                           | Fuel                                  | 05/07/2024 | 341.97     |
| 0                                      | Storm Training-CC                     | Pistol Instructor Course              | 05/03/2024 | 499.00     |
| 0                                      | Streicher's                           | .223 Cal Ammo                         | 05/01/2024 | 8,074.80   |
| 0                                      | Suburban Ace Hardware-CC              | Spray paint                           | 05/03/2024 | 69.48      |
| 0                                      | Suburban Ace Hardware-CC              | Glue                                  | 05/07/2024 | 23.32      |
| 0                                      | SymbolArts-CC                         | Training                              | 05/07/2024 | 108.40     |
| 0                                      | Taco Libre-CC                         | Training Meal                         | 05/07/2024 | 139.05     |
| 0                                      | Target- CC                            | Scotch brite                          | 05/03/2024 | 111.18     |
| 0                                      | Target- CC                            | Batteries/office supplies             | 05/07/2024 | 139.02     |
| 0                                      | Taylors Tins-CC                       | Badge - C. Thornberg                  | 05/07/2024 | 75.00      |
| 0                                      | UPS Store- CC                         | Shipping                              | 05/03/2024 | 12.47      |
| 0                                      | US Bank-Non Bank                      | March 2024 Terminal Charges           | 05/07/2024 | 38.05      |
| 0                                      | Walmart-CC                            | Drawer organizers                     | 05/03/2024 | 17.27      |
| 0                                      | Walmart-CC                            | Training Supplies                     | 05/07/2024 | 42.47      |
| 0                                      | Xcel Energy                           | Xcel May Billings                     | 05/01/2024 | 76.79      |
| 0                                      | Yale Mechanical                       | Cooling HVAC Maintenance              | 05/07/2024 | 4,367.00   |
| 109388                                 | Aspen Mills Inc.                      | Boots - C. Thornberg                  | 05/01/2024 | 76.95      |
| 109389                                 | AT&T Mobility                         | Invoice 287284171528X04192024         | 05/01/2024 | 775.71     |
| 109393                                 | Caliber Collision                     | Repairs 2021 Dodge Durago Pursuit, F  | 05/01/2024 | 2,770.30   |
| 109395                                 | Calumet Branded Products              | TruFuel 50 Fuel 6/32                  | 05/01/2024 | 128.64     |
| 109398                                 | City Auto Glass                       | Back/ Labor/ Adhesive                 | 05/01/2024 | 576.57     |
| 109399                                 | Como Park Animal Hospital             | Medical Exam/Boarding/Etc             | 05/01/2024 | 478.44     |
| 109401                                 | Dell Marketing, L.P.                  | OptiPlex Small Form Factor            | 05/01/2024 | 3,070.80   |
| 109402                                 | Driver & Vehicle Services             | Plates for PD vehicles                | 05/01/2024 | 60.00      |
| 109408                                 | Galls, LLC                            | Utility Pouch                         | 05/01/2024 | 205.85     |
| 109415                                 | LexisNexis Claims Solutions, Inc.     | DeskOfficer Online Reporting System   | 05/01/2024 | 4,258.41   |
| 109417                                 | Martin McAllister, Inc.               | Public Safety Assessments             | 05/01/2024 | 1,250.00   |
| 109418                                 | McKesson Medical-Surgical             | Electrode, EKG Monitor/ Underpad      | 05/01/2024 | 207.32     |
| 109419                                 | Minnesota Occupational Health         | Preplacement Exams/Tests - D. Cook,   | 05/01/2024 | 1,045.00   |
| 109429                                 | Ramsey County                         | Fleet Support Fee - March 2024        | 05/01/2024 | 37,269.30  |
| 109440                                 | Thomson Reuters                       | Online/Software Subscription Charges  | 05/01/2024 | 2,190.00   |
| 109449                                 | University of Minnesota Veterinary Me | Fluoxetine                            | 05/01/2024 | 10.82      |
| 109451                                 | Verizon                               | PD Phones, Acct #487223064-00004      | 05/01/2024 | 1,080.27   |
| 109463                                 | Circle K Stores Inc.                  | April Washes                          | 05/07/2024 | 110.50     |
| 109464                                 | City Auto Glass                       | Windshield Repair                     | 05/07/2024 | 80.00      |
| 109466                                 | Dell Marketing, L.P.                  | Dell 27 Monitor                       | 05/07/2024 | 2,071.38   |
| 109472                                 | JP Nixon Consulting                   | Proactive & Underconver Investigation | 05/07/2024 | 705.00     |
| 109476                                 | LexisNexis Claims Solutions, Inc.     | DORS Annual Fee 2/1 - 7/31/24         | 05/07/2024 | 4,258.41   |
| 109479                                 | Martin McAllister, Inc.               | Public Safety Assessment - B. VanDan  | 05/07/2024 | 625.00     |
| 109480                                 | Minnesota Occupational Health         | Exams/Screenings - R. Durant, B. Van  | 05/07/2024 | 597.00     |
| 109487                                 | Ramsey County                         | Q1 Billing Jan - Mar 2024, Sally Vane | 05/07/2024 | 30,728.17  |
| 109495                                 | University of Minnesota Veterinary Me | Fluoxetine                            | 05/07/2024 | 21.64      |
| 109496                                 | Verizon                               | Phones                                | 05/07/2024 | 40.01      |
| Total for Department: 02 Public Safety |                                       |                                       |            | 146,567.73 |
| Department: 03 Public Works            |                                       |                                       |            |            |
| 0                                      | Allegra Print-CC                      | No parking signs                      | 05/07/2024 | 1,490.28   |
| 0                                      | Amazon.com- CC                        | Hub Removal Bolt Kit                  | 05/03/2024 | 145.86     |
| 0                                      | Apple-CC                              | iCloud Storage                        | 05/03/2024 | 0.99       |
| 0                                      | Chet's Shoes-CC                       | Shoes                                 | 05/07/2024 | 201.97     |
| 0                                      | Factory Motor Parts, Co.              | Dual Fan                              | 05/07/2024 | 480.30     |
| 0                                      | Fastenal Company Inc.                 | Vehicle Supplies                      | 05/07/2024 | 36.63      |
| 0                                      | FleetPride                            | Lamp Grommet, Thread Sealant          | 05/01/2024 | 480.16     |
| 0                                      | FleetPride                            | Nyl Push-on male 45 elbow             | 05/07/2024 | 25.86      |
| 0                                      | Menards-CC                            | Copper strap/PVC                      | 05/07/2024 | 12.53      |
| 0                                      | Metro-INET                            | Ticket 177100 Pub Works               | 05/07/2024 | 2,394.94   |
| 0                                      | Michael Judd                          | Class A CDL Reimbursement             | 05/01/2024 | 60.00      |

| Check No.                             | Vendor/Employee                         | Transaction Description                | Date       | Amount     |
|---------------------------------------|-----------------------------------------|----------------------------------------|------------|------------|
| 0                                     | MN Dept of Revenue-Non Bank             | March 2024 Fuel Tax                    | 05/06/2024 | 284.15     |
| 0                                     | Precise MRM, LLC                        | 10 MB Flat Data Plan US w/ NAF         | 05/07/2024 | 744.00     |
| 0                                     | Premium Waters Inc                      | Monthly Feb                            | 05/01/2024 | 6.40       |
| 0                                     | Premium Waters Inc                      | Monthly May                            | 05/07/2024 | 6.40       |
| 0                                     | Rigid Hitch Incorporated                | Vehicle Supplies                       | 05/07/2024 | 196.50     |
| 0                                     | Sam's Club-CC                           | Operating supplies                     | 05/07/2024 | 58.93      |
| 0                                     | Snap On-CC                              | Wedge, wrench                          | 05/03/2024 | 211.25     |
| 0                                     | Snap On-CC                              | Adapter                                | 05/07/2024 | 437.25     |
| 0                                     | Suburban Ace Hardware-CC                | Cement rain or shine                   | 05/07/2024 | 8.99       |
| 0                                     | Survey Monkey.com-CC                    | Team Premier Annual Plan               | 05/07/2024 | 871.00     |
| 0                                     | T Mobile-CC                             | Cell phones                            | 05/07/2024 | 509.45     |
| 0                                     | Target- CC                              | Dawn soap                              | 05/03/2024 | 10.83      |
| 0                                     | Walmart-CC                              | Cleaning Supplies                      | 05/03/2024 | 20.81      |
| 0                                     | Xcel Energy                             | Xcel May Billings                      | 05/01/2024 | 17,311.62  |
| 0                                     | Ziegler Inc                             | Vehicle Supplies                       | 05/01/2024 | 405.01     |
| 109390                                | AWT, LLC                                | Removal of reflective sheeting from al | 05/01/2024 | 960.00     |
| 109397                                | Cintas Corporation                      | Clothing                               | 05/01/2024 | 88.22      |
| 109409                                | Grainger Inc                            | Vehicle Supplies                       | 05/01/2024 | 450.12     |
| 109410                                | Hardwood Creek Lumber, Inc.             | Lumber                                 | 05/01/2024 | 365.40     |
| 109412                                | Jeff Belzers Roseville Chrysler Dodge . | 2019 Dodge Charger Repairs             | 05/01/2024 | 4,964.65   |
| 109428                                | Q3 Contracting, Inc.                    | Road Signs                             | 05/01/2024 | 449.60     |
| 109435                                | SKB Environmental, Inc.                 | TV w/ wood case/Demolition             | 05/01/2024 | 565.21     |
| 109438                                | Suburban Tire Wholesale, Inc.           | Tires                                  | 05/01/2024 | 2,240.00   |
| 109448                                | United Laboratories, Inc.               | Vehicle Supplies                       | 05/01/2024 | 791.38     |
| 109458                                | Beaudry Oil and Service, Inc.           | 2/1/24 - 1/31/25 Blanket PO for fuel - | 05/07/2024 | 10,202.82  |
| 109461                                | CES Imaging                             | SSP Minimum Cannon, supplies           | 05/07/2024 | 45.70      |
| 109462                                | Cintas Corporation                      | Clothing                               | 05/07/2024 | 86.81      |
| Total for Department: 03 Public Works |                                         |                                        |            | 47,622.02  |
| Total for Fund:100 General Fund       |                                         |                                        |            | 407,509.45 |

| Check No.                                 | Vendor/Employee  | Transaction Description       | Date       | Amount   |
|-------------------------------------------|------------------|-------------------------------|------------|----------|
| Fund: 101 General Fund Donations          |                  |                               |            |          |
| Department: 02 Public Safety              |                  |                               |            |          |
| 0                                         | Amazon.com- CC   | Sunglasses                    | 05/03/2024 | 812.82   |
| 0                                         | Amazon.com- CC   | Dog Trainer                   | 05/07/2024 | 469.94   |
| 0                                         | Elite K9-CC      | Firehose tug - Ashes          | 05/03/2024 | 28.58    |
| 0                                         | Metro Transit-CC | Transit card                  | 05/03/2024 | 60.00    |
| 0                                         | Motel 6 - CC     | Outreach - room               | 05/03/2024 | 219.45   |
| 0                                         | Motel 6 - CC     | Outreach - Room               | 05/07/2024 | 131.90   |
| 0                                         | Target- CC       | Outreach - Easter supplies    | 05/03/2024 | 86.80    |
| 0                                         | Target- CC       | Homeless Outreach             | 05/07/2024 | 41.72    |
| 0                                         | Tracfone-CC      | Outreach - phone service      | 05/03/2024 | 22.96    |
| 0                                         | Walmart-CC       | Outreach - gift card          | 05/07/2024 | 300.00   |
| 109459                                    | Bridging Inc     | Appointment Fees and Delivery | 05/07/2024 | 350.00   |
| Total for Department: 02 Public Safety    |                  |                               |            | 2,524.17 |
| Total for Fund:101 General Fund Donations |                  |                               |            | 2,524.17 |



| Check No.                                      | Vendor/Employee                      | Transaction Description                | Date       | Amount   |
|------------------------------------------------|--------------------------------------|----------------------------------------|------------|----------|
| Fund: 103 Contracted Engineering Svcs          |                                      |                                        |            |          |
| Department: 00 General Function                |                                      |                                        |            |          |
| 0                                              | LINA                                 | Life Premiums for April 2024, Bill Re: | 05/01/2024 | 33.04    |
| 0                                              | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024      | 05/06/2024 | 512.22   |
| 0                                              | Short Elliott Hendrickson, Inc.      | Roseville Alta Vista MP                | 05/01/2024 | 448.82   |
| 0                                              | Short Elliott Hendrickson, Inc.      | Roseville Fairview Tower               | 05/07/2024 | 842.75   |
| 109391                                         | Benson Orth Associates, Inc          | Erosion Control Escrow Refund - EC2    | 05/01/2024 | 6,000.00 |
| Total for Department: 00 General Function      |                                      |                                        |            | 7,836.83 |
| Department: 03 Public Works                    |                                      |                                        |            |          |
| 0                                              | T Mobile-CC                          | Cell phones                            | 05/07/2024 | 7.65     |
| 0                                              | US Bank-Non Bank                     | March 2024 Terminal Charges            | 05/07/2024 | 19.13    |
| Total for Department: 03 Public Works          |                                      |                                        |            | 26.78    |
| Total for Fund:103 Contracted Engineering Svcs |                                      |                                        |            | 7,863.61 |

| Check No.                                   | Vendor/Employee                      | Transaction Description                | Date       | Amount    |
|---------------------------------------------|--------------------------------------|----------------------------------------|------------|-----------|
| Fund: 110 Telecommunications                |                                      |                                        |            |           |
| Department: 00 General Function             |                                      |                                        |            |           |
| 0                                           | LINA                                 | Life Premiums for April 2024, Bill Re: | 05/01/2024 | 110.61    |
| 0                                           | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024      | 05/06/2024 | 2,347.95  |
| Total for Department: 00 General Function   |                                      |                                        |            | 2,458.56  |
| Department: 01 General Government           |                                      |                                        |            |           |
| 0                                           | Adobe System-CC                      | Stock - 10 assets/ month               | 05/07/2024 | 29.99     |
| 0                                           | Shutterstock-CC                      | Standard 5 license                     | 05/03/2024 | 49.00     |
| 109423                                      | Nystrom Publishing Co, Inc.          | March-April 2024 Newsletter            | 05/01/2024 | 7,020.90  |
| 109425                                      | Postmaster-Mailing Requirements      | For Deposit to PI 2437                 | 05/01/2024 | 4,282.25  |
| Total for Department: 01 General Government |                                      |                                        |            | 11,382.14 |
| Total for Fund:110 Telecommunications       |                                      |                                        |            | 13,840.70 |

| Check No.                                       | Vendor/Employee | Transaction Description               | Date       | Amount   |
|-------------------------------------------------|-----------------|---------------------------------------|------------|----------|
| Fund: 112 IT: Other Agency Operational          |                 |                                       |            |          |
| Department: 01 General Government               |                 |                                       |            |          |
| 0                                               | Metro-INET      | Transfer of Ramsey Cty Library Invoic | 05/06/2024 | 1,000.00 |
| Total for Department: 01 General Government     |                 |                                       |            | 1,000.00 |
| Total for Fund:112 IT: Other Agency Operational |                 |                                       |            | 1,000.00 |

