



City Council Agenda

Monday, July 22, 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: Groff, Strahan, Etten, Schroeder, Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. 74th Commemoration of Karen Martyrs' Day - August 12, 2024
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Hold a Public Hearing to Consider Approving the transfer of an Off Sale Liquor License for Spirits and More, LLC (dba) MGM Wine & Spirits.
- 6:20 p.m. b. Consider a request to perform an abatement for unresolved violations of City Code at 182 McCarrons Blvd S.
- 6:30 p.m. c. Consider a request to perform an abatement for unresolved violations of City Code at 1780 Centennial Dr.
- 6:40 p.m. d. Consider Massage Establishment License for Broomall JAB LLC
- 6:55 p.m. e. Public Works, Environment, and Transportation Commission Joint Meeting with the City Council
- 7:35 p.m. f. Recycling Cart Request for Quote Responses
- 7:55 p.m. g. 2024 Recycling Request for Proposals (RFP)
- 8:15 p.m. h. Consider Approval of Sales Tax Referendum Ballot Questions
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approval of City Council Minutes**
- 8:30 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve 1 Temporary Gambling License, 1 THC Retail License, and 1 Cigarette/Tobacco Products License
c. Receive City Grant Applications Update
d. Approve Resolution of Approval of Letter of Concurrence for Watershed District Boundary Change/Adjustment
e. Approve the Short-Term Rental License for 658 Belmont Ln
f. Consider Approval of a Grant Application for 2024-2025 Crisis Response Grant Funds

through the Minnesota Office of Justice.

- g. Approve Revocation of Massage Establishment License for Anna's Healing Massage and Massage Therapist License of Ann Vang
- h. Accept State of Minnesota 2024 Pathways to Policing Grant Award Amendment

8:35 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:45 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 5.a.

Department Approval



City Manager Approval



Item Description: 74th Commemoration of Karen Martyrs' Day - August 12, 2024

Background

The Karen are indigenous people in the Southeast Asian countries of Thailand and Burma (now Myanmar). The Karen aided the British during World War II, and many Karen were killed in the effort; and on August 12, 1950, Karen National leader Saw Ba U Gyi, the founder and president of the Karen National Union (KNU), was assassinated with eight of his colleagues in Kawkaeik, Karen State (Burma) by Burmese Army. Ever since then, August 12 is recognized as Karen National Martyrs' Day. On Martyrs' Day, Karen people all over the world commemorate and honor fallen leaders, soldiers, and civilians that have lost their lives in the struggle for freedom, democracy, and human rights. There are more than twenty thousand Karen refugees who now call Minnesota home, making it the largest Karen community in the country and a growing number of Karen refugees make their home in Roseville and neighboring cities.

Policy Objectives

This proclamation supports our aspiration to foster a strong sense of community, by being a community that is welcoming and inclusive of all people.

Equity Impact Summary

Recognizing and celebrating the rich diversity of our community is important in building trust and relationships with all members of our community. This proclamation recognizes an important celebration to residents in our community.

Budget Implications

None.

Staff Recommendations

Recommend issuing the proclamation.

Requested Council Action

Issue the proclamation.

Prepared by: Antonio Montez, Equity and Inclusion Manager

Attachments: 1. Karen Martyrs Day Proclamation 2024



74th Commemoration of Karen Martyrs' Day - August 12, 2024

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our communities; and

Whereas: The Karen are indigenous people in the Southeast Asian countries of Thailand and Burma (now Myanmar). The Karen aided the British during World War II, and many Karen were killed in the effort; and

Whereas: On August 12, 1950, Karen National leader Saw Ba U Gyi, the founder and president of the Karen National Union (KNU), was assassinated with eight of his colleagues in Kawkaik, Karen State (Burma) by Burmese Army; and

Whereas: Ever since then, August 12 is recognized as Karen National Martyrs' Day; and

Whereas: On Martyrs' Day, Karen people all over the world commemorate and honor fallen leaders, soldiers, and civilians that have lost their lives in the struggle for freedom, democracy, and human rights; and

Whereas: There are more than twenty thousand Karen refugees who now call Minnesota home, making it the largest Karen community in the country; and

Whereas: A growing number of Karen refugees make their home in Roseville and neighboring cities;

Now, Therefore Be It Resolved that the City Council hereby declares August 12, 2024 to be Karen Martyrs' Day in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In **Witness whereof**, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 22nd day of July, 2024.

Acting Mayor Wayne Groff

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Hold a Public Hearing to Consider Approving the transfer of an Off Sale Liquor License for Spirits and More, LLC (dba) MGM Wine & Spirits.

Background

Under City Code, a public hearing is required to consider approving liquor licenses for the current calendar year. The City has received an application for the following:

- Spirits and More, LLC (dba) MGM Wine & Spirits Off-sale Liquor License, located at 1149 Larpenteur Ave W.

Policy Objectives

Required by City Code. The regulation of an establishment that sells alcoholic beverages has been a long-standing practice by the State and the City.

Equity Impact Summary

There is no anticipated equity impact by approving this liquor license.

Budget Implications

The correct fees were paid to the City at the time the application was submitted.

Staff Recommendations

The applicant meets all requirements set forth under City Code. Staff recommends approval pending a successful background check and submittal of any outstanding items.

Requested Council Action

Motion to approve the liquor license for Spirits and More, LLC (dba) MGM Wine & Spirits

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. Application



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 OFFICE (651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555
 DPS.MN.GOV



APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received

**PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
 INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.**

Licensee's MN Sales and Use Tax ID # 9613832 To apply for a MN sales and use tax ID #, call (651) 296-6181
 Licensee's Federal Tax ID # 99-3916731 Licensees must register with the Federal Tax and Trade Bureau (TTB),
 for information call (513) 684-2979 or 1-800-937-8864

Applicant:

Licensee Name (Applicant) <u>Mo-Inthisone-Spirits and More LLC</u>		Business Name (DBA) <u>MGM Wine & Spirits</u>		Social Security # [REDACTED]	
Licensee Location (Physical Address) <u>1149 Larpenteur Ave W</u>		License Period From <u>8/1/2009</u> To <u>12/31/2009</u>		DOB (Individual Applicant) ✓	
City <u>Roseville</u>		County <u>Ramsey</u>	State <u>MN</u>	Zip Code <u>55113</u>	
E-mail Address <u>mo_inthisone@hotmail.com</u>		Business Phone Number		Applicant's Home Phone # [REDACTED]	

If a Corporation, LLC, or Partnership - state name, date of birth, Social Security # address, title, and Percent Owned by each officer.

Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
<u>Mo Inthisone</u>	[REDACTED]	[REDACTED]	<u>Co-Owner</u>	<u>50.0%</u> -0.0%	[REDACTED]
<u>Hatmyrna Inthisone</u>	[REDACTED]	[REDACTED]	<u>Co-Owner</u>	<u>50.0%</u> -0.0%	[REDACTED]
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
				0.0%	
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
				0.0%	

- If a corporation, date of incorporation _____, state incorporated in _____. If a subsidiary of any other corporation, so state _____.
 If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?
☐ Yes ☐ No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. First floor unit in a shopping center
- Is establishment located near any state university, state hospital, training school, reformatory or prison?
☐ Yes ☒ No. If yes, state approximate distance. _____
- Name and address of building owner Brixmor Property Group, 8700 W Bryn Mawr Ave, Suite 1000S Chicago, IL. 60631
 Has owner of building any connection, directly or indirectly, with applicant? ☐ Yes ☒ No

5. Is/are applicant(s), a member of the governing body of the municipality in which this license is to be issued?
☐ Yes ☒ No If Yes, in what capacity? _____
6. Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota? ☐ Yes ☒ No If yes, give name and address of establishment. _____
7. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? ☐ Yes ☒ No
8. State whether applicant has or will be granted, an On Sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. ☐ Yes ☒ No ☐ Will be granted
9. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. ☐ Yes ☒ No ☐ Will be granted
10. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality.

11. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? NO
12. If this license is being issued by a County Board, is it located in an organized township?
If so, attach township approval.

Violations

1. Has applicant(s) had a liquor license revoked in the last 5 years; ☐ Yes ☒ No If so, give dates and details.

2. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere? ☐ Yes ☒ No
 If yes, give dates, charges and final outcome _____

3. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. ☐ Yes ☒ No If yes, attach a copy of the summons.

REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any felonies or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department Title Signature

County Attorney's Signature _____

Insurance (ATTACH CERTIFICATE OF INSURANCE TO THIS FORM)

Licensee must obtain one of the following PER Minnesota Statute 340A.409:

Check one:

- ☐ A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.

Please review Insurance Certificate before submitting:

- Must be Certificate of Insurance (Declarations or Binders not accepted)
- Licensee name on this application and the Insurance Certificate must match EXACTLY.
- Must provide physical address of licensed location (No PO Boxes accepted)
- Dates of coverage must cover the entire license period.

or

- ☐ B. A surety bond from a surety company with minimum coverage as specified in A.

or

- ☐ C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

Workers compensation insurance company: Name _____

Policy # _____ Number of employees: _____

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title

Mo Inthisone- Owner

Signature of Applicant



Date

7/11/2024

PS 9136-(2012)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Sam F. Truog

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 182 McCarrons Blvd S.

Background

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

- Inoperable vehicle (407.02.G, 407.04.)
- Vehicle without current registration (407.02.G, 407.04.)

Staff received a complaint about unlicensed/inoperable vehicles on the subject property on June 28, 2024. Staff confirmed the unlicensed/inoperable vehicles were on the property and posted a notice that a request to abate the violations would be scheduled for the July 22, 2024 City Council meeting (Attachment 4). A follow-up inspection was conducted on July 12. Staff spoke with the resident and provided a second notice of the Council hearing on July 22. The resident stated that he would have the vehicles in a compliant state before the Council meeting. Staff encouraged the resident to attend the meeting to provide comments regarding the violations directly to the Council. Staff also provided a list of resources should the resident need assistance in mitigating exterior property maintenance issues (Attachment 4). As of the writing of this RCA, no progress has been made related to the noted violations. 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.

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 vehicle	\$ 0.00
• Abatement Fee per Council Approved Fee Schedule	\$ 350.00
<u>Total:</u>	<u>\$350.00</u>

Staff Recommendations

Staff recommends the Council direct Community Development staff to abate the above referenced public nuisance violation at 182 McCarrons Blvd S.

Requested Council Action

By motion, direct Community Development staff to abate the public nuisance violation at 182 McCarrons Blvd S., by notifying a towing company to remove the unlicensed and/or inoperable vehicle from the property.

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

Prepared by: David Englund, Building Official

Attachments:

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

182 South McCarrons Blvd



Prepared by:
Community Development Department
Printed: May 15, 2019



Site Location

Data Sources

* Ramsey County GIS Base Map (4/30/2019)
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



182 McCarrons Blvd S.

ATTACHMENT 2

June 28, 2024

- Inspection conducted.
- Inoperable/unlicensed Vehicles and vehicles on grass/ROW
- Property posted for City Council hearing July 22
- No contact or response from property owner

July 12, 2024

- Follow up inspection conducted.
- Violations remain.
- Hand delivered notice of City Council hearing for July 22
- Spoke with resident about ongoing chronic violations.
- Provided a list of resources for property maintenance.

July 22, 2024

- Abatement request hearing before Roseville City Council

June 27, 2024

- Complaint related to inoperable vehicle and vehicles parked on ROW received.

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.

Community Development Department
2660 Civic Center Drive • Roseville, Minnesota 55113
651-792-7011 • fax 651-792-7020 • www.cityofroseville.com

June 28, 2024

Caroline R. Corrie
182 McCarrons Blvd. S.
Roseville, MN 55113

Case #ENF24-174

RE: 182 McCarrons Blvd. S., 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 appearance of 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
- Outside storage of misc. materials and equipment

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:
 - 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 G 2 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:
 1. Non-permanent Structures: No person may place, store, or allow the placement or storage of ice flats, houses, skateboard ramps, play houses, or other similar nonpermanent structures outside continuously for longer than 24 hours in the front yard area of residentially-zoned property.
 2. Storage on Property: No person may place, store or allow the placement or storage of the following, in the front yard or unimproved street facing side yard of a corner lot of any residentially-zoned area:
 - a. Trailers of any type, unless completely placed on an improved surface as defined in this Code and stored no closer than five (5) feet of a property line; or
 - b. Boats or watercraft of any type in excess of 20 foot length; or
 - c. Vehicles of any type in inoperable condition; or
 - d. Vehicles of any type that are posted as "for sale"; or
 - e. Recreational vehicles as defined by State Statute, unless stored completely on an improved surface, as defined in this Code and meeting a five (5) foot setback requirement to a property line and no portion of the vehicle may be stored on or over the Public Right of Way.

2660 Civic Center Drive • Roseville, Minnesota 55113
651-792-7011 • TDD 651-792-7010 • www.cityofroseville.com
For a full copy of the City Code, please visit www.cityofroseville.com

ROSEVILLE

- **407.02 G 3. Storage of Materials:** No person may place, store or allow the placement or storage of pipe, lumber, steel, machinery or similar materials. This includes all vehicles, equipment or materials used in connection with a business, outside on residentially-zoned property, except for temporary storage of such materials for use in the construction or remodeling of a structure on the property when a valid City issued building permit exists.
- **407.03 I. Junk:** The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property

Corrective Measures:

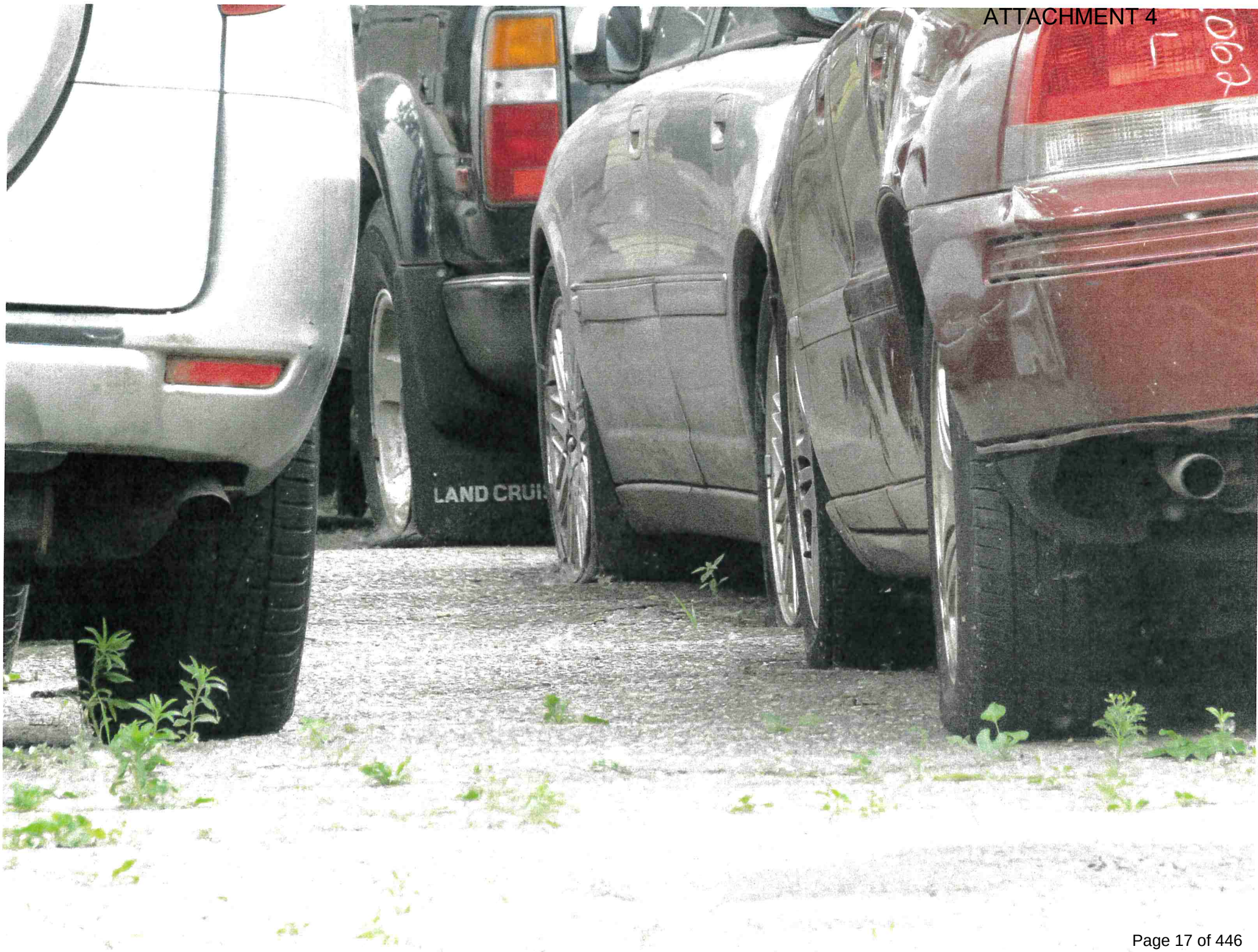
- Ensure all vehicles stored outside on the property display current registration / licensure, move unlicensed vehicles to a location inside of a structure, or remove unlicensed vehicles from property.
- Ensure all vehicles stored outside on property are stored on concrete, asphalt, or pavers, or remove vehicles from property, or move vehicles to storage inside of a structure.
- Ensure all vehicles stored outside are in operable condition, move inoperable vehicles to storage inside of a structure, or remove vehicles from property.
- Move materials stored outside to storage inside a structure or remove materials from property.