| Check No.                                 | Vendor/Employee                      | Transaction Description                  | Date       | Amount    |
|-------------------------------------------|--------------------------------------|------------------------------------------|------------|-----------|
| Fund: 200 Recreation Fund                 |                                      |                                          |            |           |
| Department: 00 General Function           |                                      |                                          |            |           |
| 0                                         | LINA                                 | Life Premiums for April 2024, Bill Re:   | 05/01/2024 | 473.65    |
| 0                                         | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024        | 05/06/2024 | 11,992.22 |
| 0                                         | MN Dept of Revenue-Non Bank          | Sales Tax and Use - March 2024           | 05/06/2024 | 4,904.25  |
| Total for Department: 00 General Function |                                      |                                          |            | 17,370.12 |
| Department: 04 Recreation                 |                                      |                                          |            |           |
| 0                                         | Amazon.com- CC                       | ICM Controls                             | 05/03/2024 | 215.68    |
| 0                                         | Amazon.com- CC                       | Markers/Batteries                        | 05/07/2024 | 165.88    |
| 0                                         | Angel Benes                          | Teaching -2 classes                      | 05/01/2024 | 394.00    |
| 0                                         | B2B Prime-CC                         | Prime Business Membership                | 05/03/2024 | 193.99    |
| 0                                         | Comcast-CC                           | Sandcastle Park business services        | 05/03/2024 | 290.39    |
| 0                                         | Comcast-CC                           | Autumn Grove - Business services         | 05/07/2024 | 304.29    |
| 0                                         | Cub Foods- CC                        | Arts @ Oval Snacks                       | 05/07/2024 | 13.28     |
| 0                                         | Home Depot- CC                       | Plastic Utility/Gloves                   | 05/07/2024 | 134.77    |
| 0                                         | HSEM-CC                              | Hazardous materials fees                 | 05/07/2024 | 102.15    |
| 0                                         | Landon Bogee                         | Learn to speedskate instructor - 3 sessi | 05/01/2024 | 45.00     |
| 0                                         | Lois Cunningham                      | Thursday Chair Yoga 3/7 - 4/25/24        | 05/07/2024 | 268.80    |
| 0                                         | Menards-CC                           | wire wheel brush                         | 05/07/2024 | 192.87    |
| 0                                         | Nitti Sanitation-CC                  | March Service                            | 05/03/2024 | 651.31    |
| 0                                         | NRPA-CC                              | CAPRA Annual Fee                         | 05/03/2024 | 2,000.00  |
| 0                                         | Revolution Dancewear-CC              | Dance Costumes                           | 05/03/2024 | 62.95     |
| 0                                         | Revolution Dancewear-CC              | Dance Costumes                           | 05/07/2024 | 53.95     |
| 0                                         | Sling-CC                             | Premium monthly                          | 05/07/2024 | 70.96     |
| 0                                         | Staples-CC                           | Office Supplies                          | 05/03/2024 | 153.19    |
| 0                                         | Staples-CC                           | Office Supplies                          | 05/07/2024 | 79.81     |
| 0                                         | Suburban Ace Hardware-CC             | Packing Tape                             | 05/03/2024 | 11.99     |
| 0                                         | Taho Sportswear, Inc.                | Staff T's                                | 05/07/2024 | 581.65    |
| 0                                         | Target- CC                           | Office Supplies                          | 05/03/2024 | 7.03      |
| 0                                         | Trader Joe's - CC                    | Sweetheart Dance Decorations             | 05/03/2024 | 30.27     |
| 0                                         | UPS Store- CC                        | Return Shipping                          | 05/07/2024 | 35.85     |
| 0                                         | Voss Lighting                        | Lighting Supplies                        | 05/01/2024 | 244.80    |
| 0                                         | Walmart-CC                           | Dance Costume                            | 05/03/2024 | 19.67     |
| 0                                         | Weissman's Design-CC                 | Skate Show Costumes                      | 05/03/2024 | 198.66    |
| 0                                         | Weissman's Design-CC                 | Skate Costumes                           | 05/07/2024 | 981.91    |
| 0                                         | When I Work-CC                       | Small business plan                      | 05/07/2024 | 90.00     |
| 109383                                    | AARP Driver Safety Program           | Course ID: AARP - C26161 Refresher       | 05/01/2024 | 90.00     |
| 109384                                    | Adoptee Hub                          | Damage Deposit Refund - Rental on 4      | 05/01/2024 | 340.00    |
| 109411                                    | International Chemtex Corp           | Cooling Treatments                       | 05/01/2024 | 1,428.10  |
| 109413                                    | Rebekah Jorgensen                    | Ice Show Spotlight Contractor - 22 hrs   | 05/01/2024 | 374.00    |
| 109424                                    | On Site Companies-OSSTC              | Portables                                | 05/01/2024 | 351.50    |
| 109431                                    | Chip Rauth                           | Sound System for Ice Show                | 05/01/2024 | 300.00    |
| 109432                                    | Shamrock Group, Inc.                 | CO2 Cylinder Rent                        | 05/01/2024 | 34.68     |
| 109445                                    | Total Mechanical Services, Inc.      | Installed Vent Hoods Over Skate Sharq    | 05/01/2024 | 3,109.00  |
| 109455                                    | AARP                                 | Driver Refresher Course, Course ID A     | 05/07/2024 | 120.00    |
| 109468                                    | Fun Jumps Entertainment, Inc.        | Superhero Carnival deposit - Contract    | 05/07/2024 | 953.12    |
| 109482                                    | New Brighton Parks/Recreation        | MIA in Bloom Senior Day trip             | 05/07/2024 | 952.00    |
| 109489                                    | Roseville Area Schools Community Ed  | Auditorium Rental 4/13 - 4/14/24 Cor     | 05/07/2024 | 1,172.50  |
| Total for Department: 04 Recreation       |                                      |                                          |            | 16,820.00 |
| Total for Fund:200 Recreation Fund        |                                      |                                          |            | 34,190.12 |

| Check No.                                     | Vendor/Employee                      | Transaction Description                | Date       | Amount    |
|-----------------------------------------------|--------------------------------------|----------------------------------------|------------|-----------|
| Fund: 204 P & R Contract Maintenance          |                                      |                                        |            |           |
| Department: 00 General Function               |                                      |                                        |            |           |
| 0                                             | LINA                                 | Life Premiums for April 2024, Bill Re: | 05/01/2024 | 319.15    |
| 0                                             | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024      | 05/06/2024 | 6,834.68  |
| Total for Department: 00 General Function     |                                      |                                        |            | 7,153.83  |
| Department: 04 Recreation                     |                                      |                                        |            |           |
| 0                                             | Anita Twaroski                       | Mileage Reimbursement 1/10/24 - 4/2    | 05/01/2024 | 107.20    |
| 0                                             | Fastenal-CC                          | Zip Ties                               | 05/07/2024 | 183.92    |
| 0                                             | Fireside Hearth & Home-CC            | Wall Switch/Keypad                     | 05/03/2024 | 109.62    |
| 0                                             | Fleet Farm-CC                        | Green Paint                            | 05/07/2024 | 117.10    |
| 0                                             | Forestry Suppliers-CC                | Signs                                  | 05/03/2024 | 17.42     |
| 0                                             | Frattallones-CC                      | Windex, grafitti remover, fastners     | 05/03/2024 | 30.08     |
| 0                                             | Intermatic-CC                        | Astronomic 365 Day 1 - Circuit Electr  | 05/03/2024 | 717.15    |
| 0                                             | Menards-CC                           | Lumber                                 | 05/03/2024 | 1,169.80  |
| 0                                             | Menards-CC                           | Tools/supplies                         | 05/07/2024 | 854.02    |
| 0                                             | Metal Supermarkets-CC                | Hot rolled pipe, cold rolled round bar | 05/03/2024 | 57.34     |
| 0                                             | NAPA Auto Parts-CC                   | Gray Epoxy Primer, Acryl               | 05/07/2024 | 179.05    |
| 0                                             | Nitti Sanitation-CC                  | March Service                          | 05/03/2024 | 1,221.31  |
| 0                                             | Orkin-CC                             | Monthly pest control service           | 05/03/2024 | 75.00     |
| 0                                             | Orkin-CC                             | Pest Control                           | 05/07/2024 | 75.00     |
| 0                                             | Suburban Ace Hardware-CC             | Great Stuff G&C                        | 05/03/2024 | 69.94     |
| 0                                             | Suburban Ace Hardware-CC             | Hinges                                 | 05/07/2024 | 50.70     |
| 0                                             | Whitaker Brothers-CC                 | Operating Supplies                     | 05/03/2024 | 519.92    |
| 0                                             | Xcel Energy                          | Xcel May Billings                      | 05/01/2024 | 3,179.05  |
| 109496                                        | Verizon                              | Phones                                 | 05/07/2024 | 391.15    |
| Total for Department: 04 Recreation           |                                      |                                        |            | 9,124.77  |
| Total for Fund:204 P & R Contract Maintenance |                                      |                                        |            | 16,278.60 |



| Check No.                              | Vendor/Employee | Transaction Description           | Date       | Amount |
|----------------------------------------|-----------------|-----------------------------------|------------|--------|
| Fund: 221 Municipal Jazz Band          |                 |                                   |            |        |
| Department: 04 Recreation              |                 |                                   |            |        |
| 0                                      | Glen Newton     | Reimbursement for RBB website SSL | 05/01/2024 | 399.98 |
| 0                                      | Glen Newton     | Big Band Director - April Payment | 05/07/2024 | 250.00 |
|                                        |                 |                                   |            |        |
| Total for Department: 04 Recreation    |                 |                                   |            | 649.98 |
|                                        |                 |                                   |            |        |
| Total for Fund:221 Municipal Jazz Band |                 |                                   |            | 649.98 |

| Check No.                                      | Vendor/Employee                      | Transaction Description                | Date       | Amount    |
|------------------------------------------------|--------------------------------------|----------------------------------------|------------|-----------|
| Fund: 260 Community Development                |                                      |                                        |            |           |
| Department: 00 General Function                |                                      |                                        |            |           |
| 0                                              | LINA                                 | Life Premiums for April 2024, Bill Re: | 05/01/2024 | 671.60    |
| 0                                              | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024      | 05/06/2024 | 8,109.59  |
| 0                                              | MN Dept of Labor-CC                  | Building Permit Surcharge              | 05/03/2024 | 5,071.10  |
| Total for Department: 00 General Function      |                                      |                                        |            | 13,852.29 |
| Department: 02 Public Safety                   |                                      |                                        |            |           |
| 0                                              | Amazon.com- CC                       | Office Supplies                        | 05/03/2024 | 58.32     |
| 0                                              | Amazon.com- CC                       | Office supplies                        | 05/07/2024 | 56.06     |
| 0                                              | Jersey Mikes Subs-CC                 | Varioance Board - Meal                 | 05/03/2024 | 58.41     |
| 0                                              | Metro-INET                           | Net Motion License, Ticket 174715      | 05/01/2024 | 275.00    |
| 0                                              | MN Dept of Labor-CC                  | Inspector Training courses             | 05/07/2024 | 170.00    |
| 0                                              | Stephen Togle Inspections, Inc.      | April Electrical Inspections           | 05/07/2024 | 9,121.80  |
| 0                                              | T Mobile-CC                          | Inspector Cell Phones                  | 05/03/2024 | 281.50    |
| 0                                              | US Bank-Non Bank                     | March 2024 Terminal Charges            | 05/06/2024 | 3,516.57  |
| 0                                              | US Bank-Non Bank                     | March 2024 Terminal Charges            | 05/07/2024 | 459.51    |
| 109496                                         | Verizon                              | Phones                                 | 05/07/2024 | 51.99     |
| Total for Department: 02 Public Safety         |                                      |                                        |            | 14,049.16 |
| Department: 10 Community Development           |                                      |                                        |            |           |
| 0                                              | American Planning Assoc-CC           | Membership - B. Lloyd                  | 05/03/2024 | 618.00    |
| 0                                              | TimeSaver Off Site Secretarial, Inc. | Planning Commission Meeting            | 05/01/2024 | 167.00    |
| 109430                                         | Ramsey County Recorder/Registrar     | Acct 9000008, Docs 2772751, 502288     | 05/01/2024 | 184.00    |
| Total for Department: 10 Community Development |                                      |                                        |            | 969.00    |
| Total for Fund:260 Community Development       |                                      |                                        |            | 28,870.45 |

| Check No.                                   | Vendor/Employee                      | Transaction Description                 | Date       | Amount    |
|---------------------------------------------|--------------------------------------|-----------------------------------------|------------|-----------|
| Fund: 265 License Center                    |                                      |                                         |            |           |
| Department: 00 General Function             |                                      |                                         |            |           |
| 0                                           | LINA                                 | Life Premiums for April 2024, Bill Re:  | 05/01/2024 | 551.84    |
| 0                                           | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024       | 05/06/2024 | 12,113.82 |
| 0                                           | MN Dept of Revenue-Non Bank          | Sales Tax and Use - March 2024          | 05/06/2024 | 2,246.69  |
| Total for Department: 00 General Function   |                                      |                                         |            | 14,912.35 |
| Department: 01 General Government           |                                      |                                         |            |           |
| 0                                           | Amazon.com- CC                       | Toner                                   | 05/03/2024 | 83.79     |
| 0                                           | Amazon.com- CC                       | Office Supplies                         | 05/07/2024 | 316.31    |
| 0                                           | Driver License Guide-CC              | Driver's license guide                  | 05/07/2024 | 33.95     |
| 0                                           | Fikes, Inc.                          | Restroom Supplies                       | 05/01/2024 | 121.69    |
| 0                                           | Full Slate-CC                        | Renewal Unlimited Appointments          | 05/03/2024 | 49.95     |
| 0                                           | Imaging Spectrum-CC                  | Passport photo paper                    | 05/03/2024 | 2,230.38  |
| 0                                           | Minn Cor Industries-CC               | Motor Vehicle Title Service             | 05/03/2024 | 140.00    |
| 0                                           | MNDriversManuals.com-CC              | MN Drivers manuals                      | 05/07/2024 | 171.23    |
| 0                                           | Steven Bickel                        | Mileage Reimbursement - 2/13 - 5/7/2    | 05/07/2024 | 229.14    |
| 0                                           | USPS-CC                              | Postage                                 | 05/03/2024 | 1,239.01  |
| 0                                           | USPS-CC                              | Postage                                 | 05/07/2024 | 1,155.71  |
| 109403                                      | ECR Software Corporation             | Catapult Yearly Contract 5/24/24 - 5/2. | 05/01/2024 | 4,500.00  |
| 109470                                      | Huebsch, Inc.                        | Floor Mats                              | 05/07/2024 | 609.32    |
| 109483                                      | Office of Secretary of State         | Notary for Maylee Thao                  | 05/07/2024 | 120.00    |
| 109490                                      | Shred-N-Go, Inc.                     | Shredding Services through 4/30/24      | 05/07/2024 | 144.93    |
| Total for Department: 01 General Government |                                      |                                         |            | 11,145.41 |
| Total for Fund:265 License Center           |                                      |                                         |            | 26,057.76 |

| Check No.                                 | Vendor/Employee                      | Transaction Description                | Date       | Amount |
|-------------------------------------------|--------------------------------------|----------------------------------------|------------|--------|
| Fund: 270 Charitable Gambling             |                                      |                                        |            |        |
| Department: 00 General Function           |                                      |                                        |            |        |
| 0                                         | LINA                                 | Life Premiums for April 2024, Bill Re: | 05/01/2024 | 3.87   |
| 0                                         | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024      | 05/06/2024 | 63.30  |
|                                           |                                      |                                        |            |        |
| Total for Department: 00 General Function |                                      |                                        |            | 67.17  |
|                                           |                                      |                                        |            |        |
| Total for Fund:270 Charitable Gambling    |                                      |                                        |            | 67.17  |

| Check No.                                 | Vendor/Employee | Transaction Description                | Date       | Amount   |
|-------------------------------------------|-----------------|----------------------------------------|------------|----------|
| Fund: 290 Police Forfeiture Fund          |                 |                                        |            |          |
| Department: 02 Public Safety              |                 |                                        |            |          |
| 109452                                    | Jianquang Wang  | MN Court Stipulation, release and retu | 05/01/2024 | 4,371.53 |
| Total for Department: 02 Public Safety    |                 |                                        |            | 4,371.53 |
| Total for Fund:290 Police Forfeiture Fund |                 |                                        |            | 4,371.53 |



| Check No.                                   | Vendor/Employee               | Transaction Description           | Date       | Amount    |
|---------------------------------------------|-------------------------------|-----------------------------------|------------|-----------|
| Fund: 400 Police Vehicle Revolving          |                               |                                   |            |           |
| Department: 02 Public Safety                |                               |                                   |            |           |
| 0                                           | Amazon.com- CC                | Door Stop                         | 05/07/2024 | 1,427.25  |
| 0                                           | Ancom Technical Center        | APX RSM w/ Ear Jack               | 05/01/2024 | 532.00    |
| 0                                           | Brownells- CC                 | Gun Cleaning supplies             | 05/03/2024 | 168.15    |
| 0                                           | C&H Precision Weapons-CC      | Gun Parts                         | 05/03/2024 | 217.13    |
| 0                                           | Emergency Automotive Tech Inc | Parts & Labor on Unit 2400        | 05/07/2024 | 19,632.02 |
| 0                                           | Streicher's                   | Supplies - R. Duxbury             | 05/07/2024 | 1,800.99  |
| 109475                                      | Kiesler's Police Supply, Inc. | Riflescope                        | 05/07/2024 | 8,046.80  |
| 109493                                      | Stop Stick, Ltd.              | 12" Stop Stick Kit w/ storage bag | 05/07/2024 | 1,214.00  |
| Total for Department: 02 Public Safety      |                               |                                   |            | 33,038.34 |
| Total for Fund:400 Police Vehicle Revolving |                               |                                   |            | 33,038.34 |

| Check No.                                  | Vendor/Employee               | Transaction Description             | Date       | Amount   |
|--------------------------------------------|-------------------------------|-------------------------------------|------------|----------|
| Fund: 401 Fire Vehicles Revolving          |                               |                                     |            |          |
| Department: 02 Public Safety               |                               |                                     |            |          |
| 0                                          | Jefferson Fire & Safety, Inc. | Survitec Ice Rescue/Man Overboard S | 05/07/2024 | 4,248.00 |
| Total for Department: 02 Public Safety     |                               |                                     |            | 4,248.00 |
| Total for Fund:401 Fire Vehicles Revolving |                               |                                     |            | 4,248.00 |

| Check No.                                         | Vendor/Employee         | Transaction Description               | Date       | Amount    |
|---------------------------------------------------|-------------------------|---------------------------------------|------------|-----------|
| Fund: 403 Public Works Vehicle Revolving          |                         |                                       |            |           |
| Department: 03 Public Works                       |                         |                                       |            |           |
| 0                                                 | License Center-Non Bank | Registration fees for 2025 F550 and M | 05/06/2024 | 5,364.27  |
| 109443                                            | Titan Machinery         | Trailer - Base model - T-20D          | 05/01/2024 | 22,882.80 |
| Total for Department: 03 Public Works             |                         |                                       |            | 28,247.07 |
| Total for Fund:403 Public Works Vehicle Revolving |                         |                                       |            | 28,247.07 |

| Check No.                                   | Vendor/Employee             | Transaction Description       | Date       | Amount   |
|---------------------------------------------|-----------------------------|-------------------------------|------------|----------|
| Fund: 408 Pathway Maintenance Fund          |                             |                               |            |          |
| Department: 03 Public Works                 |                             |                               |            |          |
| 0                                           | T. A. Schifsky & Sons, Inc. | Yard Purchases 4/14 - 4/20/24 | 05/01/2024 | 642.33   |
| 109467                                      | Fra-Dor Inc.                | Clean Concrete/Black Dirt     | 05/07/2024 | 1,003.25 |
|                                             |                             |                               |            |          |
| Total for Department: 03 Public Works       |                             |                               |            | 1,645.58 |
|                                             |                             |                               |            |          |
| Total for Fund:408 Pathway Maintenance Fund |                             |                               |            | 1,645.58 |

| Check No.                                       | Vendor/Employee                      | Transaction Description | Date       | Amount   |
|-------------------------------------------------|--------------------------------------|-------------------------|------------|----------|
| Fund: 409 Central Svcs Equip Revolving          |                                      |                         |            |          |
| Department: 01 General Government               |                                      |                         |            |          |
| 109400                                          | Definitive Technology Solution, Inc. | Copier Rental           | 05/01/2024 | 3,698.41 |
| Total for Department: 01 General Government     |                                      |                         |            | 3,698.41 |
| Total for Fund:409 Central Svcs Equip Revolving |                                      |                         |            | 3,698.41 |

| Check No.                                   | Vendor/Employee        | Transaction Description                  | Date       | Amount    |
|---------------------------------------------|------------------------|------------------------------------------|------------|-----------|
| Fund: 410 Building Improvements             |                        |                                          |            |           |
| Department: 01 General Government           |                        |                                          |            |           |
| 0                                           | Amazon.com- CC         | Monitor Mount                            | 05/03/2024 | 133.25    |
| 0                                           | B & H Photo-CC         | Cord for Sony Flashes                    | 05/03/2024 | 54.95     |
| 0                                           | Best Buy-CC            | Smart Google                             | 05/03/2024 | 151.71    |
| Total for Department: 01 General Government |                        |                                          |            | 339.91    |
| Department: 04 Recreation                   |                        |                                          |            |           |
| 109407                                      | Floors By Beckers, LLC | Resilient Rubber Flooring - Oval Lobt    | 05/01/2024 | 47,825.00 |
| 109456                                      | Edward C. Anderson     | Paint Exterioror Block of Arena - 1/2 dc | 05/07/2024 | 28,100.00 |
| Total for Department: 04 Recreation         |                        |                                          |            | 75,925.00 |
| Total for Fund:410 Building Improvements    |                        |                                          |            | 76,264.91 |



| Check No.                              | Vendor/Employee                | Transaction Description            | Date       | Amount    |
|----------------------------------------|--------------------------------|------------------------------------|------------|-----------|
| Fund: 590 Street Construction          |                                |                                    |            |           |
| Department: 03 Public Works            |                                |                                    |            |           |
| 109426                                 | Precision Landscape & Tree,Inc | Tree/Stump Clearing & Grubbing Exp | 05/01/2024 | 32,850.00 |
| Total for Department: 03 Public Works  |                                |                                    |            | 32,850.00 |
| Total for Fund:590 Street Construction |                                |                                    |            | 32,850.00 |

| Check No.                                 | Vendor/Employee                      | Transaction Description                 | Date       | Amount    |
|-------------------------------------------|--------------------------------------|-----------------------------------------|------------|-----------|
| Fund: 600 Sanitary Sewer                  |                                      |                                         |            |           |
| Department: 00 General Function           |                                      |                                         |            |           |
| 0                                         | LINA                                 | Life Premiums for April 2024, Bill Re:  | 05/01/2024 | 129.13    |
| 0                                         | Metropolitan Council                 | April 2024 SAC Report                   | 05/07/2024 | 12,300.75 |
| 0                                         | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024       | 05/06/2024 | 2,901.97  |
| 109427                                    | JAMES PRIFREL                        | Refund Check 007669-000, 530 RYA1       | 05/01/2024 | 0.98      |
| Total for Department: 00 General Function |                                      |                                         |            | 15,332.83 |
| Department: 05 Sanitary Sewer             |                                      |                                         |            |           |
| 0                                         | Bluefin Payment Systems-Non Bank     | March 2024 UB Payments.com Charge       | 05/06/2024 | 11,809.78 |
| 0                                         | Boaters Outlet-CC                    | River Anchor, Cable                     | 05/03/2024 | 75.74     |
| 0                                         | Gopher State One Call                | Total Billable Tickets 471 - April 2024 | 05/07/2024 | 211.95    |
| 0                                         | InfoSend, Inc.                       | Postage/Services                        | 05/07/2024 | 699.14    |
| 0                                         | MacQueen Equipment                   | Repairs - Crawler                       | 05/01/2024 | 445.50    |
| 0                                         | Menards-CC                           | Degreaser, nozzle, adapter              | 05/03/2024 | 39.38     |
| 0                                         | MN Pollution Control-CC              | Training Certification                  | 05/07/2024 | 132.80    |
| 0                                         | Office Depot- CC                     | USB Elite Edge                          | 05/07/2024 | 43.33     |
| 0                                         | Sharrow Lifting Products-CC          | Lever load binder                       | 05/03/2024 | 86.70     |
| 0                                         | St. Cloud Parking-CC                 | Parking                                 | 05/03/2024 | 22.50     |
| 0                                         | Suburban Ace Hardware-CC             | Rope/Tape                               | 05/03/2024 | 61.15     |
| 0                                         | Suburban Ace Hardware-CC             | Rope derby                              | 05/07/2024 | 49.98     |
| 0                                         | T Mobile-CC                          | Cell phones                             | 05/07/2024 | 166.56    |
| 0                                         | Verizon-CC                           | Cell phones                             | 05/07/2024 | 160.06    |
| 0                                         | Walmart-CC                           | Multi-lock                              | 05/07/2024 | 37.11     |
| 109454                                    | Xcel Energy                          | Customer Number 51-0013726979-6         | 05/01/2024 | 31,093.75 |
| 109481                                    | Minnesota Pump Works                 | Sale of direct replacement Sulzer/ABS   | 05/07/2024 | 10,558.95 |
| Total for Department: 05 Sanitary Sewer   |                                      |                                         |            | 55,694.38 |
| Total for Fund:600 Sanitary Sewer         |                                      |                                         |            | 71,027.21 |

| Check No.                                 | Vendor/Employee                      | Transaction Description                 | Date       | Amount     |
|-------------------------------------------|--------------------------------------|-----------------------------------------|------------|------------|
| Fund: 610 Water Fund                      |                                      |                                         |            |            |
| Department: 00 General Function           |                                      |                                         |            |            |
| 0                                         | LINA                                 | Life Premiums for April 2024, Bill Re:  | 05/01/2024 | 271.13     |
| 0                                         | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024       | 05/06/2024 | 5,384.95   |
| 0                                         | MN Dept of Revenue-Non Bank          | Sales Tax and Use - March 2024          | 05/06/2024 | 4,064.06   |
| 109387                                    | TOM ASHWORTH                         | Refund Check 019584-000, 2583 DEI       | 05/01/2024 | 52.65      |
| 109392                                    | JOSEF BRZYCKI                        | Refund Check 025350-000, 221 MIN        | 05/01/2024 | 190.98     |
| 109404                                    | KATHRYN SALVATORE & ERIC WI          | Refund Check 023237-000, 2420 SIM       | 05/01/2024 | 195.61     |
| 109405                                    | JOHN & SUSAN ERICKSON                | Refund Check 010850-000, 2096 IRE       | 05/01/2024 | 252.80     |
| 109416                                    | BRIAN LIEB                           | Refund Check 015212-000, 2444 HOI       | 05/01/2024 | 77.76      |
| 109421                                    | JOHN MOEN                            | Refund Check 023587-000, 2210 FEF       | 05/01/2024 | 190.62     |
| 109427                                    | JAMES PRIFREL                        | Refund Check 007669-000, 530 RYA        | 05/01/2024 | 80.32      |
| 109433                                    | SIBET RENOVATIONS LLC                | Refund Check 026469-000, 999 GRA        | 05/01/2024 | 19.65      |
| 109434                                    | JEAN & CHRIS SIDWELL                 | Refund Check 025272-000, 1210 JOS       | 05/01/2024 | 199.82     |
| 109436                                    | JON SOLBERG                          | Refund Check 023135-000, 2619 HEI       | 05/01/2024 | 194.55     |
| 109442                                    | MICHAEL TISCHLER                     | Refund Check 023777-000, 790 HEIN       | 05/01/2024 | 133.46     |
| 109444                                    | KARA TOSTENSON                       | Refund Check 020456-000, 2237 LE        | 05/01/2024 | 154.83     |
| 109447                                    | TWIN CITIES HABITAT FOR HUMA         | Refund Check 025540-000, 2183 HA        | 05/01/2024 | 73.60      |
| 109457                                    | JEFFREY MCKENZIE & ANGELA D          | Refund Check 021855-000, 2687 HA        | 05/07/2024 | 21.31      |
| 109460                                    | BEN CALLEN                           | Refund Check 024581-000, 1940 ASI       | 05/07/2024 | 186.56     |
| 109465                                    | ESTATE OF CAROL DAHLQUIST            | Refund Check 005807-000, 2716 MA        | 05/07/2024 | 58.81      |
| 109469                                    | HUDSON HOMES MANAGEMENT I            | Refund Check 024316-000, 284 DIO        | 05/07/2024 | 147.75     |
| 109471                                    | DOUG JERZAK                          | Refund Check 003754-000, 1244 GA        | 05/07/2024 | 195.88     |
| 109473                                    | KAYLA KATZE                          | Refund Check 023177-000, 163 MIN        | 05/07/2024 | 154.16     |
| 109477                                    | LION ROCK PROPERTIES                 | Refund Check 022481-000, 1357 RO        | 05/07/2024 | 197.32     |
| 109484                                    | LEE OLSON                            | Refund Check 002974-000, 2195 FEF       | 05/07/2024 | 61.32      |
| 109486                                    | JILL POESCHL                         | Refund Check 026006-000, 722 EME        | 05/07/2024 | 182.28     |
| 109488                                    | RACHAEL RODRIGUEZ                    | Refund Check 019739-000, 2721 MA        | 05/07/2024 | 135.65     |
| 109494                                    | TWIN CITIES HABITAT FOR HUMA         | Refund Check 025867-000, 1210 SH        | 05/07/2024 | 148.25     |
| 109497                                    | DENISE WOLFSON                       | Refund Check 006039-000, 265 MIN        | 05/07/2024 | 267.29     |
| 109498                                    | STEWART WOODMAN                      | Refund Check 021883-000, 1186 BUI       | 05/07/2024 | 267.56     |
| Total for Department: 00 General Function |                                      |                                         |            | 13,560.93  |
| Department: 06 Water Fund                 |                                      |                                         |            |            |
| 0                                         | Apple-CC                             | iCloud Storage                          | 05/03/2024 | 0.99       |
| 0                                         | City of Roseville- Non Bank          | March 2024 City Water Bills due April   | 05/06/2024 | 1,753.05   |
| 0                                         | Ferguson Waterworks #2518            | R900 MIU Upgrade Fee                    | 05/07/2024 | 7,302.81   |
| 0                                         | Gopher State One Call                | Total Billable Tickets 471 - April 2024 | 05/07/2024 | 211.95     |
| 0                                         | Home Depot- CC                       | Sander tool/parts                       | 05/03/2024 | 180.36     |
| 0                                         | InfoSend, Inc.                       | Postage/Services                        | 05/07/2024 | 699.13     |
| 0                                         | Metro-INET                           | Ticket 177613 Switch for Fairview Wa    | 05/07/2024 | 586.01     |
| 0                                         | MN AWWA-CC                           | Water Operators School                  | 05/03/2024 | 310.00     |
| 0                                         | MN Dept of Revenue-Non Bank          | Sales Tax and Use - March 2024          | 05/06/2024 | 43.66      |
| 0                                         | Snap On-CC                           | Flip Sockets                            | 05/07/2024 | 592.00     |
| 0                                         | T Mobile-CC                          | Cell phones                             | 05/07/2024 | 193.47     |
| 0                                         | Verizon-CC                           | Cell phones                             | 05/07/2024 | 195.29     |
| 0                                         | Xcel Energy                          | Xcel May Billings                       | 05/01/2024 | 4,993.59   |
| 109439                                    | T Mobile                             | Account #967323231, Mobil #651-41       | 05/01/2024 | 35.85      |
| 109492                                    | St. Paul Regional Water Services     | April 2024 Water, Accct 0709535         | 05/07/2024 | 466,681.60 |
| Total for Department: 06 Water Fund       |                                      |                                         |            | 483,779.76 |
| Total for Fund:610 Water Fund             |                                      |                                         |            | 497,340.69 |