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 and/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.

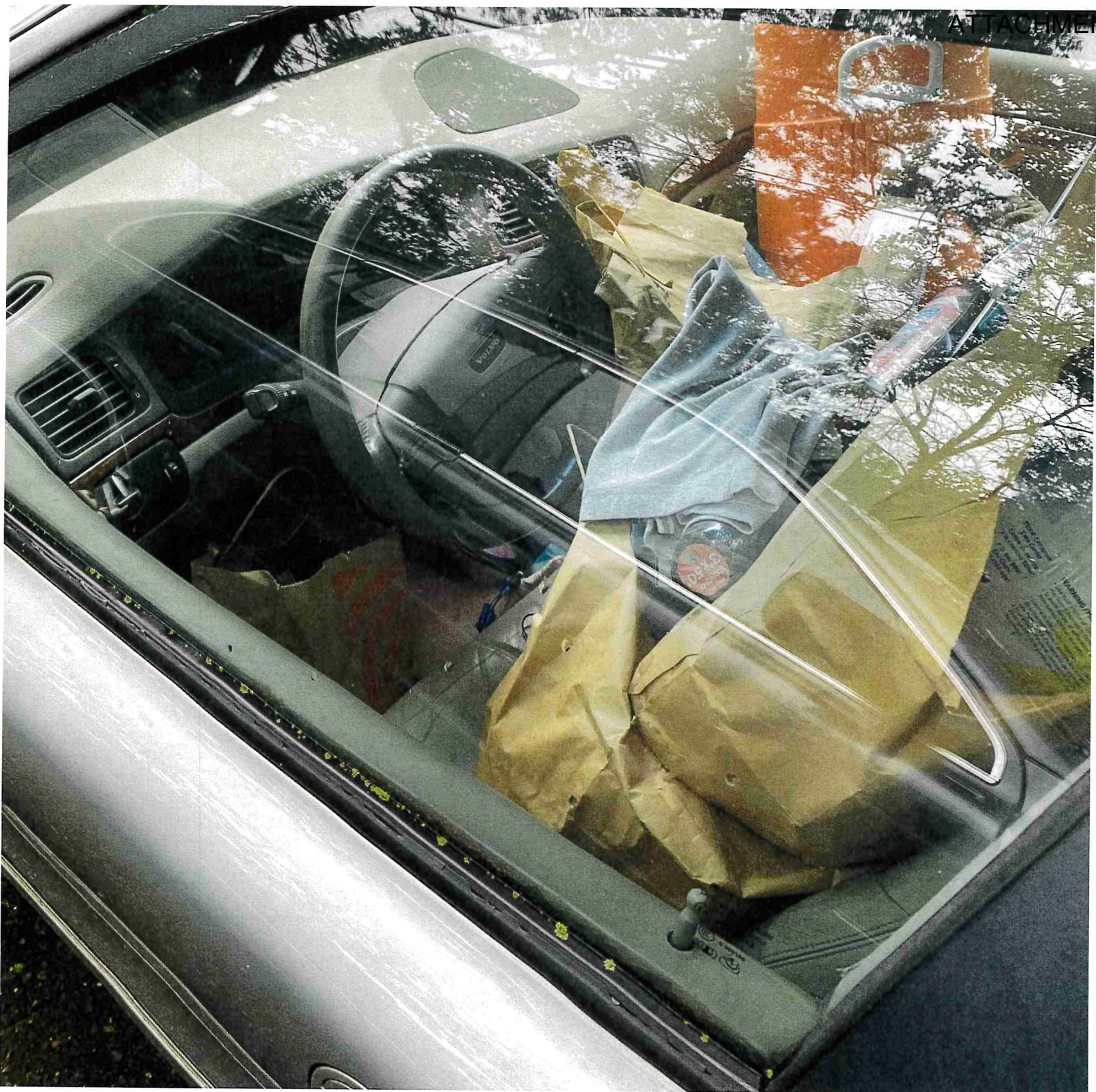
This public hearing will be scheduled for an upcoming City Council meeting on **July 22, 2024**, for which you will be notified. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given 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
dave.englund@cityofroseville.com





















Community Development Department
 2660 Civic Center Drive ❖ Roseville, Minnesota 55113
 651-792-7014 ❖ fax 651-792-7070 ❖ www.cityofroseville.com

July 12, 2024

Case #ENF24-174

Caroline R Cortes
 182 McCarrons Blvd. S.
 Roseville, MN 55113

RE: 182 McCarrons Blvd. S., 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.
- Outside storage of misc. materials and equipment.

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 G 2 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:
 1. Non-permanent Structures: No person may place, store, or allow the placement or storage of ice fish houses, skateboard ramps, play houses, or other similar nonpermanent structures outside continuously for longer than 24 hours in the front-yard area of residentially-zoned property.
 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:
 - a. Trailers of any type, unless completely placed on an improved surface as defined in this Code and stored no closer than five (5) feet of a property line; or
 - b. Boats or watercraft of any type in excess of 20 foot length; or
 - c. Vehicles of any type in inoperable condition; or
 - d. Vehicles of any type that are posted as "for sale"; or
 - e. Recreational vehicles as defined by State Statute, unless stored completely on an improved surface, as defined in this Code and meeting a five (5) foot setback requirement to a property line and no portion of the vehicle may be stored on or over the Public Right of Way.

- **407.02 G 3. Storage of Materials:** No person may place, store or allow the placement or storage of pipe, lumber, steel, machinery or similar materials. This includes all vehicles, equipment or materials used in connection with a business, outside on residentially-zoned property, except for temporary storage of such materials for use in the construction or remodeling of a structure on the property when a valid City issued building permit exists.
- **407.03 I. Junk:** The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property

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, or remove vehicles from property, or move vehicles to storage inside of a structure.
- Ensure all vehicles stored outside are in operable condition, move inoperable vehicles to storage inside of a structure, or remove vehicles from property.
- Move materials stored outside to storage inside a structure or remove materials from property.

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 and/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.

This public hearing will be scheduled for an upcoming City Council meeting on **July 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

Below are some resources that you may find helpful in dealing with exterior property maintenance issues that could potentially lead to additional code violations:

Habitat for Humanity

Ramsey County Critical Repair Program

This program provides up to a \$5,000 grant for health, safety and code repairs that have not been completed due to the affects of COVID-19. Grant distribution is currently on a first-come, first-served basis. Eligibility period ends March 31, 2023, or when funds have been exhausted. This program is administered by the Community Action Partnership of Ramsey and Washington Counties. To apply, call 651-603-5935 or email chrp@caprw.org.

Grant Amount: Up to \$5,000

Eligible Properties: Single family homes in suburban Ramsey County

Income Limits: Yes

Last Resort/Emergency Deferred Loan Program

This program provides up to \$10,000 in an emergency to repair issues that make a home uninhabitable, dangerous, or are contributing to severe health problems. This loan has a 0% interest rate and is deferred, with repayment occurring at the time of future sale.

Interest Rate: 0%

Loan Amount: \$500 - \$10,000

Loan Term: Repaid when borrower sells, transfers ownership, or no longer occupies property as primary residence.

Eligible Properties: 1-4 unit owner occupied properties, including condos, townhomes, mobile homes

Income Limits: Yes

Eligible Improvements: Including but not limited to: water lines, sewer service, fire hazards, repair to exterior steps, railings, retaining walls, water in basement, structural problems, furnace/water heater replacement.

Roseville Home Improvement Loan

Loans of up to \$40,000 for interior or exterior improvements for single family homes and interior improvements for condominium and townhomes. The loan is repaid over 10 years at a 3% interest rate.

Interest Rate: 3%

Loan Amount: \$10,000 - \$40,000

Loan Term: Up to 10 years

Eligible Properties: 1-4 unit owner occupied properties, including condos, townhomes, mobile homes. Properties must be at least 25 years old and estimated value cannot exceed \$326,590.

Income Limits: No

Eligible Improvements: Property inspection required to determine eligibility. If no code violations or concerns exist, most interior and exterior improvements qualify. Required to schedule a Home Energy Audit prior to closing.

Ramsey County Residential Rehab Deferred Loan Program

Provides up to \$20,000 for interior and exterior improvements to a home. The loan is forgiven at 10% per year and fully forgiven if you remain in the home for at least 10 years. This program is administered

by Slipstream, Inc. To apply, call 1-800-525-6214 or email RCLoan@slipstreaminc.org.

Loan Amount: Up to \$20,000

Eligible Properties: Single family homes in suburban Ramsey County.

Income Limits: Yes

Eligible Improvements: Most interior and exterior improvements qualify.

Senior Deferred Loan Program

Provides up to \$25,000 for interior and exterior improvements to a home. The loan includes a 0% interest rate, with repayment deferred until the time of future sale.

Interest Rate: 0%

Loan Amount: \$5,000 - \$25,000

Loan Term: Repaid when borrower sells, transfers ownership, does a cash-out refinance, or no longer occupies property as primary residence.

Eligible Properties: 1-4 unit owner occupied properties, including condos, townhomes, mobile homes. Properties must be at least 25 years old and estimated value cannot exceed \$326,590.

Income Limits: No

Eligible Improvements: Most interior and exterior improvements qualify.

If you are interested in any of these programs, or to obtain additional information, [visit the Lending Center](#) or call them 612-335-5884.

Home Repair Program

The Home Repair program provides volunteer-delivered safe and healthy housing repairs including interior improvements (i.e. installing flooring, patching and painting), siding, windows, and landscaping. It also provides sub-contractor delivered repair or replacement of essential systems, such as HVAC, electrical, plumbing, and roofs that are critical to healthy, livable homes.

Eligible Properties: Must own the home or make the mortgage payments, be current on property taxes, and plan to remain in the home for at least 5 years.

Income Limits: At or below 50% of AMI (area median income)

Eligible Improvements: Most interior and exterior improvements qualify.

See full eligibility details and apply at [Rebuilding Together Minnesota](#), or call them at 612-767-8578

Twin Cities Habitat for Humanity – A Brush With Kindness

Program Contacts:

Mike Robertson: 612-305-7186 Mike.Robertson@tchabitat.org

Katie Cushman: 612-297-1774 katie.cushman@tchabitat.org

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.c.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 1780 Centennial Dr.

Background

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

- Inoperable vehicle (407.02.G, 407.04.)
- Vehicle without current registration (407.02.G, 407.04.)

Staff received a concern about unlicensed vehicles and grass in excess of 8 inches at the subject property on June 20, 2024. Staff confirmed the violations on the property and left door hangers informing the residents of the concerns and timelines for compliance (Attachment 4). Follow-up inspections were conducted on June 26, July 2, and July 8 with no progress observed. A notice of a City Council hearing was posted on July 2 (Attachment 4). An accelerated abatement for grass in excess of 8 inches was ordered and conducted on July 8, 2024. Fees and costs for the accelerated abatement will be invoiced and sent to the property. A second notification of Council hearing was posted on the vehicle on July 12, 2024 (Attachment 4). 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.

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 vehicle | \$ 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 violation at 1780 Centennial Dr.

Requested Council Action

By motion, direct Community Development staff to abate the public nuisance violation at 1780 Centennial Dr., by notifying a towing company to remove the unlicensed and/or inoperable vehicle from the property.

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

Prepared by: David Englund, Building Official

Attachments:

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

Abatement Request at 1780 Centennial Dr W



Prepared by:
Community Development Department
Printed: August 26, 2008



Site Location

LR / R1 Comp Plan / Zoning Designations

Data Sources

* Ramsey County GIS Base Map (8/4/2008)

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 651-752-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §460.03, Subd. 21 (2000) and is intended to limit the City's liability to the maximum extent permitted by law. The City does not accept any liability for damages, defend, indemnify, and hold harmless the City from any and all claims brought by you, its employees or agents, or third parties which arise out of the user's access or use of data provided.

mapdoc: planning_commission_location.mxd

1780 Centennial Dr.

ATTACHMENT 2

June 26, 2024

- Follow up inspections conducted.
- Inoperable/unlicensed Vehicle and grass in excess of 8 inches remains.
- No contact or response from property owner

July 2, 2024

- Follow up inspections conducted.
- Violations remain.
- Posted notice of City Council hearing for July 22
- No contact or response from property owner.

July 8, 2024

- No improvements or corrections observed.
- Accelerated abatement ordered and conducted
- No contact or response from property owner.

July 12, 2024

- Inoperable/unlicensed vehicle remains.
- Posted notice of City Council hearing for July 22
- No contact or response from property owner.

July 22, 2024

- Abatement request hearing before Roseville City Council

June 20, 2024

- Complaint related to inoperable vehicle and grass in excess of 8 inches received.
- Door hangers 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.

City of Roseville

Community Development Department
2660 Civic Center Drive, Roseville, MN

CODE VIOLATION NOTICE

Date: 6/20/24
Address: 1780 Centennial Dr

Please refer to checked items below for identified violations:

- ☒ Grass / Weeds over 8"
- ☐ Brush Piles / Debris
- ☐ Noxious Weeds
- ☐ Graffiti

A re-inspection will be conducted 5 calendar days from the date of this notice. If compliance has not been achieved within this 5-day period, the City of Roseville will contract to have the public nuisance violation abated as per Section 407.09 of Roseville's City Code. Costs for the abatement and an administrative fee will then be charged to the property owner. If payment is not received, these charges may be assigned to the property's taxes as allowed per Minnesota Statutes.

Please contact staff with any questions regarding this notice:

651-792-7014 or complaints@cityofroseville.com

**City of Roseville**

Community Development Department
2660 Civic Center Drive, Roseville, MN

CODE VIOLATION NOTICE

Date: 6/20/24
Address: 1780 Centennial Dr

Please refer to checked items below for identified concerns:

- ☐ Outside Storage
- ☒ Vehicle Unlicensed + Inoperable Vehicle stored outside
- ☐ Property Maintenance
- ☐ Other

Please see back of this posting for more specific information.