| Check No.                                 | Vendor/Employee                      | Transaction Description                | Date       | Amount    |
|-------------------------------------------|--------------------------------------|----------------------------------------|------------|-----------|
| Fund: 620 Golf Course                     |                                      |                                        |            |           |
| Department: 00 General Function           |                                      |                                        |            |           |
| 0                                         | LINA                                 | Life Premiums for April 2024, Bill Re: | 05/01/2024 | 288.95    |
| 0                                         | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024      | 05/06/2024 | 1,145.24  |
| 0                                         | MN Dept of Revenue-Non Bank          | Sales Tax and Use - March 2024         | 05/06/2024 | 2,746.72  |
| Total for Department: 00 General Function |                                      |                                        |            | 4,180.91  |
| Department: 07 Golf Course                |                                      |                                        |            |           |
| 0                                         | Amazon.com- CC                       | Merchandise for sale                   | 05/07/2024 | 511.60    |
| 0                                         | Carquest-CC                          | Sweeper spark plugs                    | 05/03/2024 | 5.83      |
| 0                                         | Factory Motor Parts, Co.             | Battery - Golf Cart                    | 05/01/2024 | 63.03     |
| 0                                         | Fikes, Inc.                          | Seasonal Restroom Service              | 05/01/2024 | 154.34    |
| 0                                         | Menards-CC                           | Sprayer, gloves                        | 05/03/2024 | 51.03     |
| 0                                         | Nitti Sanitation-CC                  | March Service                          | 05/03/2024 | 593.05    |
| 0                                         | Office Depot- CC                     | HDMI dual plug in                      | 05/07/2024 | 30.82     |
| 0                                         | Serving Alcohol-CC                   | Alcohol service training               | 05/03/2024 | 25.41     |
| 0                                         | SiteOne Landscapes-CC                | Sod Staple Flat Top                    | 05/03/2024 | 86.72     |
| 0                                         | Steven Anderson                      | Mileage Reimbursment 1/2 - 3/7/24      | 05/01/2024 | 91.70     |
| 0                                         | Suburban Ace Hardware-CC             | Sandpaper/spraypaint                   | 05/07/2024 | 57.48     |
| 0                                         | Webstaurant Store-CC                 | Water Filter replacement               | 05/07/2024 | 195.04    |
| 109394                                    | Callaway Golf Company                | Merchandise for sale                   | 05/01/2024 | 1,571.81  |
| 109396                                    | Chris Carpenter                      | Reel Grinding & Repair                 | 05/01/2024 | 1,310.00  |
| 109441                                    | Tio's Food and Beverage              | Beer & Wine Buyback                    | 05/01/2024 | 390.80    |
| 109450                                    | US Bank                              | League Prize Money For Weekly Payo     | 05/01/2024 | 1,000.00  |
| 109491                                    | St. Paul Hmong Congregation          | Rental Deposit Refund from 3/27/24 R   | 05/07/2024 | 595.57    |
| Total for Department: 07 Golf Course      |                                      |                                        |            | 6,734.23  |
| Total for Fund:620 Golf Course            |                                      |                                        |            | 10,915.14 |

| Check No.                                 | Vendor/Employee                      | Transaction Description                 | Date       | Amount    |
|-------------------------------------------|--------------------------------------|-----------------------------------------|------------|-----------|
| Fund: 640 Storm Drainage                  |                                      |                                         |            |           |
| Department: 00 General Function           |                                      |                                         |            |           |
| 0                                         | LINA                                 | Life Premiums for April 2024, Bill Re:  | 05/01/2024 | 176.45    |
| 0                                         | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024       | 05/06/2024 | 2,534.45  |
| 109427                                    | JAMES PRIFREL                        | Refund Check 007669-000, 530 RYA]       | 05/01/2024 | 0.59      |
| Total for Department: 00 General Function |                                      |                                         |            | 2,711.49  |
| Department: 08 Storm Water                |                                      |                                         |            |           |
| 0                                         | Gopher State One Call                | Total Billable Tickets 471 - April 2024 | 05/07/2024 | 211.95    |
| 0                                         | InfoSend, Inc.                       | Postage/Services                        | 05/07/2024 | 699.13    |
| 0                                         | License Center-Non Bank              | Registration fees 2025 WSTR Vin T16     | 05/06/2024 | 18,694.88 |
| 0                                         | MN Pollution Control-CC              | Online application                      | 05/07/2024 | 408.60    |
| 0                                         | T Mobile-CC                          | Cell phones                             | 05/07/2024 | 66.97     |
| 0                                         | TimeSaver Off Site Secretarial, Inc. | PWETC Meeting                           | 05/01/2024 | 206.50    |
| 0                                         | Verizon-CC                           | Cell phones                             | 05/07/2024 | 16.62     |
| 0                                         | WSB & Associates, Inc.               | Twin Lakes Trail Drone Survey           | 05/07/2024 | 3,420.00  |
| 0                                         | Xcel Energy                          | Xcel May Billings                       | 05/01/2024 | 1,108.78  |
| 109406                                    | Erickson Electric Company, Inc.      | Journeyman/Mileage                      | 05/01/2024 | 810.20    |
| 109453                                    | WM Corporate Services, Inc.          | Unspecified Special Final Cover mater   | 05/01/2024 | 1,535.88  |
| 109485                                    | Plaisted Companies, Inc              | Hauling per load                        | 05/07/2024 | 980.00    |
| Total for Department: 08 Storm Water      |                                      |                                         |            | 28,159.51 |
| Total for Fund:640 Storm Drainage         |                                      |                                         |            | 30,871.00 |

| Check No.                                 | Vendor/Employee             | Transaction Description                | Date       | Amount    |
|-------------------------------------------|-----------------------------|----------------------------------------|------------|-----------|
| Fund: 650 Environmental                   |                             |                                        |            |           |
| Department: 00 General Function           |                             |                                        |            |           |
| 0                                         | LINA                        | Life Premiums for April 2024, Bill Re: | 05/01/2024 | 25.95     |
| 0                                         | MN Dept of Revenue-Non Bank | Sales Tax and Use - March 2024         | 05/06/2024 | 6.62      |
| 109427                                    | JAMES PRIFREL               | Refund Check 007669-000, 530 RYA]      | 05/01/2024 | 0.32      |
|                                           |                             |                                        |            | <hr/>     |
| Total for Department: 00 General Function |                             |                                        |            | 32.89     |
| Department: 09 Recycle                    |                             |                                        |            |           |
| 0                                         | Eureka Recycling            | Monthly Recycling Charge               | 05/07/2024 | 72,396.72 |
| 0                                         | Recycling Assoc-CC          | Rain catchers/composters               | 05/07/2024 | 2,041.51  |
|                                           |                             |                                        |            | <hr/>     |
| Total for Department: 09 Recycle          |                             |                                        |            | 74,438.23 |
|                                           |                             |                                        |            | <hr/>     |
| Total for Fund:650 Environmental          |                             |                                        |            | 74,471.12 |



| Check No.                                 | Vendor/Employee    | Transaction Description | Date       | Amount   |
|-------------------------------------------|--------------------|-------------------------|------------|----------|
| Fund: 700 Workers Compensation            |                    |                         |            |          |
| Department: 00 General Function           |                    |                         |            |          |
| 0                                         | SFM Risk Solutions | Admin Services          | 05/07/2024 | 1,454.00 |
| 0                                         | SFM-Non Bank       | Claims and Idemnity     | 05/06/2024 | 5,726.02 |
|                                           |                    |                         |            |          |
| Total for Department: 00 General Function |                    |                         |            | 7,180.02 |
|                                           |                    |                         |            |          |
| Total for Fund:700 Workers Compensation   |                    |                         |            | 7,180.02 |

| 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 for April 20 | 05/07/2024 | 9,335.01  |
| 109414                                    | League of MN Cities Ins Trust P&C   | Claim # LMC CA 000000347243           | 05/01/2024 | 50,742.86 |
| 109437                                    | Stericycle, Inc.                    | Steri-safe Budget Subscription        | 05/01/2024 | 309.90    |
| Total for Department: 00 General Function |                                     |                                       |            | 60,387.77 |
| Total for Fund:710 Risk Management        |                                     |                                       |            | 60,387.77 |

| Check No.                             | Vendor/Employee                      | Transaction Description               | Date       | Amount     |
|---------------------------------------|--------------------------------------|---------------------------------------|------------|------------|
| Fund: 725 EDA Operating Fund          |                                      |                                       |            |            |
| Department: 00                        |                                      |                                       |            |            |
| 0                                     | Center for Energy and Environment    | Home Energy Squad Planner Visits      | 05/01/2024 | 1,400.00   |
| 0                                     | Center for Energy and Environment    | Home Energy Squad Planer Visits/Auc   | 05/07/2024 | 1,700.00   |
| 0                                     | Golden Shovel Agency                 | Economic Gateway & GateKeeper Ser     | 05/07/2024 | 1,050.00   |
| 0                                     | Land Title, Inc-Non Bank             | CLT Program land cost write down - 1  | 05/06/2024 | 150,000.00 |
| 0                                     | LINA                                 | Life Premiums for April 2024, Bill Re | 05/01/2024 | 56.15      |
| 0                                     | Metro-INET                           | Netmotion License for Jeanne Kelsey   | 05/07/2024 | 269.00     |
| 0                                     | Minnesota Healthcare Consortium - No | Health Ins Premium for April 2024     | 05/06/2024 | 693.83     |
| 109474                                | Kennedy & Graven, Chartered          | General Services through March 31, 20 | 05/07/2024 | 368.00     |
| Total for Department: 00              |                                      |                                       |            | 155,536.98 |
| Total for Fund:725 EDA Operating Fund |                                      |                                       |            | 155,536.98 |



**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

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.

35  
36 **Requested Council Action**

37 Motion to approve the submitted purchases or contracts for services and, where  
38 applicable; the sale/trade-in of surplus items.  
39

40  
41 **Prepared by:** Joshua Kent - Assistant Finance Director

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

42



General Purchases or Contracts

| Division                            | Vendor         | Description                                      | Key | Budget<br>Amount | P.O.<br>Amount | Budget /<br>CIP |
|-------------------------------------|----------------|--------------------------------------------------|-----|------------------|----------------|-----------------|
| Public Works                        | SVL            | HVAC Intstallation Quotes                        | (a) | \$ 388,000       | \$ 366,181     | 2024 CIP        |
| Public Works (Water Fund)           | Midwest Fence  | Removal of Old Fence / Installation of New Fence | (b) | \$ 30,000        | \$ 35,751      | 2024 CIP        |
| Parks & Recreation (Skating Center) | Breslin Blinds | Econscreen Roller Shades                         | (c) | \$ 15,000        | \$ 7,829       | 2024 CIP        |
| Parks & Recreation (Skating Center) | Fryer Designs  | Window Coverings                                 | (d) | \$ 7,171         | \$ 4,400       | 2024 CIP        |

**Key**

- (a) Existing boilers and rooftop air conditioning units at the police department are original equipment and are 20 years old. This equipment is at the end of their service life and have had numerous issues and are due for replacement. The City had requested quotes from vendors for installation of these units, and SVL came back as the lowest bidder through the state contract. These items will be accounted for under the 2024 CIP budget.
- (b) The fence is the original chain link fence from the 1960's and it is in need of repair to continue to help secure the water tower site securely. The new fence will be a 7' high ornamental fence on the east side of the site and a 6' high black vinyl chainlink fence with barbed wire on the top of the remaining sides of the site. Two quotes were received and Midwest Fence was the lowest quote. \$30,000 is budgeted in the 2024 CIP and the remainder will be covered by contract maintenance in the operating budget.
- (c) & (d) \$15,000 has been budgeted in the 2024 CIP for the planning of replacing window coverings, which were originally installed in 2008. Many of the coverings no longer operate properly as they have broken mechanical elements, and they are aesthetically out of date.

**2024 Capital Improvement Plan**

Project/Initiative Summary

|                                 |                                                             |
|---------------------------------|-------------------------------------------------------------|
| Department/Division:            | <b>Public Works</b>                                         |
| Project/Initiative Title:       | Replace Rooftop Heat/AC                                     |
| Total Estimated Cost:           | \$275,000                                                   |
| Funding Source:                 | General Facilities Replacement Fund ( <i>property tax</i> ) |
| Annual Operating Budget Impact: | \$0                                                         |

Project/Initiative Description:

Replacement of existing rooftop heat/air conditioning unit on the Police Department side of City Hall. The existing equipment is from 2003. The replacement cycle is typically 20 years. The new equipment will should lessen the need for major repairs and be more efficient to operate.

Location:

City Hall – Police Side Rooftop

|                                 |                                                             |
|---------------------------------|-------------------------------------------------------------|
| Department/Division:            | <b>Public Works</b>                                         |
| Project/Initiative Title:       | Heating Boilers Police                                      |
| Total Estimated Cost:           | \$113,000                                                   |
| Funding Source:                 | General Facilities Replacement Fund ( <i>property tax</i> ) |
| Annual Operating Budget Impact: | \$0                                                         |

Project/Initiative Description:

Replacement of existing heating boilers on the Police Department side of City Hall. The existing equipment is from 2003. The replacement cycle is typically 20 years. The new equipment will lessen the need for major repairs and be more efficient to operate.

Location:

City Hall – Police Side

|                                 |                                    |
|---------------------------------|------------------------------------|
| Department/Division:            | <b>Water</b>                       |
| Project/Initiative Title:       | Replace Water Tower Fence          |
| Total Estimated Cost:           | \$30,000                           |
| Funding Source:                 | Water Fund ( <i>Utility Fees</i> ) |
| Annual Operating Budget Impact: | \$0                                |

Project/Initiative Description:

Replacement of existing fencing around the water tower. The existing fencing is over 30 years old and is in disrepair. The new fence will help ensure security of the site.

Location:

Water Tower

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Department/Division:            | Parks and Recreation/Skating Center |
| Project/Initiative Title:       | Banquet Ctr: Wallcoverings          |
| Total Estimated Cost:           | \$ 15,000                           |
| Funding Source:                 | CIP                                 |
| Annual Operating Budget Impact: | [NA]                                |

Project/Initiative Description:

These funds will be used to replace window coverings, which were originally installed in 2008. Many of the covering no longer operate properly (they have broken mechanical elements), and they are aesthetically out of date.

Location:

Banquet Facilities

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 10.c.

Department Approval



City Manager Approval



**Item Description:** Approve 2 Temporary Gambling Licenses

**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**

Minnesota Diversified Industries Inc.  
3501 Broadway St NE  
Minneapolis, MN 55413

Minnesota Diversified Industries Inc. is holding a raffle at Par 365 located at 265 Patton Rd. on June 27, 2024.

Roseville VFW  
1145 Woodhill Dr.  
Roseville, MN 55113

Roseville VFW Auxiliary is holding a raffle at 1145 Woodhill Dr. on June 29, 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 Permits for Minnesota Diversified Industries Inc. and Roseville VFW Auxiliary

**Prepared by:** Katie Bruno

**Attachments:**

1. Application, Minnesota Diversified Industries
2. Application, Roseville VFW Auxiliary



## 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: Minnesota Diversified Industries LLC Previous Gambling Permit Number: X-06477-23-015  
 Minnesota Tax ID Number, if any: ES 24342 Federal Employer ID Number (FEIN), if any: 41-0941924  
 Mailing Address: 3501 Broadway ST NE  
 City: Minneapolis State: MN Zip: 55413 County: Hennepin  
 Name of Chief Executive Officer (CEO): Eric Black  
 CEO Daytime Phone: 651-999-8235 CEO Email: eric.black@mdl.org  
 (permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): melissa.mckeever@mdl.org

**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](http://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): PAR365

Physical Address (do not use P.O. box): 2655 Patton Rd

Check one:

☒ City: Roseville Zip: 55123 County: Rasmey  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): June 27 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](http://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<br>for a gambling premises<br>located within city limits                                                                                                                                                                                                                                                 | COUNTY APPROVAL<br>for a gambling premises<br>located in a township                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> The application is acknowledged with no waiting period.<br><input type="checkbox"/> 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).<br><input type="checkbox"/> The application is denied. | <input type="checkbox"/> The application is acknowledged with no waiting period.<br><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.<br><input type="checkbox"/> The application is denied.                                                                                                                |
| Print City Name: <u>Roseville</u>                                                                                                                                                                                                                                                                                      | Print County Name: _____                                                                                                                                                                                                                                                                                                                                                                               |
| Signature of City Personnel: _____                                                                                                                                                                                                                                                                                     | Signature of County Personnel: _____                                                                                                                                                                                                                                                                                                                                                                   |
| Title: _____ Date: _____                                                                                                                                                                                                                                                                                               | Title: _____ Date: _____                                                                                                                                                                                                                                                                                                                                                                               |
| <b>The city or county must sign before<br/>submitting application to the<br/>Gambling Control Board.</b>                                                                                                                                                                                                               | <b>TOWNSHIP (if required by the county)</b><br>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.)<br>Print Township Name: _____<br>Signature of Township Officer: _____<br>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: *Eric Black* Date: 5/10/2024  
 5/10/24 (Signature must be CEO's signature; designee may not sign)

Print Name: Eric Black

**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

## LG220 Application for Exempt Permit

11/17  
Page 1 of 2

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Roseville VFW Auxiliary Previous Gambling Permit Number: 95224  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 1145 Woodhill Dr.  
 City: Roseville State: MN Zip: 55113 County: Ramsey  
 Name of Chief Executive Officer (CEO): Sue Terry  
 CEO Daytime Phone: 612-202-6981 CEO Email: sueterry232@gmail.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 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](http://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): Roseville VFW

Physical Address (do not use P.O. box): 1145 Woodhill Drive

Check one:

☐ City: Roseville Zip: 55113 County: Ramsey  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): June 29th 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](http://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: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

**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

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 10.d.

Department Approval



City Manager Approval



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**Item Description:** Approve Professional Services Agreement for Water Meter Vault Project

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**Background**

On September 25, 2023, the City Council approved a Construction Cooperation Agreement with Arden Hills for the Hamline Avenue Watermain Project. This project involves upgrading the watermain size on Hamline Avenue between Josephine Road and Glenhill Road (City Limits). As part of the project, staff has determined that the water meter that serves this line should be upgraded as part of this project. The meter size is not adequate to serve the project flows in the future.

In order to design the new meter sizes and the new meter vault that the new meters would go in, staff reached out to three consultants. A consultant is needed since meter sizing and designing vaults is specialized work. This work would be tied to the Hamline Avenue watermain construction project for later this summer or early next year. The consultant would also design vaults and meter sizes for future replacement of the other Arden Hills connections on County Road D at Fairview Avenue and Cleveland Avenue, which would be constructed at later dates.

Staff received three proposals:

- SEH, Inc – \$26,770.00
- HR Green - \$33,800.00
- HDR - \$50,651.00

Although the proposals varied in scope slightly, staff recommend the SEH, Inc., proposal be approved since the scope meets the City's needs and is the best value. Staff has worked with SEH on prior projects, including most recently the water tower painting project.

The City Attorney has reviewed the standard professional service agreement, terms and conditions.

**Policy Objectives**

It is City policy to keep City-owned infrastructure in good operating condition and to keep

32 systems operating in a safe condition.

33

34 **Racial Equity Impact Summary**

35 There should be no equity impacts associated with this agreement.

36

37 **Budget Implications**

38 The estimated cost of the proposal by SEH, Inc., is \$26,770 and will be funded using the  
39 watermain replacement line item in the Water Fund. Water Fund. Future construction costs  
40 related to the installation of the new vault and meters will be paid by Arden Hills per the  
41 contract between the Cities for Arden Hills to purchase water from Roseville.

42

43 **Staff Recommendations**

44 Staff recommends the Council approve the Professional Services Agreement for the Water  
45 Meter Vault Project to SEH, Inc.

46

47 **Requested Council Action**

48 Motion to approve the Professional Services Agreement for the Water Meter Vault Project  
49 to SEH, Inc.

50

51

**Prepared by:** Jesse Freihammer, Public Works Director

**Attachments:** 1. Agreement  
2. Exhibit A – SEH Proposal

52

**ACITY OF ROSEVILLE  
PROFESSIONAL SERVICES AGREEMENT  
WATER METER VAULT PROJECT**

This Professional Services Agreement (“Agreement”) is made on the 20<sup>th</sup> day of May, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), and SEH, Inc., a corporation (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 May 20, 2024. Unless extended by written agreement of the Parties, this Agreement will terminate no later than May 20, 2025, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. 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 Contractor the in accordance with **Exhibit A** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.

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

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

**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, Public Works Director  
2660 Civic Center Drive  
Roseville, MN 55113

To Contractor:

SEH, Inc  
Attn: Miles B. Jenson  
3535 Vadnais Center Drive  
Saint Paul, MN 55110-3507

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

**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 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, Section 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, must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

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

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

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

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

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

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

**21. Entire Agreement.** Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements 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. Any modification of this agreement may be approved in writing by the Public Works Director, or their designee.

(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.

CITY OF ROSEVILLE

SEH, INC.

By: \_\_\_\_\_  
Daniel J. Roe, Mayor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Patrick Trudgeon, City Manager

By: \_\_\_\_\_  
Its: \_\_\_\_\_





Building a Better World  
for All of Us®

May 13, 2024

RE: Proposal for Professional Engineering Services  
Water Meter Vault  
City of Roseville  
Roseville, MN  
SEH Project No. ROSEV P-178749

Jesse Freihammer, P.E.  
Public Works Director  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

Dear Jesse:

The City of Roseville is proposing to replace the three (3) below-grade water meter vaults that serve the connections with the City of Arden Hills. Our staff has a good deal of experience with such structures from past projects. It also so happens that we are currently working on three (3) meter vaults for the Randall Community (Rural) Water District in South Dakota, so the timing of this project is perfect!

Acting on your invitation, SEH is pleased to submit this proposal for professional engineering services to prepare construction phase plans and specifications to support the City's endeavor. The following outlines our understanding of the project and our proposed scope of services for assisting the City of Roseville (Roseville) with this meter vault replacement project.

### **PROJECT BACKGROUND**

The City of Roseville provides water service to the City of Arden Hills at three (3) separate locations. These water system connections have been in place for many years and the overall useful life of the meter vaults is considered to be diminished to the point where replacement is desired. Roseville's proposed schedule is to replace one (1) meter vault in late summer or fall of this year. Replacement of the other two (2) meter vaults will occur at a later date.

In general, the existing meter vaults are located at: 1.) County Road D and Cleveland Avenue; County Road D and Fairview Avenue; and 3.) Hamline Avenue, east of Snelling Avenue. The Hamline Avenue location utilizes a 16" water service connection between Roseville and the City of Arden Hills, while the other two (2) locations offer 12" connections. Meter readings and upkeep of the vaults is Roseville's responsibility.

Under normal circumstances, water flows from the Roseville system into the Arden Hills system. However, the hydraulic gradelines (HGLs) that the Roseville and Arden Hills water systems operate at are close enough in elevation that water can actually flow back from the Arden Hills system into the Roseville system should the Roseville system experience an unexpected drop in their HGL.

### **PROJECT SCOPE**

From our Monday, April 22 Team meeting we understand that the City of Roseville is interested in developing a set of construction documents for the initial meter vault replacement project that can be used for the future replacement of the other two (2) meter vaults. Other parameters that Roseville has interest in for this meter vault replacement project include:

1. New electromagnetic (mag) meters with AMI/AMR end points that are compatible with the existing

Roseville meter reading system for remote flow data reading.

2. Dual-directional reading/recording flow meters, or two (2) meters in parallel lines for capturing water flow in both directions.
3. Consideration for meter “right-sizing” to achieve optimal meter reading, even at low flow.
4. Design the meter vault piping to allow for in-situ meter testing and calibration.
5. Provide an outside bypass around the meter vault for use if the meter needs repair or replacement.

## **SCOPE OF SERVICES**

From our Monday, April 22 Team meeting we understand that the City of Roseville is requesting professional engineering services that are limited to just the preparation of construction phase plans and technical specifications that Roseville may then use for their proposed meter vault replacement project. (An option to assemble a complete set of bidding documents is noted in the Compensation section of this proposal.) Following our understanding, SEH has divided our scope of services into three (3) basic tasks as listed below with project durations noted.

### **TASK 1 – PROJECT INITIATION & DATA COLLECTION**

**(May 2024)**

During this Task of the Project, the following activities will be performed:

1. Initiate project
2. Hold kickoff meeting with Roseville staff and members of the SEH Team to discuss:
  - a. Project scope & schedule
  - b. Meter Vault Site
    - i. Location,
    - ii. Setbacks (as may be important),
    - iii. Vehicle Access,
    - iv. Site Improvements
    - v. Security, and
    - vi. Temporary pipeline connection (if needed)
  - c. Meter Vault Design Parameters:
    - i. General Construction,
    - ii. Meter brands & sizes,
    - iii. General piping & valve,
    - iv. Bypass piping – size, location and configuration, and
    - v. Access & Egress – One (1) entrance or two (2).
3. Data collection from Roseville
  - a. Site survey data
    - i. Topography,
    - ii. Property surveys or certificate for layout purposes,
    - iii. City and County setback designations
  - b. Utilities (confirm what we already have received):
    - i. Water utility drawings for site,
    - ii. Sewer utility drawings near site, and
    - iii. Storm sewer information for site area
  - c. Geotechnical exploration report of site, and
  - d. Groundwater determination,

### **TASK 2 – METER VAULT DESIGN**

**(June 2024)**

During this Task of the Project, SEH will engage our Process, Civil, Electrical, and Mechanical disciplines to complete the following:

1. 30% Plans
  - a. Meter vault layout,
  - b. Site demolition and layout,
  - c. Opinion of Probable Cost (OPC),
  - d. SEH QC,
  - e. Transmit drawings in pdf form to Roseville staff for review and comment,

- f. Meet with Roseville staff to review comments.
2. 95% Plans & Technical Specifications
  - a. Meter vault layout,
  - b. Site demolition and layout,
  - c. Technical specifications
  - d. Update OPC,
  - e. SEH QC,
  - f. Transmit documents in pdf form to Roseville staff for review and comment,
  - g. Meet with Roseville staff to review comments.
3. 100% Construction Plans & Technical Specifications
  - a. Meter vault plans,
  - b. Site plans, and
  - c. Technical specification sections,
  - d. Update OPC,
  - e. SEH QC,
  - f. Transmit final documents in pdf form to Roseville staff.

### **TASK 3 – REGULATORY APPROVAL**

**(June 2024)**

For this task, SEH proposes to engage the Minnesota Department of Health (MDH) to seek approval of the proposed Meter Vault Replacement Project. Our many years of working with the MDH leads us to plan on the following activities:

1. Pre-Design Meeting
  - a. Hold a virtual meeting with the appropriate MDH staff to introduce the project, and
  - b. Solicit input to support project approval.
2. Final Design
  - a. Upon Roseville approval submit two (2) hardcopies and one (1) pdf copy of the completed documents to the MDH for review and approval.
  - b. Hold a virtual meeting with the appropriate MDH staff to address any questions or concerns they may have, and
  - c. Submit follow-up materials as may be needed to allow the MDH to grant approval of the proposed project.

### **PROJECT DELIVERABLES**

The project deliverables, also defined in the Task descriptions above, include electronic copies of the documents generated for each Task.