Re-inspection will be conducted in:

5 days ☐ 10 days ☒ 30 days ☐

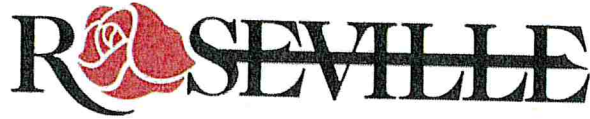
Please contact staff with any questions regarding this notice:

651-792-7014 or complaints@cityofroseville.com









Community Development Department
 2660 Civic Center Drive ♦ Roseville, Minnesota 55113
 651-792-7014 ♦ fax 651-792-7070 ♦ www.cityofroseville.com

July 2, 2024

Case #ENF24-166

Nader Abdullahi Mohamed
 1780 Centennial Dr.
 Roseville, MN 55113

RE: 1780 Centennial 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. A door hanger was left notifying the property of the violations on June 21, 2024. 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 vehicle stored outside.

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)
 - b. Vehicles, must be owned by a person who is a legal resident of that property and continuously maintain current registration and licensure.
- **407.04 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.

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.

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.

Centennial Dr
1780 W





Community Development Department
2660 Civic Center Drive • Roseville, Minnesota 55113
651-792-7014 • fax 651-792-7070 • www.cityofroseville.com

July 12, 2024

Case #ENF24-166

Nader Abdullahi Mohamed
1780 Centennial Dr
Roseville MN 55113-1445

RE: 1780 Centennial 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.

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 G 2 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:
 1. Non-permanent Structures: No person may place, store, or allow the placement or storage of ice fish houses, skateboard ramps, play houses, or other similar nonpermanent structures outside continuously for longer than 24 hours in the front-yard area of residentially-zoned property.
 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:
 - a. Trailers of any type, unless completely placed on an improved surface as defined in this Code and stored no closer than five (5) feet of a property line; or
 - b. Boats or watercraft of any type in excess of 20 foot length; or
 - c. Vehicles of any type in inoperable condition; or
 - d. Vehicles of any type that are posted as "for sale"; or
 - e. Recreational vehicles as defined by State Statute, unless stored completely on an improved surface, as defined in this Code and meeting a five (5) foot setback requirement to a property line and no portion of the vehicle may be stored on or over the Public Right of Way.

2660 Civic Center Drive • Roseville, Minnesota 55113
651-792-ROSE • TDD 651-792-7070 • www.cityofroseville.com
Recycling guide • 30 • print or download contact



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 are in operable condition, move inoperable vehicles to storage inside of a structure, or remove vehicles from property.

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 and/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.

This public hearing will be scheduled for an upcoming City Council meeting on July 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

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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Consider Massage Establishment License for Broomall JAB LLC

Background

Winway YH LLC previously operated a massage therapy establishment at 696 County Road B. Over the past several months, staff determined that there were various violations of the City's Building and Fire Codes at Winway YH LLC located at 696 County Road B and violations of Chapter 309 (Massage Therapy) of the City's Business Licensing Code. The building and fire code issues were resolved in a timely manner. The violations of Chapter 309 of the City Code included having a mattress and personal items in one massage room, indicating that it was being lived in, a mattress in another massage room without a massage table, and the discovery of an ad placed on an adult website that appeared to be advertising sexual acts as part of the massage services. (See Attachment 1).

Based on that information, staff planned to bring forward a recommendation to not renew and revoke the massage therapy establishment license for Winway YH LLC at the July 8, 2024, City Council meeting. Once notice was given to Winway YH LLC, the owner withdrew the application and renewal request on June 24, 2024.

On that same day, City staff received a new application from Broomall JAB LLC to operate a massage therapy establishment in the same space previously used by Winway YH LLC. In reviewing the application, staff noticed that the new application had areas of connections with the previous user of the space, Winway YH LLC. City staff believes that the two businesses, Broomall JAB LLC and Winway YH LLC, are not separate based on the following facts:

- The business name *Broomall JAB LLC*, is remarkably similar to the email address provided on the 2019 application from Winway YH; broomall3093@gmail.com
- The email address on the application for Broomall JAB LLC (dingcheng1114@gmail.com) is very similar to the name of a massage establishment that Yan Horvath, owner of Winway YH LLC, listed as being associated with in Moorhead, MN; *Dingcheng YN, LLC*.
- Broomall JAB LLC was registered with the Minnesota Secretary of State on June 24, 2024, which is the same day that Winway YH, LLC withdrew its application for renewal of its massage therapy establishment license.

On July 3, staff sent a letter to Broomall JAB LLC regarding these facts and staff's intention to recommend denial of their application for a massage therapy establishment license at the July 22, 2024, City Council meeting. (Attachment 2). Staff also followed up with an email on July 15, 2024, to Broomall JAB LLC sharing the same information. To date, the City has not heard back from Broomall JAB LLC.

Based on the above facts and the attached information, staff recommends that Broomall JAB LLC's massage therapy establishment license be denied.

Policy Objectives

Among the City's Community Aspirations are to ensure that the community is safe and law-abiding. Having a business that conducts illegal activities is counter to that aspiration. Properly enforcing city codes, specifically Chapter 309, and not granting a massage therapy establishment license to a business that may continue illegal activity will be supportive of the City meeting its Community Aspiration around community safety.

Equity Impact Summary

According to the findings in ['Human Trafficking Task Force Report'](#), "Human trafficking is prevalent within the massage profession. Research shows that as many as 6,500 illicit (massage) businesses are active in the United States." The report further states that human trafficking is linked with fraud in massage therapist education and in the licensing pathways. Human trafficking in the massage profession is part of a much larger international problem that creates slavery, bondage, intimidation, violence and trauma. The Trafficking Victim Protection Act of 2004 found that traffickers primarily target women and girls, who are disproportionately affected by poverty, have limited access to education, suffer chronic unemployment, discrimination, and lack economic opportunities in their countries of origin. Traffickers lure women and girls into their networks through false promises of decent working conditions.

Budget Implications

There are no direct budget implications with the denial of Broomall JAB LLC's massage therapy establishment license application.

Staff Recommendations

Staff recommends the City Council deny the massage therapy establishment license application of Broomall JAB LLC based on the information contained as part of this case.

Requested Council Action

Motion to deny the massage therapy establishment license application of Broomall JAB LLC based on the information contained as part of this case.

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

Attachments:

1. Winway YH LLC Massage Therapy Establishment Police Report
2. Letter to Broomall Jab LLC
3. Broomall JAB LLC Application
4. Broomall Jab LLC IRS Filing Notice
5. Broomall JAB LLC MN Filing Notice
6. Winway Application 2025 Renewal
7. Winway Application 2019 Renewal

Roseville Police Department

Case RV24002885 - UNAPPROVED DRAFT

Printed on July 16, 2024

Status	Active
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Leah Cundiff
Investigator	None
Records Technician	
Reported At	01/23/24 16:29
Incident Date	01/23/24 16:29 - 01/23/24 16:29
Incident Code	INV : INV - Investigate
Location	COUNTY ROAD B W, ROSEVILLE, MN 55113
Zone	
Court	None
Ereferral County	None
Disposition	Noted
Disposition Date/Time	06/04/24 16:15
Review for Gang Activity	None
Bias Based On	
Bias Targets	
Bias Circumstances	

Offense Information

Offense	Massage Parlor Check - RPD
Statute	5033
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Other/Unknown
Entry Forced	No

Other

GONG, HAIYANG - Age 41	Mentioned: 5033 - 5033 - Massage Parlor Check - RPD
Horvath, Yan - Age 54	Business Owner: 5033 - 5033 - Massage Parlor Check - RPD
LI, NA - Age 42	Mentioned: 5033 - 5033 - Massage Parlor Check - RPD
WELLNESS SPA	Business: 5033 - 5033 - Massage Parlor Check - RPD

Vehicles

KLP162 MN
 2023 Black BMW X7
 Owner HAIYANG GONG

Primary Narrative By Leah Cundiff, 02/06/24 20:29

Massage Establishment

I was made aware by a detective at the Roseville Police Department of a sex ad posted listing the address of 696 County Road B, Roseville, MN 55113, which is the Wellness Spa in Roseville. The ad listed their official massage establishment number, 651-340-3582. There are 24 ads posted with this number, dating back to 2017. The ad says the following:

New pretty girls

100% pretty, 100% sweet, 100% cute

If you like Asian girls to massage you or something else you want..

This may meet your requirements.

While relieving physical stress and exhaustion, it will make you happier.

This is definitely your best choice.

Unique girls for you to choose, provide you with professional and unique services.

We are free now, immediately pick the girl you like and call us..

Call 651-340-3582

Open 7 Days 9AM-9PM

696 County Rd B West Roseville MN 55113

Ad link: [New Asian Girls - 4 Pictures - wellnessspaRoseville@gmail.com](mailto:NewAsianGirls-4Pictures-wellnessspaRoseville@gmail.com) (adultlook.com)

The ad also gives an email to wellnessspaRoseville@gmail.com.

On their business website, there is an anonymous review saying the following:

"They threw in some free stuff if you know what I'm sayin "
- anon a

In January of 2023, a male called and complained that he was propositioned by an employee for acts beyond a typical massage. The male reported the female was "dressed for success". This male wanted to remain anonymous.

It should be noted only two females have licenses with the city to practice massage therapy. They include: Yan Horvath (owner) and Na Li.

2/6/24

Surveillance was conducted on this massage establishment for numerous hours. I witnessed no activity from 1500-1645 hours, except which appears to be the owner of the business (Yan Horvath) going to her vehicle (MN KLP162), bringing bags of items inside and then leaving. This is unusual of a massage establishment to not have numerous patrons coming in to get massages. This raises more suspicion of the massage establishment.

Later in the evening, around 1900 hours, officers conducted more surveillance. Two vehicles pulled into the lot, MN GWU117 and KLP162. Shortly after two other vehicles pulled into the lot. One male entered at 1907 hours and the second entered at 1911 hours.

The first male (1907 hours, Ford truck) left at approximately 2010 hours. A marked squad conducted a traffic stop on this vehicle and I assisted. The male originally told the first officers he was there for a wax. When I approached, identified myself, and asked him about the massage establishment and where he was coming from, he said he had gotten a wax off a place on university and now was at this establishment for a massage only. The male denied getting offered any illicit sexual services. He stated he did not know the massage therapist's name but she was Asian and around 30 years old. He stated he only saw one other female who was the receptionist. He denied all questions about illicit activities at this location. He was released from the stop.

4/1/24

I conducted follow up on this case to see if any recent ads had been posted. The most recent ad was posted on March 28th, 2024. The main information on the ad is the following:

- Address: 696 County Rd B West Roseville MN 55113
- Major streets: Call 651-340-3582
- Contact: wellnessspaRoseville@gmail.com

Ad link: [New Asian Girls - 4 Pictures - wellnessspaRoseville@gmail.com \(adultlook.com\)](https://www.adultlook.com/new-asian-girls-4-pictures-wellnessspaRoseville@gmail.com)

The following is the ad:

New pretty girls

100% pretty, 100% sweet, 100% cute

If you like Asian girls to massage you or something else you want..

This may meet your requirements.

While relieving physical stress and exhaustion, it will make you happier.

This is definitely your best choice.

Unique girls for you to choose, provide you with professional and unique services.

We are free now, immediately pick the girl you like and call us..

Call 651-340-3582

Open 7Days 10AM-8PM

696 County Rd B West Roseville MN 55113

The pictures in the ads are of younger Asian females, with limited or provocative clothing. The ad pictures say "best in town" and "Call 651-340-3582 696 County Road B West Roseville MN 55113". It should be noted this is the business address phone number, address, and email.

I attached relevant media of reviews, etc onto evidence.com.

4/4/24

Per a law enforcement investigative tool, 651-340-3582 is registered to Wellness Spa. The phone is a land line, and Comcast appears to be the carrier.

5/2/24

I received a subpoena reply from Comcast. 651-340-3582 is registered to Winway YH LLC (who is owned by Yan Horvath) at 696 County Road B W, Saint Paul, MN 55113. The billing address is Jing Xu at 696 County Road B W, Saint Paul, MN 55113.

5/16/24

A review of surveillance footage of approximately 1 week revealed the following noteworthy items.

- Only one individual both entering and exiting the BMW and going to the business (MN KLP162).
- During this period, the BMW left every night, except one where it appeared to stay in the lot overnight

5/22/24

I submitted a subpoena to Google for wellnessspaRoseville@gmail.com. This email is listed on the sex ads related to 696 County Road B address and phone number.

Surveillance was conducted at this business and during this period I observed MN KLP162 parked in the lot. From surveillance footage, this is the vehicle that is always at this business and is registered to Haiyang Gong. Haiyang Gong and Na Li share ownership of a property in Plymouth (4330 Walnut Grove Ln N, Plymouth, MN 55446). Yan Horvath also lists this as her residence on her driver's license. It should be noted I have witnessed unknown females exiting the massage establishment and entering into this vehicle.

5/23/24

I received the subpoena response back from Google. Google listed Julie Lee as the owner of the email, Google account ID is 256029906723. The account recovery information is an email of daniel.linjianbin@gmail.com. The phone number listed is 626-382-6782. Through a law enforcement tool I learned that this phone number comes back to Na Li. Na Li is a registered massage therapist with this business and with the city of Roseville.

5/29/24

Officers conducted an undercover (UC) operation, along with a compliance check of the massage establishment at this location due to the previous noted findings. A UC officer went into the business, posed as a sex buyer, to investigate if any illicit services were being offered. Officers monitored the UC officer and observed no commercial sex services were offered by staff. A short while later, officers conducted a massage establishment compliance check. Along with officers, a city Building official, Dave Englund, was present due to code concerns and conducted an inspection with his own independent findings.

Once I entered the business, I spoke with Na Li (date of birth [REDACTED]). Na Li stated she was the only one working and no one else was there. Na Li showed me her and Yan Horvath's, the owners, massage therapist licenses. She also showed me the business license. I advised Na Li our reasoning for being there. Na Li advised me Yan Horvath was in China and would be back sometime in June (she believed but wasn't sure). The violation on site that I noted was prohibited occupancy (Roseville ordinance 906.03H.4). The business had a room set up as a bedroom. Na Li advised me that Yan Horvath, the owner, does sleep at the business at times because of weather, etc. Dave Englund, the building inspector/code enforcement liaison, noted multiple code violations. See his independent report for further information.

I spoke with Na Li, away from other officers, and asked if any other "special" or illicit sexual services were being offered. Na Li said no and was adamant they weren't. I asked Na Li about the sex ad posted and advised her I saw and knew about it. She eventually told me she believed Yan Horvath posted it to get more business, but they don't offer any "special" or extra services. I asked what clients or potential sex buyers do then if they tell them that. Na Li advised they will sometimes stay because they think they might still get "extra" services at the end, but that doesn't happen according to Na Li. I asked Na Li if she felt forced to do anything or needed any help, which she said no and declined any resources or help.

Both Dave Englund and I explained code enforcement and police related concerns related to the above findings to Na Li.

I uploaded pictures of the massage establishment to evidence.com.

Officers cleared. BWC active.

Supporting Narrative By Philip Tanis, 05/29/24 17:39

Under Cover

On 5/29/24 I conducted an undercover operation at 696 County Road B "Winway LLC". I made a phone call responding to an add from adultlook.com. The add read as follows:

New pretty girls

100% pretty, 100% sweet, 100% cute

If you like Asian girls to massage you or something else you want..

This may meet your requirements.

While relieving physical stress and exhaustion, it will make you happier.

This is definitely your best choice.

Unique girls for you to choose, provide you with professional and unique services.

We are free now, immediately pick the girl you like and call us..