### **PROJECT SCHEDULE**

The project schedule as defined in the Tasks above assumes a notice to proceed is received on, or about May 17, 2024:

|                                               |           |
|-----------------------------------------------|-----------|
| Task 1 – Project Initiation & Data Collection | May 2024  |
| Task 2 – Meter Vault Design                   | June 2024 |
| Task 3 - Regulatory Approval                  | June 2024 |

### **PROJECT ASSUMPTIONS**

The following assumptions have been incorporated into the development of this professional services proposal:

1. Design services requested by Roseville are limited to the production of construction plans and technical specification sections in CSI Divisions 2 through 44. The City of Roseville will incorporate the construction plans and technical specification sections into the City's bidding and contracting documents. (An option to assemble a complete set of bidding documents is noted in the Compensation section of this proposal.)
2. No survey activities are required by SEH. Roseville will provide all necessary site survey data to SEH.
3. No temporary or permanent easement acquisition work or any associated easement survey, or plat work is required by SEH.
4. No environmental contamination assessment for soil or building material sampling and testing work has been included in this proposal.
5. No encounters with asbestos cement (AC) pipe on this project has been included in this proposal.

6. No electrical or mechanical (HVAC) design services have been included in this project.
7. Fees for regulatory approval will be paid by Roseville.

## PROJECT STAFFING

I will serve as project manager and will be responsible for the execution of this project and for coordinating the work efforts and schedules of our other team members.

- Process Design
  - Miles Jensen, PE, McKenzie Hunt, PE
- System Hydraulics
  - Chad Katzenberger, PE
- Civil
  - Brian Hare, PE, Matt Steeley

## FEE PROPOSAL

The following table provides a summary of fees associated with the various Tasks included in this proposal. We propose to complete the outlined scope of services on an hourly basis with a Not-to-Exceed amount of \$26,770.00 that includes reimbursable expenses. The breakdown of fees is to be considered transferrable between Tasks as needed to complete the scope of services proposed. We understand this total value cannot increase without further authorization from you.

| Primary Scope of Services Category                     | Basis of Compensation   | Amount          |
|--------------------------------------------------------|-------------------------|-----------------|
| Task 1 – Project Initiation & Data Collection          | Hourly                  | \$2,977         |
| Task 2 – Meter Vault Design                            | Hourly                  | \$22,803        |
| Task 3 – Stakeholder Meetings                          | Hourly                  | \$990           |
| <b>Total – Meter Vault Replacement Design Services</b> | <b>Total Hourly Sum</b> | <b>\$26,770</b> |

Detailed task, man-hour and fee breakdowns for the professional design services are attached at the end of this proposal. In the event that the City of Roseville would like SEH to assemble a complete set of bidding documents for the initial meter vault replacement, an adder of \$2,500.00 would be applied to the above total.

## SUMMARY

We want to thank you for the opportunity to provide the City of Roseville with this proposal. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns or questions you may have. If this proposal is acceptable, please let us know and we will proceed with the preparation of a standard Engineering Agreement to be signed by authorized representatives from both organizations. Please contact me with any questions you may have at (651) 775-5031 or at [mjensen@sehinc.com](mailto:mjensen@sehinc.com).

Sincerely,  
SHORT ELLIOTT HENDRICKSON INC.



Miles B. Jensen, PE (AZ, CO, IA, IL, IN, KS, MD, MI, MN, ND, NE, NM, OH, SD, VA, WI)  
Principal/Water Market Leader

Cc: Lindsey Roberts McKenzie

## Project Level of Effort Estimate

Engineering Design Services  
Meter Vault Replacement Project  
City of Roseville  
Roseville, MN  
SEH Project No. ROSEV P-178749



| Engineering Design Services                              | Project Manager - Jensen | Project Engineer - Hunt | Sr. Process Tech - Kams | Sr. Project Engineer - Hare | Sr. Tech - Steeley | Lead Technician - Lor/Koontz | Total Hours | Total Fees      |
|----------------------------------------------------------|--------------------------|-------------------------|-------------------------|-----------------------------|--------------------|------------------------------|-------------|-----------------|
| <b>Billing Rate per hour</b>                             | \$296                    | \$163                   | \$166                   | \$214                       | \$135              | \$141                        |             |                 |
| <b>Task 1 - Project Initiation &amp; Data Collection</b> |                          |                         |                         |                             |                    |                              |             |                 |
| Project Initiation                                       | 1                        |                         |                         |                             |                    | 2                            | 3           | \$577           |
| Project Kick-Off Meeting                                 | 1                        | 3                       | 1                       | 3                           | 3                  |                              | 11          | \$1,997         |
| Data Collection                                          |                          | 2                       |                         |                             |                    |                              | 2           | \$326           |
| <b>Subtotal Hours</b>                                    | <b>2</b>                 | <b>5</b>                | <b>1</b>                | <b>3</b>                    | <b>3</b>           | <b>2</b>                     | <b>16</b>   |                 |
| <b>Subtotal Fees</b>                                     | <b>\$591</b>             | <b>\$814</b>            | <b>\$166</b>            | <b>\$642</b>                | <b>\$405</b>       | <b>\$282</b>                 |             | <b>\$2,899</b>  |
| <b>Expenses</b>                                          | <b>\$10</b>              | <b>\$10</b>             | <b>\$0</b>              | <b>\$29</b>                 | <b>\$29</b>        | <b>\$0</b>                   |             | <b>\$78</b>     |
| <b>Total Task Fees</b>                                   | <b>\$602</b>             | <b>\$824</b>            | <b>\$166</b>            | <b>\$671</b>                | <b>\$433</b>       | <b>\$282</b>                 |             | <b>\$2,977</b>  |
| <b>Task 2 - Meter Vault Design</b>                       |                          |                         |                         |                             |                    |                              |             |                 |
| Project Management                                       | 2                        | 2                       |                         | 2                           |                    | 2                            | 8           | \$1,626         |
| 30% Plans                                                |                          |                         |                         |                             |                    |                              |             |                 |
| Plan sheet layout                                        |                          |                         | 2                       |                             | 4                  |                              | 6           | \$871           |
| Meter vault layout                                       | 1                        | 1                       | 6                       |                             |                    |                              | 8           | \$1,454         |
| Site demolition and layout                               |                          |                         |                         | 1                           | 12                 |                              | 13          | \$1,833         |
| Opinion of Probable Cost                                 |                          | 2                       |                         | 2                           | 4                  |                              | 8           | \$1,293         |
| SEH QC                                                   | 1                        |                         |                         | 1                           |                    |                              | 2           | \$510           |
| Transmit drawings in for review and comment              |                          | 1                       |                         |                             |                    |                              | 1           | \$163           |
| Meet with Roseville staff to review comments             | 1                        | 2                       |                         |                             | 3                  |                              | 6           | \$1,026         |
| 95% Plans & Technical Specifications                     |                          |                         |                         |                             |                    |                              |             |                 |
| Meter vault layout                                       |                          | 1                       | 6                       |                             |                    |                              | 7           | \$1,158         |
| Site demolition and layout                               |                          |                         |                         | 1                           | 12                 |                              | 13          | \$1,833         |
| Update OPC                                               |                          | 1                       |                         | 1                           | 2                  |                              | 4           | \$647           |
| SEH QC                                                   | 1                        |                         |                         | 1                           |                    |                              | 2           | \$510           |
| Technical Specifications                                 |                          | 4                       |                         | 4                           |                    | 4                            | 12          | \$2,070         |
| Transmit drawings in for review and comment              |                          | 1                       |                         |                             |                    |                              | 1           | \$163           |
| Meet with Roseville staff to review comments             | 1                        | 2                       |                         |                             | 3                  |                              | 6           | \$1,026         |
| 100% Construction Plans & Technical Specifications       |                          |                         |                         |                             |                    |                              |             |                 |
| Meter vault layout                                       |                          | 1                       | 6                       |                             |                    |                              | 7           | \$1,158         |
| Site demolition and layout                               |                          |                         |                         | 1                           | 12                 |                              | 13          | \$1,833         |
| Update OPC                                               |                          | 1                       |                         | 1                           | 2                  |                              | 4           | \$647           |
| SEH QC                                                   | 1                        |                         |                         | 1                           |                    |                              | 2           | \$510           |
| Technical Specifications                                 |                          | 4                       |                         | 4                           |                    | 4                            | 12          | \$2,070         |
| Transmit Final Documents                                 |                          | 2                       |                         |                             |                    |                              | 2           | \$326           |
| <b>Subtotal Hours</b>                                    | <b>8</b>                 | <b>25</b>               | <b>20</b>               | <b>20</b>                   | <b>54</b>          | <b>10</b>                    | <b>137</b>  |                 |
| <b>Subtotal Fees</b>                                     | <b>\$2,364</b>           | <b>\$4,070</b>          | <b>\$3,317</b>          | <b>\$4,280</b>              | <b>\$7,286</b>     | <b>\$1,408</b>               |             | <b>\$22,725</b> |
| <b>Expenses</b>                                          | <b>\$0</b>               | <b>\$21</b>             | <b>\$0</b>              | <b>\$0</b>                  | <b>\$57</b>        | <b>\$0</b>                   |             | <b>\$78</b>     |
| <b>Total Task Fees</b>                                   | <b>\$2,364</b>           | <b>\$4,091</b>          | <b>\$3,317</b>          | <b>\$4,280</b>              | <b>\$7,343</b>     | <b>\$1,408</b>               |             | <b>\$22,803</b> |
| <b>Task 3 - Regulatory Approval</b>                      |                          |                         |                         |                             |                    |                              |             |                 |
| Pre-Design Meeting                                       | 1                        |                         |                         |                             |                    |                              | 1           | \$296           |
| Final Design                                             | 1                        | 1                       |                         |                             |                    | 1                            | 3           | \$599           |
| <b>Subtotal Hours</b>                                    | <b>2</b>                 | <b>1</b>                | <b>0</b>                | <b>0</b>                    | <b>0</b>           | <b>1</b>                     | <b>4</b>    |                 |
| <b>Subtotal Fees</b>                                     | <b>\$591</b>             | <b>\$163</b>            | <b>\$0</b>              | <b>\$0</b>                  | <b>\$0</b>         | <b>\$141</b>                 |             | <b>\$895</b>    |
| <b>Expenses</b>                                          | <b>\$12</b>              | <b>\$23</b>             | <b>\$0</b>              | <b>\$0</b>                  | <b>\$0</b>         | <b>\$60</b>                  |             | <b>\$95</b>     |
| <b>Total Task Fees</b>                                   | <b>\$603</b>             | <b>\$186</b>            | <b>\$0</b>              | <b>\$0</b>                  | <b>\$0</b>         | <b>\$201</b>                 |             | <b>\$990</b>    |
| <b>Estimated Project Hours</b>                           | <b>12</b>                | <b>31</b>               | <b>21</b>               | <b>23</b>                   | <b>57</b>          | <b>13</b>                    | <b>157</b>  |                 |
| <b>Estimated Project Labor Cost</b>                      | <b>\$3,547</b>           | <b>\$5,047</b>          | <b>\$3,483</b>          | <b>\$4,922</b>              | <b>\$7,690</b>     | <b>\$1,830</b>               |             | <b>\$26,519</b> |
| <b>Estimated Project Expenses</b>                        | <b>\$22</b>              | <b>\$55</b>             | <b>\$0</b>              | <b>\$29</b>                 | <b>\$86</b>        | <b>\$60</b>                  |             | <b>\$251</b>    |
| <b>Estimated Project Totals</b>                          | <b>\$3,569</b>           | <b>\$5,101</b>          | <b>\$3,483</b>          | <b>\$4,950</b>              | <b>\$7,776</b>     | <b>\$1,890</b>               |             | <b>\$26,770</b> |

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 10.e.

Department Approval



City Manager Approval



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**Item Description:** Award 2024 Pond Maintenance Program Agreement

---

1  
2 **Background**

3 Citywide, there are 200+ public storm ponds that were installed since the 1950's to meet  
4 water quality goals, reduce stormwater rate, and help manage localized flooding issues.  
5 Over time, the ponds fill with sediment and the design functionality diminishes. Staff is  
6 currently prioritizing ponds to have preliminary engineering completed to quantify the  
7 material that needs to be removed, determine potential water quality improvements, and  
8 estimate costs based on removals.

9  
10 For 2024, five ponds have been identified to gather more information. The contractor will  
11 supply the City a survey of pond bottoms, pond inlets and outlet elevations, a maintenance  
12 memo with recommended maintenance activities and estimates, and sediment analysis to  
13 determine disposal options.

14  
15 **Policy Objectives**

16 It is City policy to improve and maintain drainage to reduce the risk of localized flooding,  
17 and to keep infrastructure in good working condition.

18  
19 **Racial Equity Impact Summary**

20 There should be no equity impacts associated with this agreement as maintaining our  
21 storm sewer infrastructure benefits all residents and property owners.

22  
23 **Budget Implications**

24 Staff received one quote for this project, after sending to several contractors. The quote  
25 was submitted by WSB in the amount of \$23,700. The funding for this work will come from  
26 the Storm Infrastructure Rehabilitation budget item through the Storm Fund CIP which has  
27 an overall budget of \$700,000.

28  
29 Staff is comfortable with the quote as it is in line with previous work completed by the  
30 contractor. WSB is familiar with the process for collecting data and submitting information  
31 to the City in a manner that is most efficient and effective.

32  
33 **Staff Recommendations**

34 Staff recommends the City Council award the 2024 Pond Maintenance Project to WSB.

35  
36 **Requested Council Action**

37 Motion to approve awarding the 2024 Pond Maintenance Project to WSB.

38

39

**Prepared by:** Ryan Johnson, Environmental Manager

**Attachments:** 1. Agreement

40



## CITY OF ROSEVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made on the 20<sup>th</sup> day of May, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), and WSB LLC, a corporation (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 May 7, 2024. Unless extended by written agreement of the Parties, this Agreement will terminate no later than December 31, 2024, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. 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 Contractor the in accordance with **Exhibit B** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.
- 4. Method of Payment.** Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
  - a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.
  - b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.
- 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  
Attn: Jesse Freihammer

To Contractor:

WSB LLC.  
Attn: Jake Newhall  
701 Xenia Ave S, Suite 300  
Golden Valley, MN 55416  
Attn: Jake Newhall

**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 [KN1]indemnify and hold the City, and its mayor, councilmembers, officers, 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, to the extent caused by any negligent or wrongful act or omission of the Contractor, its officers, authorized 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.

**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 in accordance with Minnesota law;
- b. Professional Liability Insurance covering any damages to the extent caused [KN2] by an error, omission or any negligent act. AND General Liability Coverage against claims for bodily injury, death, or property damage arising out of Contractor’s performance of duties under this Agreement;
- c. Automobile insurance for owned, hired and non-owned vehicles;
- d. Coverage shall be sufficiently broad to cover to all duties and obligations undertaken by Contractor in this Agreement including duties related to indemnification;
- e. Insurance must be on an “occurrence” basis, and, other than Workers Compensation and Professional Liability [KN3] [RT4], the limits of such policies must be no less than \$1,000,000 per occurrence and \$1,500,000 aggregate.
- f. If any of the required insurance is on a claims-made basis, Contractor agrees to purchase tail coverage so that such insurance is in effect for not less than one (1) years after the end of the term of this Agreement.

- g. Policies must be held by insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing.
- h. Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

**15. Ownership of Documents.** Upon payment in full for services performed, 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. Reuse or modification to the Information by City without the written consent of the Contractor will be at the City's sole risk and liability.

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

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

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

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

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

**21. Entire Agreement.** Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements 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. Any modification of this agreement may be approved in writing by the Public Works Director, or their designee.

(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.

CITY OF ROSEVILLE

WSB LLC

By: \_\_\_\_\_  
Daniel J. Roe, Mayor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Patrick Trudgeon, City Manager

By: \_\_\_\_\_  
Its: \_\_\_\_\_

## EXHIBIT A

### WORK

The Contractor shall perform inspection and technical documentation of specified stormwater ponds.



## EXHIBIT B

### COMPENSATION

The Contractor shall perform inspection and technical documentation of specified stormwater ponds for the amount of \$23,700 to be billed at an hourly rate for services rendered.

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024

Item No.: 10.f.

Department Approval



City Manager Approval



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**Item Description:** Memorandum of Understanding for the 2377 County Road B  
Temporary Construction Easement

---

1  
2 **Background**

3 The reconstruction of County Road B, west of Cleveland Avenue, does not need acquisition  
4 of any permanent easements. However, a temporary construction easement is needed at  
5 2377 County Road B to allow for the construction of the new off-road pathway that  
6 connects to the new city park, also under construction this year. The property owner will be  
7 compensated \$750.00 for the use of this land during construction. An agreement for the  
8 easement will be signed by the property owners, but a memorandum of understanding  
9 (MOU) to document the monetary compensation needs Council action.

10  
11 After construction, the temporary easement will expire. The City Attorney has reviewed the  
12 MOU.

13  
14 **Policy Objectives**

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

17  
18 **Racial Equity Impact Summary**

19 There should be no equity impacts associated with this agreement.

20  
21 **Budget Implications**

22 The approved project budget will cover the costs associated with the easement.

23  
24 **Staff Recommendations**

25 Staff recommends the City Council approve the Memorandum of Understanding for the  
26 2377 County Road B Temporary Construction Easement.

27  
28 **Requested Council Action**

29 Motion to approve the Memorandum of Understanding for the 2377 County Road B  
30 Temporary Construction Easement.  
31  
32

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

**Attachments:**

1. Memorandum of Understanding
2. Exhibit of Easement

**MEMORANDUM OF UNDERSTANDING**

City of Roseville

City Project No.:

PID No.:

082923340049

Fee Owners:

Margaret H. McNeely and John J. McNeely, Jr.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, Margaret H. McNeely and John J. McNeely, Jr., married to each other, Owners of the above-described property located at 2377 County Road B West in the City of Roseville (the "City"), County of Ramsey, State of Minnesota, did execute and deliver a conveyance of a Temporary Construction Easement to the City.

This agreement is now made and entered as a memorandum of all the terms, and the only terms, agreed upon in connection with the above transaction. It is hereby acknowledged and agreed upon between the parties that:

1. The Owners have been furnished with the approved estimate of just compensation for the property rights acquired by the Temporary Construction Easement. The Owners understand that the property rights acquired by the City as described in Temporary Construction Easement are temporary and will be governed by the terms and conditions stated in the Temporary Construction Easement document.
2. That, in full compensation for the conveyance of the Temporary Construction Easement, the City shall pay the Owners \$750.00. Owners understand that payment by the City is contingent upon City Council approval, verification of marketable title, and a lender consent, if deemed necessary by the City.
3. In the event of a clerical error with respect to the easement, Owners agree to cooperate in correcting the error including but not limited to re-signing the document.

It is understood and agreed that the entire agreement of the parties is contained in this Memorandum of Understanding and the Temporary Construction Easement document dated \_\_\_\_\_, 2024, and that these documents and agreements include all oral agreements, representations, and negotiations between the parties.

Date: \_\_\_\_\_

**CITY OF ROSEVILLE**

By: \_\_\_\_\_  
Dan Roe, Mayor

By: \_\_\_\_\_  
Patrick J. Trudgeon, City Manager

Date: \_\_\_\_\_

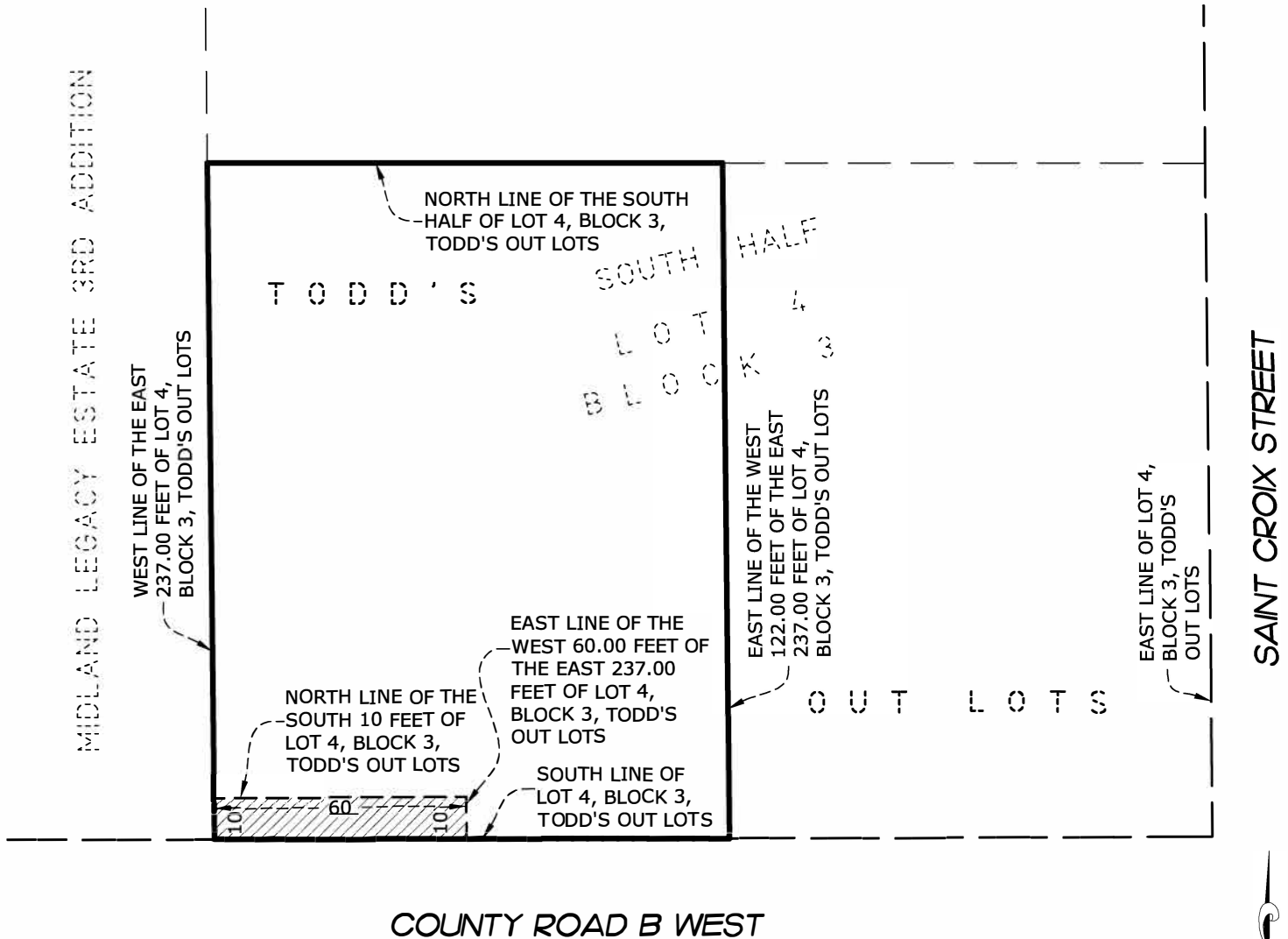
**OWNERS**

By: \_\_\_\_\_  
Margaret H. McNeely

By: \_\_\_\_\_  
John J. McNeely, Jr.

# EASEMENT SKETCH AND DESCRIPTION

~for~ CITY OF ROSEVILLE



## TEMPORARY EASEMENT DESCRIPTION

A temporary easement lying over, under, and across the South 10.00 feet of the West 60.00 feet of the following described parcel:

The West 122.00 feet of the East 237.00 feet of the South Half of Lot 4, Block 3, TODD'S OUT LOTS.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Kevin C. McCain*

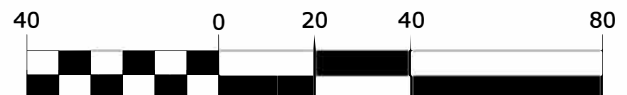
Kevin C. McCain

Date: 3/21/2024 License No. 58542



DENOTES TEMPORARY EASEMENT AREA (600 S.F.)

## GRAPHIC SCALE



1 INCH = 40 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

240195ED

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 5/20/2024  
Item No.: 10.g.

Department Approval

*Janice Gundlach*

City Manager Approval

*Samuel Truog*

**Item Description:** Adopt a resolution approving amended assessment agreements with Roseville Leased Housing Associates I and II, LLLP

**Background**

On May 13, 2024, the Roseville Economic Development Authority authorized amendments to the Contract for Private Redevelopment for Roseville Leased Housing Associates I and II LLLP, which included revisions to the valuations noted within the assessment agreements. State Statute 469.177 subd. 8 requires that any modification or termination of an assessment agreement must be approved by the governing body of the municipality. A resolution for each project is provided for City Council approval, authorizing valuation revisions to the minimum assessment agreements.

**Policy Objectives**

This action is considered an administrative requirement of State Statute 469.177 subd. 8.

**Racial Equity Impact Summary**

There are no identified racial equity impacts related to this request.

**Budget Implications**

There are no identified budget implications related to this request.

**Staff Recommendations**

Staff recommends authorization of changes to the assessment agreements for Roseville Leased Housing Associates I (Oasis) and II (Harbor) LLLP.

**Requested Council Action**

Adopt two resolutions authorizing changes to the assessment agreements for Roseville Leased Housing Associates I (Oasis) and II (Harbor) LLLP.

**Prepared by:** Jeanne Kelsey, Housing and Economic Development Program Manager

**Attachments:**

1. Harbor at Twin Lakes FIRST AMENDMENT TO CPD
2. Harbor at Twin Lakes RESOLUTION
3. Oasis at Twin Lakes FIRST AMENDMENT TO CPD
4. Oasis at Twin Lakes RESOLUTION



**AMENDED AND RESTATED ASSESSMENT AGREEMENT**

THIS AMENDED AND RESTATED ASSESSMENT AGREEMENT, made on or as of the \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Roseville Economic Development Authority, a public body corporate and politic and political subdivision of the State of Minnesota (the “Authority”) and Roseville Leased Housing Associates II, LLLP, a Minnesota limited liability limited partnership (the “Redeveloper”).

WITNESSETH, that

WHEREAS, on or before the date hereof the Authority and Redeveloper have entered into a Contract for Private Redevelopment dated as of June 7, 2021, as amended by the First Amendment to Contract for Private Redevelopment, dated as of \_\_\_\_\_, 2024 (collectively, the “Redevelopment Agreement”), pursuant to which the Authority is to facilitate the redevelopment of certain property in the City of Roseville, Minnesota (the “City”), hereinafter referred to as the “Property” and legally described in Exhibit A hereto; and

WHEREAS, pursuant to the Redevelopment Agreement the Redeveloper has constructed certain improvements (the “Minimum Improvements”) upon the Property; and

WHEREAS, the Redeveloper and the Authority previously entered into the Assessment Agreement, dated June 7, 2021 (the “Original Assessment Agreement”) and recorded in the Office of the County Recorder of Ramsey County, Minnesota on July 12, 2021 as Document Number A04895080; and

WHEREAS, pursuant to the First Amendment the parties have agreed to modify the Assessment Agreement by entering into this Amended and Restated Assessment Agreement; and

WHEREAS, the Authority and the Redeveloper desire to establish a minimum market value for the Property and the Minimum Improvements to be constructed thereon, pursuant to Minnesota Statutes, Section 469.177, subdivision 8; and

WHEREAS, the Authority and the County Assessor of Ramsey County (the “Assessor”) have reviewed the preliminary plans and specifications for the improvements and have inspected such improvements;

NOW, THEREFORE, the parties to this Agreement, in consideration of the promises, covenants and agreements made by each to the other, do hereby agree as follows:

1. The minimum market value which shall be assessed for ad valorem tax purposes for the Property described in Exhibit A attached hereto, together with the Minimum Improvements constructed thereon, shall be \$24,930,000 as of January 2, 2022, and shall be \$49,860,000 as of January 2, 2023, and shall be \$73,528,600 as of January 2, 2024 and each January 2 thereafter, regardless of the status of construction on such dates, until termination of this Agreement under Section 2 hereof.

2. The minimum market value herein established shall be of no further force and effect and this Agreement shall terminate on the earlier of (a) the date of receipt by the Authority of the final payment from Ramsey County of Tax Increments (as defined in the Redevelopment Agreement) from Tax Increment Financing District No. 22: Twin Lakes II in the City; or (b) termination of the Redevelopment Agreement and/or the TIF Note issued thereunder pursuant to their respective terms.

3. This Agreement shall be promptly recorded by the Authority. The Redeveloper shall pay all costs of recording.

4. Neither the preambles nor provisions of this Agreement are intended to, nor shall they be construed as, modifying the terms of the Redevelopment Agreement between the Authority and the Redeveloper.

5. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

6. Each of the parties has authority to enter into this Agreement and to take all actions required of it, and has taken all actions necessary to authorize the execution and delivery of this Agreement.

7. In the event any provision of this Agreement shall be held invalid and unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

8. The parties hereto agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements, amendments and modifications hereto, and such further instruments as may reasonably be required for correcting any inadequate, or incorrect, or amended description of the Property or the Minimum Improvements or for carrying out the expressed intention of this Agreement, including, without limitation, any further instruments required to delete from the description of the Property such part or parts as may be included within a separate assessment agreement.

9. Except as provided in Section 8 hereof, this Agreement may not be amended nor any of its terms modified except by a writing authorized and executed by all parties hereto.

10. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

11. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the undersigned Authority and the Redeveloper have executed this Minimum Assessment Agreement as of the date and year first written above.

ROSEVILLE ECONOMIC DEVELOPMENT  
AUTHORITY

By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its Executive Director

STATE OF MINNESOTA     )  
                                      ) ss.  
COUNTY OF RAMSEY     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Dan Roe and Patrick Trudgeon, the President and Executive Director, respectively, of the Roseville Economic Development Authority, a public body corporate and politic under the laws of Minnesota, on behalf of said Authority.

\_\_\_\_\_  
Notary Public

ROSEVILLE LEASED HOUSING ASSOCIATES  
II, LLLP

By: Roseville Leased Housing Associates II, LLC, a  
Minnesota limited liability company, its General  
Partner

By: \_\_\_\_\_  
Ryan Lunderby, its Vice President

STATE OF MINNESOTA     )  
                                          ) SS.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2024, by Ryan Lunderby, the Vice President of Roseville Leased Housing I, LLC, a Minnesota limited  
liability company, as General Partner of Roseville Leased Housing Associates II, LLLP, a Minnesota  
limited liability limited partnership, on behalf of the company.