Call 651-340-3582

Open 7Days 10AM-8PM

696 County Rd B West Roseville MN 55113

A female answered the phone where I inquired about receive a massage at 1545 hours. The female confirmed the time would work. I also inquired, referencing the add, that they offered "unique services" and asked if they did, as well as perform any other extra services. The female stated that they did not, and only performed massages there.

I arrived at the location at 1545 hours and entered. A female emerged from behind a wall divide, and inquired to me being there. I told her I was there for my scheduled massage at 1545. She confirmed the massage and again informed me that they did not provide extra services there. She said she didn't want me to "waste my money" if that was what I was looking for. I informed her again about the add, to which she stated that she thought her boss/husband had posted the add, not her. I also offered her cash, to which she still denied extra services. I asked if she would be providing the massage and she stated she would be. I then asked if there was another masseuse or another location I could go to, which she stated there wasn't another masseuse and she didn't know of another location. I then said I would try somewhere else and left the location.

I had no other involvement in the matter.







July 8, 2024

Broomall JAB LLC
696 County Road B W.
Roseville, MN 55113

This letter is to notify you that the City Council of the City of Roseville will consider whether to approve your massage therapy establishment license on **July 22, 2024, at 6:00 p.m. in City Hall at 2660 Civic Center Drive** in Roseville. The City is considering denying your application. Your application indicates areas of connections with the recent owner of the massage therapy establishment at 696 County Road B in Roseville, Winway YH LLC (Yan Horvath, owner). The City belief that the two business are not, in fact, separate is based on the following facts:

- Your business name *Broomall JAB LLC*, is remarkably similar to the email address provided on the 2019 application from Winway YH; *broomall3093@gmail.com*
- The email address you provided for yourself *dingcheng1114@gmail.com* is very similar to the name of a massage establishment that Yan Horvath listed as being associated with in Moorhead, MN; *Dingcheng YN, LLC*.
- Your business was registered with the Minnesota Secretary of State on June 24, 2024, which is the same day that Winway YH, LLC withdrew its application for renewal of its massage therapy establishment license.

On June 19, 2024, the City, by letter, notified Winway YH, LLC that the City Council would consider a staff recommendation to deny its application for renewal of its massage therapy establishment license. That recommendation was based on violation of Roseville City Code §309.05 D, and 309.05 D, 7, and supported by the following facts:

1. Roseville City Code 309.05 D:
 - Massage room 2 contained a mattress and many personal items indicating that it was being lived in, a violation of Roseville City Code § 609.06 D.
 - Massage room six contained a “table shower,” a violation of Roseville City Code § 906.07 D, 1.
2. Roseville City Code 309.05 D, 7:
 - On January 24, 2023, Roseville police received an anonymous complaint that a male who was in your establishment to receive a massage received sexual advances during that massage.
 - In January of 2024, Roseville Police Department were notified of an ad for Wellness Spa placed on adultlook.com that appeared to be advertising sexual acts as part of the massage services. Officers located the advertisements on adultlook.com going back to 2017. The advertisements have the heading “New Asian Girls” and include photographs of four women and list the telephone number and address for Wellness Spa. The ads offer “incall” but not “outcall,” and say,

“available daytime, nighttime.” The ads further state: “New pretty girls, 100% pretty, 100% sweet, 100% cute. If you like Asian girls to massage you or something else you want .. This may meet your requirements. While relieving physical stress and exhaustion, it will make you happier. This is definitely your best choice. Unique girls for you to choose, provide you with professional and unique services. We are free now, immediately pick the girl you like and call us..”

- Upon further investigation, officers found the following review for Wellness Spa: “they threw in some free stuff if you know what I’m sayin.”
- Officers conducted an inspection of your establishment on May 29, 2024. During that inspection, officers found a mattress on the floor of one of the massage rooms, and it did not contain a massage table.
- Based on training and experience, all of the above is consistent with promotion of prostitution in violation of Minn. Stat. § 609.322, subd. 2.

Following receipt of the June 19, 2024 letter from the City, on June 24, 2024, Winway YH, LLC withdrew its application for renewal of its massage therapy establishment license. That same day, you applied for the same license at the same location. On the basis of the facts above, Staff will recommend that the Council deny your application for a massage therapy establishment license for violation of Roseville City Code § 309.04, E. You have two options:

1. You can notify the city that you wish to withdraw your application.
2. You can appear on July 22, 2024, to address the City Council and ask that it grant your license.

If you have any questions, I can be reached at 651-792-7023.

Thank you,



Katie Bruno, Deputy City Clerk



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

Massage Therapy Establishment License Application Part I

Type of applicant (Select only one)

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

Legal Name of Licensee: Joseph Arthur Baumer

Business Name (dba) Broomall JAB LLC

Business Address 696 County Rd B West Roseville, MN 55113

Business Phone 651 - 340 - 3582

Email Address Dingcheng1114@gmail.com

MN Tax ID 9587601 Federal Tax ID 99-3666745

Proof of Minnesota Tax Identification form

Applicant's Social Security Number [REDACTED]

Proof of Worker's Compensation Insurance:

Insurance Company Name _____ Dates of Coverage _____

Policy Number _____

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

☒ I have no employees covered by the law

☐ Other (Specify) _____

Section A: Applicant

Individual:

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

Name Joseph Baumer Arthur
 First Last Middle Maiden

Residence Address [REDACTED]

Residence/mobile phone [REDACTED]

Email address Dingcheng1114@gmail.com

Partnership:

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

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

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Corporation/other organization:

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

President

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Vice President

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Secretary

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Treasurer

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Section B: Persons in charge of licensed establishment

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

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

First Name Joseph Last Name Baumer Middle Name Arthur
Street address _____
City, State, ZIP _____
Residence/mobile phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

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

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

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

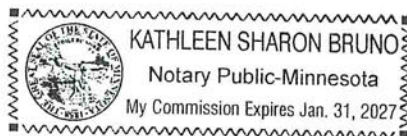
Falsification of answers given or material submitted will result in denial of application.

Applicant signature Joseph Arthur Baumer Title owner
Date 6-25-24

Subscribed and sworn to before me, a Notary Public, on this 25 day of June, 20 24. My Commission expires on Jan. 31, 2027.

Kathleen S. Bruno
Notary signature

Notary Stamp



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

Make checks payable to: City of Roseville

Section C: History
Complete separate form for each owner

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

If yes, give dates and places.

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

If yes, list names and addresses of interest.

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

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

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

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

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

If yes, state circumstances.

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

\$ 5000.00

Massage Therapy Establishment License Application

Part II Personal History

To be filled out by the sole owner, each general and managing partner, each officer or director, each general manager, proprietor, manager or any other individual or agent in charge of the licensed premises and by each person who by combined ownership or control has an interest in excess of 5%

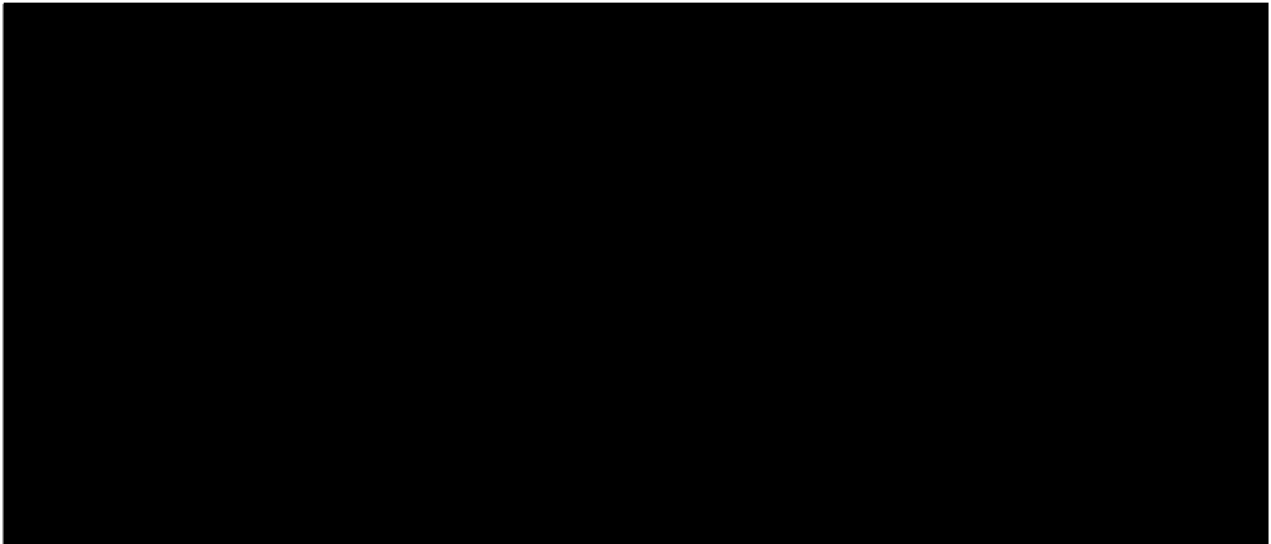
Establishment where Employed Broomall JAB LLC Phone 651-340-3582

Address 696 County Rd B. west, Roseville, MN 55113

City, State ZIP Roseville, MN 55113

Applicant Name

First Name Joseph Last Name Baumer Middle Name Arthur



Street	City	State	Zip
Street	City	State	Zip
Street	City	State	Zip
Street	City	State	Zip

Name, address and type of every business and occupation you have engaged in during the preceding five years.

Pepsico, Inc 1300 Cliff Rd E, Burnsville, MN 55337

Driver

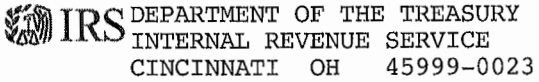
Name and address of every employer and partner, if any, for the preceding five years:

Marital status ☐ Married ☒ Single ☐ Divorced ☐ Widowed

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

By signing below you certify that the above information is correct. Falsification of answers given or material submitted will result in denial of application.

Applicant signature Joseph Arthur Bauman Date 6-25-24



Date of this notice: 06-24-2024

Employer Identification Number:
99-3666745

Form: SS-4

Number of this notice: CP 575 G

BROOMALL JAB LLC
JOSEPH ARTHUR BAUMER SOLE MBR
696 COUNTY ROAD B W
ROSEVILLE, MN 55113

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 99-3666745. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is BROO. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

You can get any of the forms or publications mentioned in this letter by visiting our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.

Keep this part for your records.

CP 575 G (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 G

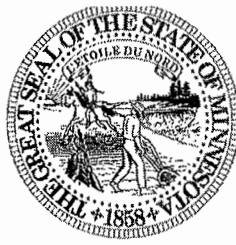
999999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 06-24-2024
EMPLOYER IDENTIFICATION NUMBER: 99-3666745
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
|||

BROOMALL JAB LLC
JOSEPH ARTHUR BAUMER SOLE MBR
696 COUNTY ROAD B W
ROSEVILLE, MN 55113



Work Item 1479768900023
Original File Number 1479768900023

STATE OF MINNESOTA
OFFICE OF THE SECRETARY OF STATE
FILED
06/24/2024 11:59 PM

A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
Secretary of State

Office of the Minnesota Secretary of State Certificate of Organization

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

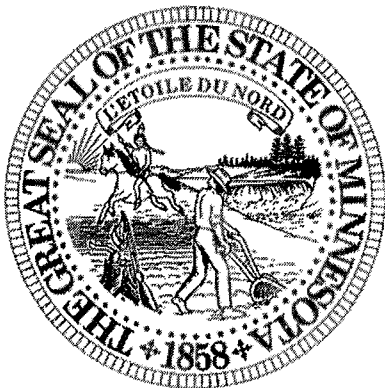
The business entity is now legally registered under the laws of Minnesota.

Name: BROOMALL JAB LLC

File Number: 1479768900023

Minnesota Statutes, Chapter: 322C

This certificate has been issued on: 06/24/2024



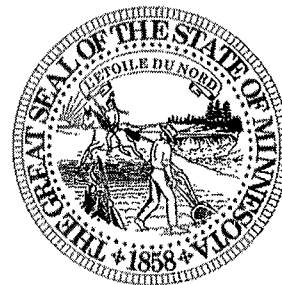
A handwritten signature in cursive script that reads "Steve Simon".

Steve Simon
Secretary of State
State of Minnesota

Office of the Minnesota Secretary of State

Minnesota Limited Liability Company/Articles of Organization

Minnesota Statutes, Chapter 322C



The individual(s) listed below who is (are each) 18 years of age or older, hereby adopt(s) the following Articles of Organization:

ARTICLE 1 - LIMITED LIABILITY COMPANY NAME:

BROOMALL JAB LLC

ARTICLE 2 - REGISTERED OFFICE AND AGENT(S), IF ANY AT THAT OFFICE:

Name

Address:

696 COUNTY ROAD B W ROSEVILLE MN 55113 4527 USA

ARTICLE 3 - DURATION: PERPETUAL

ARTICLE 4 - ORGANIZERS:

Name:

Address:

**JOSEPH ARTHUR
BAUMER**

**696 COUNTY ROAD B W ROSEVILLE MN
55113 4527 USA**

If you submit an attachment, it will be incorporated into this document. If the attachment conflicts with the information specifically set forth in this document, this document supersedes the data referenced in the attachment.

By typing my name, I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

SIGNED BY: JOSEPH ARTHUR BAUMER

MAILING ADDRESS: None Provided

EMAIL FOR OFFICIAL NOTICES: dingcheng1114@gmail.com

ARTICLE 5. OWNERSHIP

BROOMALL JAB LLC IS OWNED 100% BY JOSEPH ARTHUR BAUMER.

JOSEPH ARTHUR BAUMER HAS THE FULL BANKING AUTHORITY.



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

Massage Therapy Establishment License Application Part I

Renewal-for License year ending June 30, 2025

Type of applicant:

- ☒ Individual, you own the business AND have employees
☐ Partnership
☐ Corporation
☐ Other Organization

Legal Name of Business: Winway YH LLC

Business Name Winway YH LLC

Business Address 696 County Rd B, West Roseville, MN 55113

Business Phone 651-340-2582

Email Address Healthspa3470@gmail.com

MN Tax ID 5771561 Federal Tax ID 83-1725455

Attach Proof of Minnesota Tax Identification form

Applicant's Social Security Number [REDACTED]

Proof of Worker's Compensation Insurance:

Insurance Company Name _____ Dates of Coverage _____

Policy Number _____

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

☒ I have no employees covered by the law

☐ Other (Specify) _____

Section 1: Applicant - Complete Section A, or B

A. Partnership If applicable, complete the question for general and limited partners, then proceed to section 2. A Part II Personal History form is required for each general partner.

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

B. Corporation/other organization If applicable, complete the questions, then proceed to Section 2. *Attach a copy of the Certificate of Incorporation*

President

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Vice President

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Secretary

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Treasurer

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ Business phone _____

Section 2: Persons in charge of licensed establishment

General Manager, proprietor, managing partner or any other individual or agent in charge of the establishment.
A Part II Personal History form is required.

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ email _____

First Name _____ Last Name _____ Middle Name _____
Street address _____
City, State, ZIP _____
Residence/mobile phone _____ email _____

Massage Therapy Establishment License Application

Part II Personal History

To be filled out by the sole owner, each general and managing partner, each officer or director, each general manager, proprietor, manager or any other individual or agent in charge of the licensed premises and by each person who by combined ownership or control has an interest in excess of 5 percent.

Section 1: Applicant

Name of Establishment Winway YH LLC Phone 651-340-3582

Address 696 County Rd B West

City, State ZIP Roseville, MN 55113

Applicant Name

First Name Yan Last Name Horvath Middle Name _____

Address(es) at which you have lived during the preceding five years:

[Redacted Address Section]

Street Address	City	County	State	Zip
Street Address	City	County	State	Zip

Name, address and type of every business and occupation you have engaged in during the preceding five years.