\_\_\_\_\_  
Notary Public

## CERTIFICATION BY COUNTY ASSESSOR

The undersigned, having reviewed the plans and specifications for the improvements to be constructed and the market value assigned to the land upon which the improvements are to be constructed, hereby certifies as follows: The undersigned Assessor, being legally responsible for the assessment of the above described property, hereby certifies that the values assigned to the land and improvements are reasonable.

Ramsey County Assessor

[illegible]

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, the Ramsey County Assessor.

---

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Notary Public

**EXHIBIT A of ASSESSMENT AGREEMENT**

**Legal Description of Property**

Lot 2, Block 1, Twin Lakes 3<sup>rd</sup> Addition, Ramsey County, Minnesota

Abstract property.

**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 (the “City”), County of Ramsey, Minnesota was duly held on the \_\_\_\_ day of \_\_\_\_\_ 2024, at 6:00 p.m.

The following members were present: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and Mayor \_\_\_\_\_.  
and the following were absent: \_\_\_\_\_.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**RESOLUTION APPROVING AN AMENDED ASSESSMENT AGREEMENT WITH  
ROSEVILLE LEASED HOUSING ASSOCIATES II, LLLP**

WHEREAS, the Roseville Economic Development Authority (“REDA”) entered into a Contract for Private Redevelopment, dated June 7, 2021 (the “Original Agreement”), with Roseville Leased Housing Associates II, LLLP, a Minnesota limited liability limited partnership (the “Redeveloper”), pursuant to which the Redeveloper agreed to construct an approximately 277-unit multifamily rental housing facility on certain property in the City (the “Redevelopment Property”) intended for occupancy by seniors with community rooms, a theater, and fitness center amenities (collectively, the “Minimum Improvements”); and

WHEREAS, pursuant to Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the “TIF Act”), and the Original Agreement, REDA agreed to issue a Tax Increment Revenue Note (Harbor at Twin Lakes Project) (the “Original TIF Note”) to the Redeveloper to assist with the financing of the Minimum Improvements, in exchange for, among other things, the Redeveloper executing and recording an Assessment Agreement and Assessor’s Certification by and between REDA and the Redeveloper (the “Original Assessment Agreement”) on the Redevelopment Property; and

WHEREAS, all or a part of the Minimum Improvements is classified as “class 4d(1)” low-income rental property under Minnesota Statutes, Section 273.13, subdivision 25 (e) (“4d(1) Property”), and the 2023 Minnesota Legislature revised how 4d(1) Property is valued pursuant to Minnesota Statutes, Section 273.128 (the “2023 4d Change”); and

WHEREAS, because of the 2023 4d Change, the Redeveloper has requested and on May 13, 2024, REDA approved amending the Original Agreement pursuant a First Amendment to Contract for Private Redevelopment (the “First Amendment”) which revises the amount of the Original TIF

## ATTACHMENT 2

Note to \$2,044,000 (as amended, the “Amended TIF Note”) and revises the minimum market value of the Redevelopment Property as listed in the Assessment Agreement (as amended, the “Amended Assessment Agreement”); and

WHEREAS, Section 469.177, subd. 8 of the TIF Act requires that the Amended Assessment Agreement be reviewed and approved by the City Council of the City (the “City Council”) and pursuant thereto, the Amended Assessment Agreement is presented to the City Council for their consideration.

NOW, THEREFORE, BE IT RESOLVED that the Amended Assessment Agreement substantially the form presented to the City Council, together with any related documents necessary in connection therewith, are hereby approved by the City Council.

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

WHEREUPON said resolution was declared duly passed and adopted.



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Patrick J. Trudgeon, City Manager

**AMENDED AND RESTATED ASSESSMENT AGREEMENT**

THIS AMENDED AND RESTATED ASSESSMENT AGREEMENT, made on or as of the \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Roseville Economic Development Authority, a public body corporate and politic and political subdivision of the State of Minnesota (the “Authority”) and Roseville Leased Housing Associates I, LLLP, a Minnesota limited liability limited partnership (the “Redeveloper”).

WITNESSETH, that

WHEREAS, on or before the date hereof the Authority and Redeveloper have entered into a Contract for Private Redevelopment dated as of June 22, 2020, as amended by the First Amendment to Contract for Private Redevelopment, dated as of \_\_\_\_\_, 2024 (collectively, the “Redevelopment Agreement”), pursuant to which the Authority is to facilitate the redevelopment of certain property in the City of Roseville, Minnesota (the “City”), hereinafter referred to as the “Property” and legally described in Exhibit A hereto; and

WHEREAS, pursuant to the Redevelopment Agreement the Redeveloper has constructed certain improvements (the “Minimum Improvements”) upon the Property; and

WHEREAS, the Redeveloper and the Authority previously entered into the Assessment Agreement, dated June 22, 2020 (the “Original Assessment Agreement”) and recorded in the Office of the County Recorder of Ramsey County, Minnesota on July 9, 2020 as Document Number A04822433; and

WHEREAS, pursuant to the First Amendment the parties have agreed to modify the Assessment Agreement by entering into this Amended and Restated Assessment Agreement; and

WHEREAS, the Authority and the Redeveloper desire to establish a minimum market value for the Property and the Minimum Improvements to be constructed thereon, pursuant to Minnesota Statutes, Section 469.177, subdivision 8; and

WHEREAS, the Authority and the County Assessor of Ramsey County (the “Assessor”) have reviewed the preliminary plans and specifications for the improvements and have inspected such improvements;

NOW, THEREFORE, the parties to this Agreement, in consideration of the promises, covenants and agreements made by each to the other, do hereby agree as follows:

1. The minimum market value which shall be assessed for ad valorem tax purposes for the Property described in Exhibit A attached hereto, together with the Minimum Improvements constructed thereon, and the minimum Market Value shall be \$41,040,000 as of January 2, 2022 and January 2, 2023, and \$62,435,000 as of January 2, 2024 and each January 2 thereafter, regardless of the status of construction on such dates, until termination of this Agreement under Section 2 hereof.

2. The minimum market value herein established shall be of no further force and effect and this Agreement shall terminate on the earlier of (a) the date of receipt by the Authority of the final payment from Ramsey County of Tax Increments (as defined in the Redevelopment Agreement) from Tax Increment Financing District No. 22: Twin Lakes II in the City; or (b) termination of the Redevelopment Agreement and/or the TIF Note issued thereunder pursuant to their respective terms.

3. This Agreement shall be promptly recorded by the Authority. The Redeveloper shall pay all costs of recording.

4. Neither the preambles nor provisions of this Agreement are intended to, nor shall they be construed as, modifying the terms of the Redevelopment Agreement between the Authority and the Redeveloper.

5. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

6. Each of the parties has authority to enter into this Agreement and to take all actions required of it, and has taken all actions necessary to authorize the execution and delivery of this Agreement.

7. In the event any provision of this Agreement shall be held invalid and unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

8. The parties hereto agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements, amendments and modifications hereto, and such further instruments as may reasonably be required for correcting any inadequate, or incorrect, or amended description of the Property or the Minimum Improvements or for carrying out the expressed intention of this Agreement, including, without limitation, any further instruments required to delete from the description of the Property such part or parts as may be included within a separate assessment agreement.

9. Except as provided in Section 8 hereof, this Agreement may not be amended nor any of its terms modified except by a writing authorized and executed by all parties hereto.

10. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

11. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the undersigned Authority and the Redeveloper have executed this Minimum Assessment Agreement as of the date and year first written above.

ROSEVILLE ECONOMIC DEVELOPMENT  
AUTHORITY

By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its Executive Director

STATE OF MINNESOTA     )  
                                      ) ss.  
COUNTY OF RAMSEY     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024, by Dan Roe and Patrick Trudgeon, the President and Executive Director, respectively, of the Roseville Economic Development Authority, a public body corporate and politic under the laws of Minnesota, on behalf of said Authority.

\_\_\_\_\_  
Notary Public

ROSEVILLE LEASED HOUSING ASSOCIATES  
I, LLLP

By: Roseville Leased Housing Associates I, LLC, a  
Minnesota limited liability company, its General  
Partner

By: \_\_\_\_\_  
Ryan Lunderby, its Vice President

STATE OF MINNESOTA     )  
                                          ) SS.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2024, by Ryan Lunderby, the Vice President of Roseville Leased Housing I, LLC, a Minnesota limited  
liability company, as General Partner of Roseville Leased Housing Associates I, LLLP, a Minnesota limited  
liability limited partnership, on behalf of the company.

\_\_\_\_\_  
Notary Public

CERTIFICATION BY COUNTY ASSESSOR

The undersigned, having reviewed the plans and specifications for the improvements to be constructed and the market value assigned to the land upon which the improvements are to be constructed, hereby certifies as follows: The undersigned Assessor, being legally responsible for the assessment of the above described property, hereby certifies that the values assigned to the land and improvements are reasonable.

\_\_\_\_\_  
Ramsey County Assessor

STATE OF MINNESOTA     )  
                                          ) ss  
COUNTY OF RAMSEY     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ by \_\_\_\_\_, the Ramsey County Assessor.

\_\_\_\_\_  
Notary Public

**EXHIBIT A of ASSESSMENT AGREEMENT**

**Legal Description of Property**

Lot 1, Block 1, Twin Lakes 3<sup>rd</sup> Addition, Ramsey County, Minnesota

Abstract property.

**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 (the “City”), County of Ramsey, Minnesota was duly held on the \_\_\_\_ day of \_\_\_\_\_ 2024, at 6:00 p.m.

The following members were present: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and Mayor \_\_\_\_\_.  
and the following were absent: \_\_\_\_\_.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION No.**

**RESOLUTION APPROVING AN AMENDED ASSESSMENT AGREEMENT WITH  
ROSEVILLE LEASED HOUSING ASSOCIATES I, LLLP**

WHEREAS, the Roseville Economic Development Authority (“REDA”) entered into a Contract for Private Redevelopment, dated June 22, 2020 (the “Original Agreement”), with Roseville Leased Housing Associates I, LLLP, a Minnesota limited liability limited partnership (the “Redeveloper”), pursuant to which the Redeveloper agreed to construct an approximately 228-unit multifamily rental housing facility on certain property in the City (the “Redevelopment Property”) with a stand-alone clubhouse building and associated structured parking to be integrated into the buildings (collectively, the “Minimum Improvements”); and

WHEREAS, pursuant to Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the “TIF Act”), and the Original Agreement, REDA agreed to issue a Tax Increment Revenue Note (Harbor at Twin Lakes Project) (the “Original TIF Note”) to the Redeveloper to assist with the financing of the Minimum Improvements, in exchange for, among other things, the Redeveloper executing and recording an Assessment Agreement and Assessor’s Certification by and between REDA and the Redeveloper (the “Original Assessment Agreement”) on the Redevelopment Property; and

WHEREAS, all or a part of the Minimum Improvements is classified as “class 4d(1)” low-income rental property under Minnesota Statutes, Section 273.13, subdivision 25 (e) (“4d(1) Property”), and the 2023 Minnesota Legislature revised how 4d(1) Property is valued pursuant to Minnesota Statutes, Section 273.128 (the “2023 4d Change”); and

WHEREAS, because of the 2023 4d Change, the Redeveloper has requested and on May 13, 2024, REDA approved amending the Original Agreement pursuant a First Amendment to Contract for Private Redevelopment (the “First Amendment”) which revises the amount of the Original TIF



Note to \$1,899,000 (as amended, the “Amended TIF Note”) and revises the minimum market value of the Redevelopment Property as listed in the Assessment Agreement (as amended, the “Amended Assessment Agreement”); and

WHEREAS, Section 469.177, subd. 8 of the TIF Act requires that the Amended Assessment Agreement be reviewed and approved by the City Council of the City (the “City Council”) and pursuant thereto, the Amended Assessment Agreement is presented to the City Council for their consideration.

NOW, THEREFORE, BE IT RESOLVED that the Amended Assessment Agreement substantially the form presented to the City Council, together with any related documents necessary in connection therewith, are hereby approved by the City Council.

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

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 \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_ with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this                      day of                      , 20

SEAL

Patrick J. Trudgeon, City Manager

# FUTURE MEETING AGENDA HIGHLIGHTS

May 20, 2024

## June 3, 2024 City Council Meeting

- Board of Adjustment and Appeals – Hearing regarding fence located in right-of-way at 257 S. McCarrons Blvd.
- Two Right-of-Way Vacations
- Award Contract for Recycling Carts
- Approve 2024-25 City Manager Goals
- Discuss Community Survey (tentative)

## June 17, 2024 City Council Meeting

- All Department Equity Update
- Joint Meeting with Finance Commission
- Discuss Legislative Impacts related to City Budget and City Council Priorities
- Declare mid-term Commission vacancies (if needed)

## June 24, 2024 Rosefest Parade

## July 8, 2024 City Council Meeting

- Approve Issuance of Recycling Request for Proposals

## July 15, 2024 EDA Meeting

- Review 2025 EDA Budget Request

## July 15, 2024 City Council Meeting (Work Session)

- Receive Capital Improvement Plan for 2025-2044

|                                                        |  |  |                                                              |  |  |                            |                           |                                                               |           |
|--------------------------------------------------------|--|--|--------------------------------------------------------------|--|--|----------------------------|---------------------------|---------------------------------------------------------------|-----------|
|                                                        |  |  |                                                              |  |  |                            |                           |                                                               |           |
|                                                        |  |  | <b><u>Future Agenda Review - Longer Term Initiatives</u></b> |  |  |                            |                           |                                                               | 4/18/2024 |
|                                                        |  |  | (items that likely require council discussion/action)        |  |  |                            |                           |                                                               |           |
|                                                        |  |  |                                                              |  |  |                            |                           |                                                               |           |
| <b><u>Item</u></b>                                     |  |  |                                                              |  |  | <b><u>Initiated By</u></b> | <b><u>Target Date</u></b> | <b><u>Status/Notes</u></b>                                    |           |
| Rooster Regulations                                    |  |  |                                                              |  |  | Council                    | 2nd qtr '24               | Staff will review for changes in code                         |           |
| Update SREAP with new goals/objectives                 |  |  |                                                              |  |  | Staff/Council              | 2nd qtr '24               | (City Manager goal item)                                      |           |
| Roseville Fire role in medical transport               |  |  |                                                              |  |  | Staff                      | TBD                       | Ongoing discussions with Allina, etc.                         |           |
| Review need of pet licenses                            |  |  |                                                              |  |  | Council                    | TBD                       | Staff review amount of licenses issued and report back        |           |
| City Speed Limit Review on Local Streets               |  |  |                                                              |  |  | Strahan/Council            | TBD                       | PWET will continue to work on issue and report back           |           |
| Sister City Relationship with Indigenous Tribal Nation |  |  |                                                              |  |  | Strahan                    | TBD                       |                                                               |           |
| Zero Waste Packaging/Compostable Containers            |  |  |                                                              |  |  | Etten/Strahan              | Summer '24                | CC received update 1/22/24, will be brought back later in '24 |           |
| Update on shopping carts left in public r-o-w          |  |  |                                                              |  |  | Strahan                    | Summer '24                | CD Director provided email 7/14/23                            |           |