Winway YH LLC 696 County Rd B West Roseville, MN 55113

Dingdeng YN LLC 1104 2nd Ave Minneapolis, MN 55401

Name and address of every employer and partner, if any, for the preceding five years:

Section 2: History

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

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

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? ☐ Yes ☒ No
If yes, give date, place and nature of conviction.

Have you or your spouse had any interest in any previous therapeutic massage license that was revoked, or suspended or not renewed? ☐ Yes ☒ No
If yes, explain in detail providing dates of such revocation.

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

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

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

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

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

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

Owner/Manager Signature Yan Hervath

Date 04/15/2024

Title owner

Renewal Fee: \$325.00 for Partnership or Corporation

Payment is due at the time of application. Make checks payable to: City of Roseville.

A \$50 late fee will be required if application and payment are received after May 16, 2024.



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapy Establishment License Application

☐ New License ☒ Renewal

For License Year Ending June 30, 2020

Business Name Winway YH LLC

Business Address 696 County Rd B West Roseville, MN 55113

Business Phone 651-340-3582

Email Address Broomall3083@gmail.com

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Horvath Yan
(Last) (First) (Middle)

Has the business held any previous massage therapy establishment licenses in the past five years? If yes, in which city was it licensed?

☒ Yes Sioux City

☐ No **NOTE: Failure to disclose previous licenses will result in an automatic denial of your application.**

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

The undersigned applicant makes this application pursuant to all laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks and application processing may take up to 60 days to complete).

Signature Yan Horvath

Date 05/19/2019

License Fee is \$300.00
Additional \$150 background check fee for all first-time applicants
Make checks payable to: City of Roseville

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Public Works, Environment, and Transportation Commission Joint Meeting with the City Council

Background

Each year, the Public Works, Environment, and Transportation Commission (PWET) meets with the City Council to review activities and accomplishments, and to discuss the upcoming year's work plan and other potential issues to consider. The following are activities over the past year and issues the Commission tentatively will have on future agendas in the next year. Additionally, the Commission plans to share their thoughts on the value of being part of the commission and their experiences as commission members.

Activities and accomplishments:

- PWET scope change recommendations – Council approved changes to the commission code.
- Street Name Change Policy – Council adopted policy.
- Sustainability Topics – 4th Annual Sustainability Super Meeting.
- Transit Update from Met Council.
- Numerous Staff Updates – Construction projects, Recycling Updates, MS4, Sustainability, Utility Rates, Pavement Management.
- Tour of the Saint Paul Regional Water Services plant.

Work Plan items for the upcoming year:

- Green to Go Ordinance:
 - The commission plans to discuss this topic at the July 23 PWET meeting.
- Development of Bike Plan.
- Recycling Contract.
- Update on the Roseville area transit system.
- Public safety as it relates to transportation and infrastructure.
- Pavement management funding.

Questions or Concerns for the City Council:

- Any feedback on speed limit discussion to date?
- What is Council’s vision for overlapping topics such as trees or other topics involving multiple commissions?
- What other topics would the Council like the PWET Commission to address over the next year?

Policy Objectives

Per City Code 201.07.B - At least once a year, each Commission shall meet with the City Council to report on the previous year’s work and to discuss work plans and pending issues for the upcoming year.

Equity Impact Summary

There are no equity impacts associated with this joint meeting.

Budget Implications

There are no budget impacts.

Staff Recommendations

Staff recommends the City Council hold the joint meeting and provide feedback.

Requested Council Action

Hold joint meeting and provide feedback.

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. PWETC 2023-2024 Meeting Topic Summary

Roseville Public Works, Environment and Transportation Commission 2023-2024 Review

Below is a list of topics discussed at the PWET Commission Meetings from July 2023 – June 2024:

2023

July:

SPRWS Presentation
Climate Action Planning Update

August:

Green To Go Introduction and Overview
Street Name Change Update
Discuss Commission Scope
Street Design Standards
State Fair Parking

September:

EAB update
AARP Walk Audit
Bench Ordinance
CEE Program Update

October:

CR B Update
TH 36 Update
Lead Free Roseville
2024 Proposed Utility Rates

November:

2024 Work Plan
Recycling RFP
City Campus Solar Update

2024

January:

Street Name Change Policy
Public Works Code Updates
Lighting Policy

February:

Sustainability Super Meeting! (4th Annual)
Green Team Update/Gold Leaf Program

March:

Bike Plan Introduction
Dale St Update
Envision Roseville Update

April:

2024 Eureka Recycling Update
RCD 4 Ditch Soils Study Award
Bike Plan Update
County Road C 4:3 Update

May:

Trout Brook Interceptor Flood Analysis
MS4 Annual Meeting
Forestry/EAB Update

June:

Civic Campus Master Plan Update
Bike Plan Update
City Survey – PW Review

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.f.

Department Approval



City Manager Approval



Item Description: Recycling Cart Request for Quote Responses

Background

Staff presented the Recycling Cart Request for Quotes (RFQ) at the March 17, 2024 City Council meeting. Council approved the release of the RFQ to gather cost information for a potential cart purchase in 2025 in conjunction with a new Comprehensive Recycling Contract for curbside recycling.

The RFQ was released on Friday, April 19, 2024. The RFQ was directly emailed to five manufacturers, was noticed in the Pioneer Press, and was available on the City website. The RFQ closed on Friday, May 17, 2024, and six respondents submitted proposals with three submitting a second alternative:

- Cascade Cart Solutions
- IPL
- Otto Environmental Solutions
- Rehrig Pacific Company
- Schaefer Plastics North America, LLC
- Toter, LLC

Six staff scored the responses to the RFQ based on a Best Value approach, looking at each section of the criteria outlined in the checklist and components of the RFQ. Best Value components included:

- Company Profile – 10
- RFQ Questionnaire – 10
- References – 10
- Cart Specifications – 10
- Value Add – Possible 10
- Warranty - 10
- Sample Recycling Cart (black cart with blue lid that has an in-mold label, and City logo) - 20
- Cart Pricing – 10

- Assembly and Distribution pricing/plan – 10
- Durability – 10

Cost was included in the scoring with equal weight as all other components. If a manufacturer submitting a response to the Cart RFQ is accepted, staff will begin working with the selected respondent to finalize the details and place an order for a May 2025 assembly and delivery.

A summary of the scoring averages for each vendor and component is included in the presentation (Attachment 2), page 9.

Policy Objectives

Roseville has the goal to responsibly fund programs, services, and infrastructure to meet long-term needs. Chapter 403 of the City Code establishes a system of curbside recycling as a public utility for Residential Dwellings and Multi-Family Complexes in the city. In order to meet the goals and requirements of this Chapter, the City must contract with a private contractor for the collection of recyclable materials.

Equity Impact Summary

There should be no equity impacts associated with this RFQ as the recycling program is citywide.

Budget Implications

There are no budget impacts associated with the RFQ if all the responses are rejected. If the City Council accepts a proposal, the costs would be based on the selected respondent's rates.

Manufacturer	Best Value Score	Cost Rank	Total Cost	Dollar Difference from Low Quote	% Difference from Low Quote
Toter EVRII	1	5	\$644,047	\$55,900	9%
Toter Universal	2	8	\$670,631	\$82,484	13%
Schaefer Plastics - Primary	3	3	\$621,329	\$33,182	5%
Cascade	4	6	\$651,265	\$63,119	10%
Otto Black Cart	5	1	\$588,147	\$0	0%
Otto Blue Cart	6	4	\$640,029	\$51,882	8%
Schaefer Plastics - Alternate	7	9	\$732,275	\$144,128	22%
Rehrig Pacific	8	7	\$669,004	\$80,857	13%
IPL	9	2	\$614,074	\$25,927	4%

All the responses are less than the estimated cost which was ~\$744,000 for carts and assembly and delivery.

If the City decides to purchase carts, Roseville will have to pay up front costs of the carts for manufacturing, delivery, and roll-out based on the above responses. This cost would

come out of the 2025 Environmental (Solid Waste/Recycling) budget. Ramsey County is offering a reimbursement grant for up to \$100,000. This is a change from Ramsey County guidance where 50% of the cost of carts was previously available. It appears the last city to get 50% reimbursement was in 2018. Based on the \$100,000 grant the City would receive, Roseville's cost would be \$544,047 based on the highest best value score which was Toter LLC's EVR11 cart.

The Environmental budget currently has a fund balance of \$444,577. If the carts are purchased in 2025, approximately \$100,000 in funds would need to be borrowed. Finance recommends we borrow from the Sanitary Sewer fund to fund the difference.

Staff Recommendations

Staff recommends the City Council approve the quotes and authorize staff to negotiate the final contract with Toter, LLC, to purchase their Toter EVRII carts in 2025 for the City's Recycling Program. The final contract will be brought to City Council for approval at a later date, potentially August.

Requested Council Action

Motion to approve the quotes and authorize staff to negotiate a final contract with the Toter, LLC, to purchase their Toter EVR11 carts.

Prepared by: Ryan Johnson, Environmental Manager

Attachments:

1. Request for Quotes for Residential Recycling Roll-Out Carts
2. Presentation

Request for Quotes (RFQ) for Residential Recycling Roll-Out Carts

**Released on:
April 19, 2024**

City of Roseville, MN

**Price quotes due by:
May 17, 2024
at 4:00 p.m.**

***Prepared by:*
Foth Infrastructure & Environment, LLC**

Introduction

The City of Roseville is soliciting price quotes for residential recycling roll-out carts. The City intends to use this request for quotes (RFQ) and the attached Roseville Cart Specifications (Attachment A) for purposes of receiving competitive price quotes from cart manufacturers. The City will use the quotes received and other information to make a purchase of recycling carts from a selected cart Manufacturer (“Vendor”).

Background

In summer 2025, the City will be executing a new collection services Contract between the City of Roseville (“City”) and a hauler (“Contractor”). The collection Contract is for city-wide residential recycling collection.

The City has been interested in taking ownership of their recycling carts for some time and are now ready to implement the program change with this contract RFP process.

This Cart Contract assumes that after initial cart distribution, the Contractor will be fully responsible for assembly, distribution, maintenance and inventory management of the City’s carts. It also assumes that the cart contractor will provide assistance with the initial cart rollout, including assembly and distribution, prior to the scheduled start date. Recycling collection under the new Contract is scheduled to begin on July 1, 2025. It is the City’s preference that the cart Contractor be determined prior to the announcement of the hauling RFP, in mid-summer 2024, so that the proper language can be stated in the RFP.

The cart counts included in the Roseville Cart Specifications (Attachment A) and Price Quote Worksheet (Attachment B) are current estimates using the best information available as of April 15, 2024. The final cart counts will change slightly when the City places its order with the selected cart vendor.

Tentative Schedule*

April 19, 2024	City releases request for price quotes
May 17, 2024	Price quotes due from prospective vendors
June 10, 2024	City review of price quotes; Reference checks completed
June 17, 2024	City review team develops recommendation to City Council
July 22, 2024	City Council reviews City staff report and may authorize a contract award to a cart vendor
August 2024	Final City / Cart Manufacturer contract executed Final City cart order issued (TBD once contract is executed)

(*This is a tentative schedule and is subject to change.)

City Contacts Persons and Restriction on Other Contacts

If you have questions, prospective vendors may contact only Ryan Johnson, Environmental Manager at City of Roseville at: 651-792-7049; ryan.johnson@cityofroseville.com.

During this process, contact about the City's cart purchase with City staff, City elected officials or other City consultants is strictly prohibited. Any unauthorized contact may eliminate a prospective cart vendor from further consideration. The timeframe for this process begins on the release date of the solicitation and continues through the execution of a final contract for cart purchase.

Instructions to Submit Price Quotes

Prospective vendors must thoroughly read and understand the attached "City of Roseville Cart Specifications" (Attachment A). Each responsive vendor must sign the statement at the end of Attachment A certifying that the vendor has read, understands and agrees to the Roseville Cart Specifications (or has noted proposed exceptions in the vendor's price quote response packet).

Once a cart manufacturer is selected by the City, the City may utilize the successful Vendor's buying cooperative organization as a means to enable prospective vendors to quote their lowest possible price. This cooperative purchasing process allows the City to piggyback on other city cart contracts procured through a certified competitive bidding process.

Prospective vendors must complete the price quote worksheet form (Attachment B). If your buying cooperative has its own price worksheet, please include that co-op worksheet in addition to Attachment B. If there is any discrepancy between the two worksheets, Attachment B takes precedence.

Price quotes must be good for a minimum of 90 days. If your price quote is subject to an increase or decrease after 90 days, vendors must specify the price adjustment formula (e.g., resin price index, etc.) in the Vendor Questionnaire form (Attachment C; question #3).

Prospective vendors must also complete the Vendor Questionnaire form (Attachment C). Vendors that do not completely fill out and sign all attachments may be rejected from further consideration.

Prospective vendors shall submit their response packets electronically. Please use Microsoft Word or PDF format for all forms.

Prospective vendors should submit their price quotes via email by:

Friday, May 17, at 4 p.m.

Submittals received after that time may be rejected and not considered at the City's sole discretion.

City Rights Retention

The City of Roseville retains all rights to reject any and all price quotes. This request for quotes is not a guarantee of an award of a cart purchase contract.

The City retains its rights to select the cart Manufacturer that is in the best interests of the City and its residents. Price alone will not be the sole determining factor in the City's decision, but price (including any discounts) will be an important criterion. References, strength of warranty, cart resin weight, cart wall thickness, and any extended warranty offered will also be important considerations. Other selection criteria will also be considered.

The Roseville City Council has final authority to make the selection of a cart Manufacturer.

Price Quote Packet Content Checklist

A full, responsive packet will contain the following items.

(Please check off all items and include this checklist with your response to assure a complete packet)

- ☐ This checklist with all items checked to verify they are included in your response packet.
- ☐ Attachment A – Roseville Cart Specifications, including signed statement certifying acceptance of these specifications (or note any exceptions in your price quote).
- ☐ Attachment B – Price quote worksheet, including signature.
- ☐ Attachment C – Vendor questionnaire, including signature.
- ☐ List of U.S. municipal contract references, in northern climates similar to Minnesota, including the year of the first sale of carts to those customers. The list must include city name, reference contact name, phone, email, number of carts sold, and year of first sale.
- ☐ Vendor cart specifications for the cart size/models recommended for the City of Roseville (include color photographs).
- ☐ Photograph of the proposed RFID tag to be installed in the Roseville carts.
- ☐ Sample photograph(s) of the three (3) proposed carts, including any color samples outlined in the request for quotes.
- ☐ Sample chip of each of the colors proposed for the carts and lids.
- ☐ Written warranty and product guarantee.
- ☐ One sample cart (65-gallon) of the same make and model proposed for sale to the City in response to this RFQ, with city logo included. Please deliver the sample cart to the **City of Roseville: 1140 Woodhill Drive, Roseville, MN 55113**

Attachment A

Roseville Cart Specifications

A. Cart Sizes and Quantities

1. The cart Manufacturer shall supply three (3) sizes for recycling carts:
 - a. 35-gallons
 - b. 65-gallons
 - b. 95-gallons
2. The proposed vendor must supply photographs of the proposed cart sizes, including any lid and/or cart colors outlined in your price quote response packet.
3. The current estimate of recycling cart counts by size is itemized below:

	35-Gallon	65-Gallon	95-Gallon	TOTAL
Recycling "Roll Out" Carts	894	7,720	3,201	11,815

These estimates include 5% for spares (i.e., excess inventory above house counts) for switches, replacements, etc.

This is the current estimate of cart counts as of April 2024. The exact number to be ordered for cart each size has not been determined.

B. Color of Cart Bodies and Lids

1. The recycling cart bodies shall be black for the base price quotes to maximize recycled, post-consumer resin (PCR) content. Alternative cart body colors should be suggested as an alternate price quote, including the corresponding price change. Submit multiple Price Quote Worksheets (Attachment B) if you are submitting alternate price quotes.
2. For purposes of this RFQ, the recycling lids will have a blue lid with a black body to stay consistent with current recycling carts.
3. The pigment color must be uniformly distributed throughout the finished recycling carts.
4. Prospective vendors must provide a sample chip for the blue recycling cart lids.
5. The cart color must not fade in outdoor weather conditions for ten (10) years.

C. Labeling and Other Markings:

1. The front of each recycling cart (near the top) shall be marked with a unique serial number for identification purposes, imprinted in white. The serial numbers must be at least one (1) inch in size. Bar codes, in addition to serial numbers, are encouraged but not required.
2. Both sides of the recycling cart will have the City's logo and the words: "Property of the City of Roseville" imprinted via hot stamp in a contrasting color (e.g., white). Final artwork will be supplied to the Manufacturer by the City of Roseville.
3. The recycling cart lid shall have an in-mold label (IML) on the top encompassing nearly the entire recycling cart lid. Vendors shall provide these dimensions of the IML. The in-mold label shall consist of a four (4) color scheme. The City also requests that price reductions be provided for alternatives of three (3) and two (2) color scheme options. The in-mold label will be designed by the City and shall provide recycling

instructions that include information on what to put in the cart and a brief preparation guide as well as photographs of recyclable items.

The example photo below from another city is an approximate representation of the Roseville recycling lid IML:



Example image of an IML on the lid of a recycling cart from the City of Shakopee. This does **NOT** accurately represent the City of Roseville’s final IML design or content.

4. All instructional information must be durable for the life of the cart.

D. RFID Tags:

The Manufacturer shall pre-install ultra-high frequency (UHF) radio frequency identification (RFID) tags within the recycling carts at the time of manufacture.

The specifications for the RFID tags shall include:

1. Must be passive design (no battery required).
2. Must be “Read Only” with no programming required.
3. Must be 100% weather proof.
4. Must permanently attach to the recycling carts.
5. Must be compatible with standard Handheld and Truck Mounted RFID Scanners.
6. Must be uniquely coded at the factory.
7. Must have a service life of a minimum of 15 years.
8. Must be impact resistant.
9. Must have a minimum factory warranty of 10 years.
10. Tag specifications: The following are provided as one example set of RFID tag specifications.
 - a. 0.007” clear polyester face material, permanent acrylic adhesive or suitable alternative.
 - b. Inlay Specification: Raflatrac Short Dipole Monza3 IC, 860 to 960 MHz, Class 1

Gen2, EPC compliant, 96 bit memory.

- c. Tag Construction: Both sides of the inlay are laminated with a minimum of 0.007" clear polyester, acrylic adhesive material or suitable alternative
- d. Inlay Placement Specification: The inlay will be centered in the tag, +/- 1/16" in web and cross web direction or suitable alternative.
- e. Tag Dimensions: 4.25" wide x 1" long, with a tear perforation between each tag along the tag's 4.25" side or suitable alternative. There is no spacing between the tags.
- f. Tag Encoding: 10 digit, non-repeating, sequential, decimal number starting at 1000000027 and incrementing by 1 for each tag, data is locked, no password, missing numbers are allowed, all 24 characters can be filled with the 14 digits on the left side of the number set at 0 (zero).
- g. Defective Inlays: Marked and left in the rolls.

Items 10.a through 10.g above may be replaced by alternate RFID tag specifications if a vendor submits adequate details and justification for the alternate. In any case, photographs, both of the stand-alone tag and an installed tag, of the proposed RFID tag must be included in the vendor's response packet.

- 11. The City shall require that the RFID tag must be tested at the manufacturing facility to ensure that it is working properly prior to shipment.

E. Warranty:

The Manufacturer shall warrant that the carts will be new and of merchantable quality; will conform to provided specifications, designs, samples and descriptions; will be free from defects in material and workmanship; and will be fit for the particular purpose intended by the buyer for at least ten (10) years. The warranty must be a complete 1 for 1 exchange of a new cart with all freight to be paid for by the vendor. IMLs must also be warrantied for 10 years.

F. Shipment / Delivery:

- 1. The partially assembled carts shall be delivered to a location in Roseville (specific location to be determined later).
- 2. The carts will be delivered approximately the first week in May 2025 (specific schedule yet to be determined). All carts must be delivered prior to July 1, 2025.
- 3. The Manufacturer shall provide a written inventory of all carts delivered with serial numbers, corresponding RFID tags, and bar codes (if included). The inventory shall also be provided to the City and its Contractor in MS Excel electronic, database-readable format (or a suitable alternative approved by the City). It is preferred that bar codes be included at the option of the vendor, but at no additional cost to the City.

G. Certification of Acceptance of these Roseville Cart Specifications:

We hereby certify that we have read, understand and agree to the Roseville Cart Specifications, dated May __, 2024.

(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)

Or,

We hereby certify that we have read, understand and propose the noted exceptions* to the Roseville Cart Specifications dated May __, 2024.

(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)

* Note: Any exception to these Roseville Cart Specifications proposed by the prospective vendor must be clearly noted within this Attachment A as "redline" edits using Microsoft Word "track changes" feature. The City may reject any such proposed exception at its sole discretion.

Attachment B

Price Quote Worksheet

Please fill out this price quote worksheet completely. If you are submitting an alternate price quote, please submit additional worksheets (i.e., do NOT quote alternate pricing on the same sheet as the base price worksheet).

Cart Manufacturer**Company Name:** _____**Primary contact person:** _____**Authorized signature:** _____

(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)

Date of price quote: _____

(Price quote must be good for a minimum of 90 days)

Size of Carts Nominal Capacity ^(a)	Manufacturer's Cart Model Number	Manufacturer's Rated Cart Capacity (gallons)	Manufacturer's Unit Price Quote (\$ per cart)	Estimated Quantity	City's Extended Cost (Total \$)
Recycling "Roll Out" Carts:					
35-gallon			\$	894	
65-gallon			\$	7,720	\$
95-gallon			\$	3,201	\$
Subtotal of Recycling Carts				11,815	\$
TOTAL				11,815	\$

Notes:

(a) Nominal cart capacity sizes. Actual Manufacturers' rated capacity will vary.

(Price Quote Worksheet continued on next page)

Attachment B

Price Quote Worksheet

(Continued from previous page)

Cost Item Description	Manufacturer's Feature Specification	Notes	Manufacturer's Unit Price Quote (\$ per cart)	Estimated Quantity	City's Extended Cost (Total \$)
Additional Features					
RFID ^(b)			\$	11,815	\$
Hot mold City of Roseville logo and name for recycling carts			\$	11,815	\$
In mold label for recycling carts			\$	11,815	\$
Extended warranty beyond ten (10) years			\$	11,815	\$
Subtotal					\$
Additional Cost Items					
Shipping of carts ^(c)			\$		\$
TOTAL				\$	\$
Notes: (b) RFID specifications - See Roseville Cart Specifications (Attachment A) (c) Specify method and units of calculating price estimate for shipping carts to Roseville.					

Attachment C

City of Roseville

Vendor Questionnaire

Instructions: Please fill out this form.

Contact Information and Authorized Signature:

Cart Manufacturer company name:	_____
Primary contact person:	_____
Cart manufacturing plant location(s):	_____

Authorized signature	_____
(Authorized officer of the company to legally certify this price quote and bind the vendor to a contract with Roseville if awarded.)	
Primary phone number	_____
Primary email:	_____
Date of price quote:	_____
Buying cooperative:	_____

Questions:

1. What form of RFID tag do you use? (Please see Roseville Cart Specifications, Attachment A, for more details.) Where on the cart will it be mounted? Please include photographs of a sample of the RFID tag proposed for Roseville.

2. Does your company offer technical or design assistance for the graphics and labeling to be installed on the City's carts? **Yes**____ **No**____ If yes, please briefly describe:

3. The price quote must be good for a minimum of 90 days. Is your price stable beyond 90 days? **Yes**____ **No**____ If so, for how many days is the price quote valid? _____ **days.**

If the City places its purchase order after this 90-day timeframe, how will the price of the carts be adjusted? For example, if you propose the cart price be adjusted by the changing price of plastic resin, please specify the index, the date of the index, and the portion of the cart price to be adjusted.

4. The City has **tentatively** decided to specify black cart bodies and a blue lid for the recycling carts. (Please provide color samples and photos.)

5. Is there an additional cost per cart if the City decides on a different color for the cart bodies? **Yes**____ **No**____ If yes, what is the price difference for a different color of cart body:
\$__.____ **per cart.**

6. Will you provide a discount to the City for early payment? **Yes**____ **No**____ If yes, what is the discount: ____%. When must the payment be made by the City relative to the shipment date of the cart?

7. Please describe how many carts will be on each load and what mix of cart sizes on each load you recommend to make shipping most cost-effective:

8. Do you have any suggestions on how the City can save on shipping cost? **Yes**____ **No**____
If yes, please describe:

9. Do your carts also have a unique bar code to identify each cart (in addition to the cart serial number and the RFID tag)? **Yes** _____ **No**_____ If yes, please describe**:

(**There shall be no additional cost to the City to provide bar codes.)

10. Please specify the dimensions (W x L in inches) of the IML for each cart size:

<u>Cart Size</u>	<u>IML Dimensions</u> <u>(width x length in inches)</u>
35-gallon	_____
65-gallon	_____
95-gallon	_____

11. Please specify the weight of the cart bodies (in pounds of resin weight only) for each cart size:
To help ensure container integrity beyond the 10-year warranty period, preferred minimums are listed below:

Resin Weight Minimums

35-gallon	17 pounds*
65-gallon	27 pounds*
95-gallon	34 pounds*

Please list your resin weight below:

<u>Nominal Cart Size</u>	<u>Cart Resin Weight</u> <u>(pounds)</u>
35-gallon	_____
65-gallon	_____
95-gallon	_____

(*Resin weight only and shall not include: wheels, metal axles, metal grab/lifter bars, or other non-plastic parts of the cart.)

12. Please specify the wall thickness of your carts. Cart wall thickness minimums preferred are below:

Cart Size	Minimum Wall Thickness	Minimum Critical Wear Areas*
35-gallon cart	0.150 inches	0.185 inches
65-gallon cart	0.175 inches	0.185 inches
95-gallon cart	0.175 inches	0.185 inches

Please list your wall thicknesses below:

Cart Size	Wall Thickness (inches)	Critical Wear Areas*
35-gallon cart	_____	_____
65-gallon cart	_____	_____
95-gallon cart	_____	_____

*Critical wear areas are points of contact with automated lifting devices on the cart body (e.g., "corners," if applicable).

13. If you have carts that are considered more eco-friendly and/or use more recycled content, please provide pricing for those cart options.

14. Is your warranty for a full replacement? _____

15. Please describe any additional benefits/services you offer to support the cart purchasing, assembly, distribution, implementation, and distribution process.

16. Are cart management services provided in-house or do you work with a third party?

Responses to Residential Recycling Roll-Out Cart RFQ

Public Works Department

City Council

July 22, 2024



Responses to Residential Recycling Roll-Out Cart RFQ

Carts



Sticker

Blue lid

In-mold label and number

Black cart

Total carts: 11,815

- 35-gallon: 894 (~8%)
- 65-gallon: 7,720 (~65%)
- 95-gallon: 3,201 (~27%)

RFQ asks for pricing to manufacture, assemble, deliver, and rollout.

Current cart utilized by Eureka Recycling. Specs call for pricing on the same/similar look.

Responses to Residential Recycling Roll-Out Cart RFQ

In-mold label options (discussion examples)

Option 1



Utilized on 18-gallon bins from pre-2014 recycling collection.

Option 2



Option 3

**PROPERTY OF THE
CITY OF ROSEVILLE**

Responses to Residential Recycling Roll-Out Cart RFQ

Sample Carts



Responses to Residential Recycling Roll-Out Cart RFQ

Estimated Costs

Previously shown estimate

Capital Cost					Ramsey County Grant		
Number of carts	\$/Cart	Cart Assembly (\$/Cart)	Total Capital Cost		Total Capital Cost	Grant %	Reimbursement Amount
11,815	\$59.00	\$4.00	\$744,345		\$744,345	50	\$372,173

Replacement (Maintenance) Cost

Number of carts	Est. Service Life	Replacement /year	Carts/Year	\$/Cart	Annual Maintenance Cost	Annual maintenance \$/cart	Monthly maintenance \$/cart
11,815	15	7%	827	\$63.00	\$52,104	\$4.41	\$0.37

NOTE as of June 2024: Ramsey County has reduced their grant amount from 50% matching funds to a maximum award of \$100,000.

Responses to Residential Recycling Roll-Out Cart RFQ

Cart Ownership

City Owned Carts vs. Contractor Owned Carts

2017 Price Comparison			
	Vendor Owned	City Owned	Difference
Proposer 1	\$570,000	\$421,500	\$148,500
Proposer 2	\$524,000	\$450,000	\$74,000
Proposer 3	\$453,000	\$480,000	-\$27,000
Proposer 4	\$770,000	\$800,000	-\$30,000

2021 Price Comparison			
	Vendor Owned	City Owned	Difference
Proposer 1	\$1,290,000	\$940,000	\$350,000
Proposer 2	\$910,000	\$1,080,000	-\$170,000

Vendor owned and city owned carts were calculated by taking the average cost per year for both 3 and 5-year terms (2017 price comparison)

Avg Savings/year	Est. Service Life	15 Year savings on service
\$111,000	15	\$1,665,000

Average savings/year was based on average price difference for proposer 1 & 2 (2017 price comparison)

With the grant from Ramsey County, the 15-year capital cost plus cart maintenance (starting year 1) would be **~\$1,031,000**. This is an **estimated savings of ~\$534,000** over 15 years. This savings does not include an average cost of \$100,000 for any additional cart swaps needed (\$40,000 for removal and \$60,000 for deployment), if we were to switch Recycling Service providers over the 15-year period.

Responses to Residential Recycling Roll-Out Cart RFQ

Quoted Costs

		Toter				Otto				Cascade		Schaefer Plastics				Rehrig Pacific		IPL					
		EVRII		Universal		Blue Cart		Black Cart				Primary		Alternate									
Item	Units	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost	\$/Unit	Cost			\$/Unit	Cost	\$/Unit	Cost					\$/Unit	Cost	\$/Unit	Cost
35	894	\$37.74	\$33,740	\$40.24	\$35,975	\$38.62	\$34,526	\$36.67	\$32,783	\$41.91	\$37,468	\$37.47	\$33,498	46.33	\$41,419	\$40.04	\$35,796	\$34.04	\$30,432				
64	7,720	\$41.89	\$323,391	\$44.39	\$342,691	\$45.68	\$352,650	\$41.30	\$318,836	\$47.83	\$369,248	\$41.92	\$323,622	50.14	\$387,081	\$46.28	\$357,282	\$41.68	\$321,770				
96	3,201	\$48.22	\$154,352	\$50.72	\$162,355	\$50.94	\$163,059	\$45.84	\$146,734	\$52.96	\$169,525	\$46.81	\$149,839	55	\$176,055	\$50.58	\$161,907	\$47.04	\$150,575				
RFID	11,815	\$0.75	\$8,861	\$0.75	\$8,861	\$0.44	\$5,199	\$0.44	\$5,199	\$0.00	\$0	\$0.00	\$0	0	\$0	\$0.00	\$0	\$1.25	\$14,769				
HM	11,815	\$0.50	\$5,908	\$0.50	\$5,908	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	0	\$0	\$0.00	\$0	\$0.00	\$0				
IML	11,815	\$1.50	\$17,723	\$1.50	\$17,723	\$1.58	\$18,668	\$1.58	\$18,668	\$1.25	\$14,769	\$1.57	\$18,550	1.57	\$18,550	\$2.00	\$23,630	\$0.96	\$11,342				
Warrenty	1	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	0	\$0	\$0.00	\$0	\$0.00	\$0				
Shipping	11,815	\$1.90	\$22,449	\$1.65	\$19,495	\$1.13	\$13,351	\$1.13	\$13,351	\$0.00	\$0	\$2.64	\$31,192	\$3.77	\$44,543	\$1.65	\$19,500	\$2.34	\$27,647				
Subtotal		\$566,422				\$593,006				\$587,452		\$535,570		\$591,009		\$556,701		\$667,647		\$598,114		\$556,535	
Delivery																							
*Rollout	11,815	6.57	\$77,625	6.57	\$77,625	\$4.45	\$52,577	\$4.45	\$52,577	\$5.10	\$60,257	\$5.47	\$64,628	\$5.47	\$64,628	\$4.50	\$53,168	\$4.87	\$57,539				
Total Cost		\$644,047				\$670,631				\$640,029		\$588,147		\$651,265		\$621,329		\$732,275		\$651,281		\$614,074	
Difference from low																							
		\$55,900				\$82,483				\$51,882		\$0.00		\$63,118		\$33,181		\$144,128		\$63,134		\$25,927	
Quote Rank		5				8				4		1		6		3		9		7		2	

Responses to Residential Recycling Roll-Out Cart RFQ

Best Value Scoring

Manufacturer	Best Value Score	Cost Rank	Total Cost	Dollar Difference from Low Quote	% Difference from Low Quote
Toter EVRII	1	5	\$644,047	\$55,900	9%
Toter Universal	2	8	\$670,631	\$82,484	13%
Schaefer Plastics - Primary	3	3	\$621,329	\$33,182	5%
Cascade	4	6	\$651,265	\$63,119	10%
Otto Black Cart	5	1	\$588,147	\$0	0%
Otto Blue Cart	6	4	\$640,029	\$51,882	8%
Schaefer Plastics - Alternate	7	9	\$732,275	\$144,128	22%
Rehrig Pacific	8	7	\$669,004	\$80,857	13%
IPL	9	2	\$614,074	\$25,927	4%

Best Value	
Component	Possible Points
Company Profile	10
Questionnaire	10
References	10
Specifications	10
Value Add	Possible 10 points
Warranty	10
Sample Cart	0
Delivered	5
Color Chips	5
Logo	5
Cart colors	5
Cart Pricing	10
Rollout (A & D)	10
*Durability	10
Total points	100
	(+10 for value added)
*Municipal testing	

Responses to Residential Recycling Roll-Out Cart RFQ

Best Value Scoring

Section	Possible Points	Scoring - Averages								
		Toter EVRII	Toter Universal	Otto Black Cart	Otto Blue Cart	Cascade	Schaefer Primary	Schafer Alternate	RPC	IPL
Company Profile	10.00	10.00	10.00	6.67	6.67	9.17	5.83	5.83	8.33	7.50
Questionnaire	10.00	10.00	10.00	9.17	9.17	10.00	10.00	10.00	10.00	10.00
References	10.00	7.50	7.50	9.17	9.17	9.17	8.33	8.33	10.00	6.67
Specifications	10.00	9.17	9.17	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Value Add	0.00	5.83	5.83	0.83	0.83	2.50	0.00	0.00	0.00	2.50
Warranty	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Sample Cart	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Delivered	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Color Chips	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00	0.00
Logo	5.00	2.50	2.50	2.50	2.50	2.50	5.00	5.00	2.50	0.00
Cart colors	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Cart Pricing	10.00	9.13	8.77	10.00	9.19	9.03	9.47	8.03	9.03	9.58
A & D	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Durability	10.00	8.00	6.00	8.00	8.00	6.00	10.00	8.00	8.00	6.00
Total Possible	100.00	97.13	94.77	91.33	90.52	93.36	93.63	90.20	87.86	77.24
Best Value Ranking		1	2	5	6	4	3	7	8	9
Carts Cost		\$566,422	\$593,006	\$535,570	\$587,452	\$591,009	\$556,701	\$667,647	\$598,114	\$556,535
A&D Cost		\$77,625	\$77,625	\$52,577	\$52,577	\$60,257	\$64,628	\$64,628	\$53,168	\$57,539
Total Cost		\$644,047	\$670,631	\$588,147	\$640,029	\$651,265	\$621,329	\$732,275	\$651,281	\$614,074
Cost Ranking		5	8	1	4	6	3	9	7	2

Responses to Residential Recycling Roll-Out Cart RFQ

Financing

- Environmental Budget:
 - 2024 (Beg. Year) = \$616,738
 - Reserved for operations (\$246,856)
 - 2024 (Year end) = \$369,882
- Cart cost (based on Best Value Score) \$644,047
 - \$100,000 reimbursement grant from Ramsey County
 - Updated grant amount less than previous presented amount of \$322,023
 - City Cost - \$544,047.
 - Fund shortfall would be temporarily funded using Sanitary Sewer Fund.
- Planned surplus = \$40,000
 - ~\$0.60/unit/qtr.
 - Implemented in 2023

Responses to Residential Recycling Roll-Out Cart RFQ

Timeframe

Tentative Schedule*

April 19, 2024	City releases request for price quotes
May 17, 2024	Price quotes due from prospective vendors
June 10, 2024	City review of price quotes; Reference checks completed
June 17, 2024	City review team develops recommendation to City Council
July 22, 2024	City Council reviews City staff report and may authorize a contract award to a cart vendor
August 2024	Final City / Cart Manufacturer contract executed Final City cart order issued (TBD once contract is executed)

(*This is a tentative schedule and is subject to change.)

Staff will make any needed updates to the Recycling RFP based on the City Council decision. Tentative release for the Recycling RFP is August/September.

Responses to Residential Recycling Roll-Out Cart RFQ

Staff direction

Authorize staff to negotiate with selected manufacturer
Best value high scorer: Toter: EVRII - \$644,023



Toter - EVRII

Discuss in-mold label options

Option 1



Utilized on 18-gallon bins from pre-2014 recycling collection.

Option 2



Option 3

**PROPERTY OF THE
CITY OF ROSEVILLE**



Questions?



THANK YOU

Public Works Department

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.g.

Department Approval



City Manager Approval



Item Description: 2024 Recycling Request for Proposals (RFP)

Background

In July of 2021, the City entered into an Agreement for Comprehensive Recycling Services with the Neighborhood Recycling Corporation, d.b.a. Eureka Recycling, for the term of January 1, 2022 thru June 30, 2025.

City staff has been working on updating the Request for Proposals (RFP) used in 2021 in order to solicit proposals for recycling services beyond 2025. As part of this process, we have made presentations to the Public Works, Environment and Transportation Commission (PWETC), solicited their feedback, and have modified the RFP per their direction. Staff is now looking for feedback from Council on the Draft RFP, and also authorization to issue the RFP. The tentative timeline is to release the RFP in July, receive proposals in early September, and approve a contractor in early to mid-October that would start servicing on July 1, 2025.

Attached to this RCA are several background documents including:

- Draft 2024 RFP (redlined & clean versions)
- PWETC comments from November 28, 2023
- Current Agreement with Eureka Recycling

Some of the key components and options in the proposed RFP are as follows:

- Cart Ownership – The RFP is drafted assuming the City will purchase carts. If the City decides to delay the decision on carts, we can add back the vendor-supplied cart option. If we decide not to purchase carts, we can make vendor-owned carts a requirement.
- Weekly vs Bi-Weekly Service (currently bi-weekly).
- Revenue Share – contractor will be able to provide a price with and without a revenue share (the current contract does not have a revenue share).
- Term of contract – Minimum term 3 years. The contractor will also provide pricing for two one-year extension options, as well as a 5-year term with two one-year extension options.

- Equity – staff added a section for Equity as part of the RFP 2021, and worked with Administration and Attorney staff to update the section for 2024.
- Zero Waste Event staffing – the contractor will be required to provide staff at all City Zero Waste Events including Earth Day, Taste of Rosefest, Run for the Roses, and the Wild Rice Festival. For 2024, Roseville added Juneteenth and Tapped & Uncorked as new events.
- Education & Outreach – as in past years, the contractor is required to provide materials to promote an inclusive citywide recycling program. New in 2024 is having the contractor provide tours of the Material Recovery Facility (MRF) where Roseville’s materials are sorted.
- Parks Recycling Collection – Public Works will continue to work with Parks & Recreation to have recycling in city parks.

The 2023 rates for collection are \$4.12/unit/mo., with a 2% increase in 2024 and 2025 (\$4.26/unit/mo. & \$4.41/unit/mo., respectively). The total cost of collection in 2023 was \$833,750.24, which includes \$12,698.95 to collect recycling in parks. In talking to market and industry experts, Roseville should be prepared for an increase in both prices exceeding the normal cost adjustment of inflation. The price increase is partially due to the commodities market, increased costs for processing, increased labor costs, etc.

Policy Objectives

Chapter 403 of the City Code establishes a system of curbside recycling as a public utility for Residential Dwellings and Multi-Family Complexes in the city. In order to meet the goals and requirements of this Chapter the City must contract with a private contractor for the collection of recyclable materials.

Equity Impact Summary

There should be no equity impacts associated with the Recycling RFP, as the recycling program is citywide and offered to all residents.

Budget Implications

There are no budget implications as part of the RFP process, and costs are limited only to staff time. Roseville received technical assistance from Foth Environmental through Ramsey County to update the RFP.

The costs associated with the recycling program are paid for out of the Environmental Fund, and the City has established a Recycling Fee that all residential properties pay on their Utility Bill. This fee is analyzed annually in order to fund the citywide recycling service. This fee will be adjusted as a result of the final cost for recycling services as provided by the selected contractor.

Staff Recommendations

Staff recommends that the City Council receive the staff presentation on the Recycling Request for Proposals (RFP), provide input for the final RFP, and approve the RFP for advertisement.

Requested Council Action

Provide input on the Draft Request for Proposal (RFP) and authorize staff to release the

78 RFP for advertisement, pending any comments by City Council.

79

80

Prepared by: Ryan Johnson, Environmental Manager

Attachments:

1. 2024 DRAFT RFP Redlined
2. 2024 DRAFT RFP Clean w/Attachments
3. 2024 DRAFT Contract (Attorney Reviewed)
4. 2021 Recycling Services Agreement
5. Excerpt from PWETC November 11, 2023 Meeting Minutes
6. Presentation

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Request for Proposals

Comprehensive Recycling Services

City of Roseville, Minnesota

July 2024



Comprehensive Recycling Services

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Attachments

Attachment A	Draft Contract
Attachment B	Proposal Content Checklist
Attachment C	Proposal Submittal Form and Affidavit of Non-Collusion
Attachment D	Respondent Questionnaire
Attachment E	Racial Equity Action Plan
Attachment F	Price Worksheets
Attachment G	List of Trucks and Other Collection Equipment
Attachment H	Acceptance of, or Exceptions to, Draft Contract
Attachment I	Acknowledgement of Receipt of RFP Addenda

1 Introduction

The City of Roseville, Minnesota (City) seeks to enter into a new recycling contract with a company to provide comprehensive residential recycling services for the City. Those services include collection, processing, marketing, staffing for recycling information at special events, and public education.

The Request for Proposals (RFP) packet, together with all attachments and exhibits, defines the service standards and specifications and proposal requirements of the Comprehensive Recycling Program for the City of Roseville.

For the purpose of this RFP, the City of Roseville has identified 9,487 Residential Dwelling Units, defined as stand-alone Single-Dwelling Units (SDUs), duplexes, triplexes, fourplexes, and townhomes. These units will be serviced “curbside” as Single-Dwelling Units, as specified herein. The City has identified 7,486 Multi-Dwelling Units (MDUs), as detailed in the draft Contract - Exhibit B, are defined as units in five or more unit buildings or mobile home parks. These units are serviced as multi-units, as specified herein. The City allows other organizations (e.g., faith organizations) and small businesses to opt-in to the curbside recycling program, as long as the composition of materials is similar. There are 23 additional opt-in locations with a total of 44, 96-gallon carts. The program also currently includes 23 City Parks and 7 City buildings as part of the recycling collection service as detailed in draft Contract – Exhibit D.

Among the goals of the City are to maximize recovery of recyclables from all residents in the City, to market materials so they achieve their highest and best use, to achieve the most cost-effective solution, and to encourage innovation in recycling and waste diversion.

Roseville residents have identified a city-wide goal to be an environmentally healthy community, and residents have identified various community values that environmental programs such as recycling should incorporate.

Those community values expressed by residents include:

- ◆ Collection operations consisting of:
 - ▶ Clean and quiet pickup and transport;
 - ▶ Low impact on street pavement (size and weight of trucks);
 - ▶ Easy participation effort including use of single-stream collection and processing operations;
 - ▶ Ability to collect more materials as markets become available, notably food scraps;
 - ▶ Efficiently recycled (local markets, highest and best use for material);
 - ▶ State-of-the-art collections at City parks and other municipal facilities; and

- Effective Multi-Dwelling Unit recycling.
- ♦ Resident and community engagement efforts, which include:
 - Voluntary expansion to business collection;
 - Effective, frequent education to residents with success rate measurement;
 - Incorporation of community involvement;
 - Annual report to the City that includes information on end use of collected materials;
 - Identification, outreach, and engagement to low participating communities; and
 - Outreach using electronic communications, such as an effective website including a Roseville-specific web page; mobile apps.
- ♦ Minimizing environmental impacts, which includes:
 - Expanding Zero Waste Education Events;
 - Reduced carbon footprint within services provided to Roseville residents;
 - Use of clean diesel technology and natural-gas-powered vehicles;
 - Public education and leadership on environmental protection and natural resource conservation issues, including environmentally preferred purchasing (EPP); and
 - Local Material Recovery Facilities (MRF) locations and operations that are efficient and that minimize negative environmental impacts.

2 ~~Diversity,~~ Equity and Inclusion

The City strongly values ~~racial~~ equity and inclusion. All proposals should reflect this in how services are proposed to be performed. All Respondents must state how their organization's values, policies, programs and practices reflect Roseville's ~~DEI~~ values. The City's ~~DEI~~ policy statement states:

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn discrimination by or against residents, visitors, workers, City employees or City businesses. In all that we do as a City government, we pledge to treat everyone fairly, respectfully, and without bias, regardless of their color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.

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

2.1 ~~Racial~~ Equity

Racial equity is when race can no longer be used to predict success and outcomes for all groups are improved.

2.1.1 Background

In 2018, a team of 14 Roseville staff members representing every department at the City participated in a year-long racial equity training. The League of Minnesota Cities (LMC) and the Government Alliance on Race and Equity (GARE) facilitated the program.

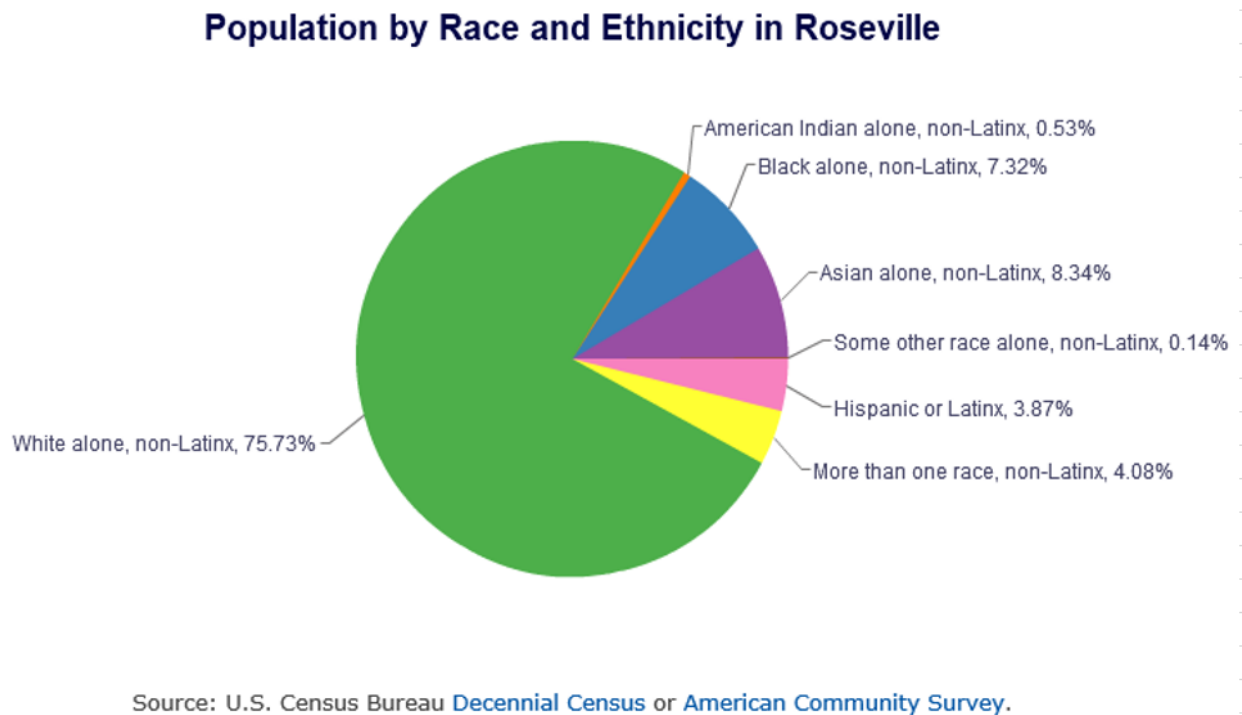
~~Race is consistently a primary indicator of a person's success and wellness in society and government has historically played a role in creating barriers and inequities. These actions have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.~~

2.1.2 Goals

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability. ~~race or ethnicity~~. To accomplish this goal, all City departments will prioritize ~~racial~~ equity in their planning, delivery, and evaluation of programs, policies, and services. The City of Roseville is committed to taking tangible steps to normalize, organize, and implement ~~racial~~ equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

The City's Racial Equity Action Plan is included as part of this RFP packet as Attachment E. The goal in this Action Plan is that "All people of Roseville are welcomed, included and respected." The Action Plan's community indicator B states that "Roseville's workforce reflects the diversity of the community across the breadth and depth of the organization." The outcome related to contracting states that "The City establishes a policy to hire contractors who use a workforce that reflects Roseville's racial equity plan." The relevant action states "Contracts are reviewed for inclusion language to address hiring of contractors with a racially diverse workforce." Respondents to this RFP are required to address these policies in their responses to the RFP Questionnaire as Attachment D.

Below is a graphic description of the population by race and ethnicity in Roseville as reported by the Metropolitan Council of the Twin Cities Area derived from data from the U.S. Census Bureau, American Community Survey (2014—2018).



2.2 Working Conditions and Employment Structure

Roseville believes that all employees of its contractors should be treated with respect and provided with a safe, healthy working environment. Working conditions must be as safe as possible meeting all local, state, and federal policies, guidelines, rules, and laws. Labor policies should fully respect the rights of all employees. The City prefers to work with a Contractor that provides equitable hiring and fair compensation policies and practices.

3 Background and History

Roseville has contracted for curbside recycling of Single-Dwelling Units (SDUs), duplexes, triplexes, and fourplexes since July 1987. Once-a-month collection occurred from July 1987 to July 1988, twice-a-month collection from August 1988 to December 1998, every-other-week collection from January 1999 to April 2006, weekly collection from April 2006 to February 2014, and every-other-week collection has occurred at SDUs since March 2014.

The program began with collection of old newspaper and aluminum cans. Over the years, commodities have been added to include collection of old magazines, old corrugated containers, household office paper and mail, boxboard, phone books, carrier stock cardboard, aseptic packaging, glass bottles and jars, steel food cans, polyethylene terephthalate (PET) and high-density polyethylene (HDPE) plastic bottles, pizza boxes, and clothing and textiles.

In 1999, Roseville switched from a multi-sort (a.k.a., “source-separated”) recycling system to a two-sort system. In 2014, Roseville switched to a single-stream program, using Recycling carts owned and managed by the contractor, collected every other week.

Participation rates reported by the City’s current contractor were between 56% and 71% from 1999 to 2007, between 74% and 82% from 2007 to 2012, between 76% and 93% for 2013 and 2014, and between 92% and 97% for 2015 through 2019. City-wide recycling tonnages were fairly constant, ranging from 2,900 to 3,300 tons collected annually since the program began. (See Contract Exhibit C for details.)

Multi-Dwelling Units were added to the program in 2003. Currently there are 103 buildings with a total of 7,486 units in the program. All new MDUs are required to join the program. There are currently 9 new MDUs under development in the City, with approximately 1,252 new units coming online over the next few years.

Municipal buildings have been serviced under the contract since 2005, at no additional collection cost to the City. Historically the City included City Hall, multiple fire stations, License Center, Cedarholm Community Building, and multiple parks where walk-up service was required. Currently the City has 7 buildings with weekly service, and the License Center is on-call. In total, there are 42, 96-gallon carts, and two 4-CY dumpsters to service at these locations (Exhibit D). Other mutually agreed upon municipal facilities can be added as needed.

The City expanded recycling services into the park system in 2017, where 34 stops were added for a pilot program. The pilot helped the City analyze the service level needs, determine ideal spots for Recycling carts, and determine the optimum seasonal collection schedule. Currently there are 23 City Parks and 114 carts with weekly, or every other week, service around the City. Collection of the recyclables varies between drive up, walk up, and servicing carts on a pathway (Exhibit D). Other mutually agreed upon collections at Parks can be added as needed.

4 RFP Process

4.1 Schedule and Proposal Instructions

To the best of its ability, the City will use the following process and schedule shown in Table 1 for its decision-making:

Table 1
Current RFP Schedule*

Event	Date/Time
RFP issued	July 23 10
Notification of intent submitted to City	August 9 July 24 by 4:00 p.m.
City answers to questions issued to pre-proposal meeting attendees	August 23 2 by 4:00 p.m.
Proposals due to City	September 6August 16 by 4:00 p.m.
<u>Possible</u> Interviews of finalists	September 21 2 - 13
Optional tour(s) of designated MRF(s)	September 12 6 -13
City Council meeting to authorize Contract negotiations	September 23 October 7
Execution of Contract	October 7 October 21 (approximately)

Note:

*These dates are subject to change as the City deems necessary.

All contact by prospective Respondents and their agents regarding the City's RFP and procurement decision-making must only be made with the City's designated contact person, Ryan Johnson, until after final execution of a new recycling Contract. Prospective Respondents are encouraged to contact Mr. Johnson with questions or requests for more information. Other unauthorized contact made with other persons (for example, City staff, elected officials, City residents, County staff, consultants, etc.) may, at the sole discretion of the City, disqualify the Respondent from consideration.

~~Respondents' questions, requests for clarification, or requests for more information about this RFP or process must be submitted no later than 4 p.m. July 24, 2024, by email to:~~

~~Ryan Johnson, Environmental Manager
Ryan.Johnson@cityofroseville.com~~

~~All questions and requests for more information and the City's responses will be summarized in writing and emailed to Respondents interested in responding to this RFP by 4:00 p.m. August 2, 2024.~~

Respondents interested in responding to this RFP shall notify the City in writing of their interest no later than **4:00 p.m., August 9, 2024**, by email to:

Ryan Johnson, Environmental Manager
Ryan.Johnson@cityofroseville.com

Notifications shall include the vendor's name and address, as well as a contact person's name, title, phone number, and email address. It is the responsibility of the vendor to ensure their Notification of Intent are received by the City.

Your proposal shall be submitted to the Engineering Department Office at City Hall no later than **4:00 p.m., August 16, 2024** in a sealed envelope with the name of the proposing company on the outside and addressed as follows:

Enclosed: Recycling Services Proposal.
c/o Ryan Johnson
Environmental Manager
City of Roseville, City Hall
2660 Civic Center Drive
Roseville, MN 55113
Ryan.Johnson@cityofroseville.com

Proposals will be managed in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes §13.591, Subdivision 3 (b).

An electronic copy of the full proposal must be submitted on a universal serial bus (USB) flash drive inside a sealed envelope. The proposal files may be submitted in Microsoft Word or portable document format (PDF) or other approved digital media.

At a minimum, Respondents must submit a "base scenario" proposal using the fixed-fee price worksheet forms in Attachment F (without risk/revenue sharing). "Alternate proposals" may be submitted in addition to but not instead of the base scenario.

4.1.12 Questions and Addenda

Respondents' questions, requests for clarification, or requests for more information about this RFP or process must be submitted no later than **4 p.m. July 24, 2024**, by email to:

[Ryan Johnson, Environmental Manager](mailto:Ryan.Johnson@cityofroseville.com)
Ryan.Johnson@cityofroseville.com

All questions and requests for more information and the City's responses will be summarized in writing and emailed to all Respondents interested in responding to this RFP by **4:00 p.m. August 23, 2024**.

~~The City will form a proposal review committee to review and analyze the details of the qualified submitted proposals. Finalists will be invited to interview with the review committee to be held September 2 – 13 (under the current schedule). The City may request tours of the Respondents' designated MRFs during this interview period. Following the interviews and any tour(s) of the designated MRF(s), the committee will recommend proposal rankings to the City Council.~~

~~Upon direction from the City Council, City staff will negotiate terms of the final contract with the top ranked Respondent. If negotiations with the top ranked Respondent are not successful, the City will negotiate with the second ranked Respondent, and so on.~~

~~After a final draft Contract has been negotiated, City staff will present a recommended Contract to the City Council. The City Council may then award the Contract and authorize staff to execute it.~~

~~It is anticipated the new Recycling contract will be executed by approximately October 7, 2024, and collection operations under the new Contract will commence on July 1, 2025. Transition operations under the new Contract, such as cart switches and related public education, may occur prior to collection operations.~~

4.2 Assumptions to be used for Proposals

The City shall use following assumptions for purposes of evaluating all proposals on the same basis:

- ♦ Annual recyclable tonnage collected curbside under the City contract = 3,300 tons per year.
- ♦ Annual recyclable tonnage collected at Multi-Dwelling Units under the City contract = 600 tons per year.
- ♦ Single-Dwellings Units and other units that receive curbside service using curbside bins = 9,487 units.
- ♦ Multi-Dwelling Units that will receive respective collection service = 7,486 housing units at 97 locations.
- ♦ Annual recyclable tonnage collected at City Parks = 3.5 tons per year

4.3 Proposal Contents

Qualified proposals must include the Proposal Content Checklist (Attachment B) and all items listed on the checklist.

4.4 **Proposal Evaluation and Evaluation Criteria**

4.4.1 **Review Committee**

The City will form a proposal review committee to review and analyze the details of the qualified submitted proposals. Finalists ~~will~~ may be invited to interview with the review committee to be held September 12 - 13 (under the current schedule). The City may request tours of the Respondents' designated MRFs during this interview period. Following the interviews and any tour(s) of the designated MRF(s), the committee will recommend proposal rankings to the City Council.

Upon direction from the City Council, City staff will negotiate terms of the final contract with the top-ranked Respondent. If negotiations with the top-ranked Respondent are not successful, the City will negotiate with the second-ranked Respondent, and so on.

After a final draft Contract has been negotiated, City staff will present a recommended Contract to the City Council. The City Council may then award the Contract and authorize staff to execute it.

It is anticipated the new Recycling contract will be executed by approximately October 7²¹, 2024, and collection operations under the new Contract will commence on July 1, 2025. Transition operations under the new Contract, such as cart switches and related public education, may occur prior to collection operations.

4.4.2 **Evaluation Criteria**

Table 2 displays the proposal evaluation criteria and category weightings that will be used to score and rank proposals submitted. Respondents must meet minimum qualifications; this criterion will be evaluated on a “pass/fail” basis as determined by the relevant experience, references, and capacity. The remaining evaluation criteria categories will be evaluated according to the corresponding RFP sections and weights itemized in Table 2.

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
<i>Relevant experience, references and capacity</i>	Pass/Fail
Category	Weight
Project Capability	20%
How Well Proposal Meets Community Values:	
Diversity, equity and inclusion <u>Equity</u>	15%
Other (non-DEI) community values elements	15%
Price*	40%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:

***The City will use the following formula to score the proposed price:**

Lowest proposed total annual cost estimate divided by Respondent's price multiplied by the maximum score of ~~25~~ 40 points.

The review committee will evaluate all proposals submitted based on the criteria in Table 2. Finalists may, at the sole discretion of the City, be invited to interviews. At the interview, Respondents will be asked to respond to questions regarding their proposal. These questions may include further explanation on:

- ♦ How their proposal will meet community values; and
- ♦ How their proposed value-added plan will work in practice; and/or
- ♦ Other questions deemed relevant to evaluating the proposals.

The review committee will present its recommendation to the City Council at the **September 23 October 7, 2024**, City Council meeting.

4.5 Proposals May Be Rejected in Whole or Part

The City of Roseville reserves the right, at its sole discretion, to:

- ♦ Reject any or all proposals;
- ♦ Reject parts of proposals;
- ♦ Negotiate modifications of proposals submitted;
- ♦ Accept part or all of the proposals on the basis of consideration(s) other than proceeds or cost; and

- ♦ Negotiate specific work elements with the preferred Respondent into a contract of lesser or greater expense than described in this RFP or the Respondent's reply.

4.6 Respondents May Team with Other Companies

It is recognized that some prospective Respondents may wish to subcontract with other companies for processing services. This may be allowed, as needed, but all such Contractor-Subcontractor relationships must be explicitly described in each proposal scenario. The City will contract with only one primary Contractor for the recycling services. The City expects to have one designated point of contact with the selected Contractor.

Multiple Respondents may team up with other complementary hauling or recycling companies, provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

4.7 RFP and Proposal to Become Part of Final Contract

The contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful Respondent and approved by the City in writing shall become part of the contractual obligations and be incorporated by reference into the ensuing Contract. If any provision of the contract RFP or proposal is in conflict, the Contract takes precedence.

4.8 Requests that Selected Information be Held Confidential

It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of City procurement activities. Proposal records will not be released or available for public inspection prior to the award and full execution of the final Contract. After execution of the final Contract, proposals submitted in conjunction with this RFP may become public record and consequently, open for public inspection. If there are confidential or proprietary sections of proposals which a Respondent requests be exempted from this requirement, Respondent(s) must submit a cover letter and seal these proposal sections in a separate envelope and segment these sections as a separate electronic file. Only items specifically referenced within cover letter will be considered as potentially confidential. If such a cover letter is not included with your proposal, it will be assumed nothing is requested to be confidential.

Notification of the City's determination on such requests will be made prior to release of any of the information in the proposal.

Proposal sections cannot be kept confidential unless it is trade secret information. Trade secret information is defined in Minnesota Statutes §[13.37 General Nonpublic Data](#) as:

- (b) "Trade secret information" means government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the

individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Respondents must include a justification for why the proposed confidential sections of their proposal should remain non-public.

Attachment A
Draft Contract

Attachment B
Proposal Content Checklist

Attachment B

Proposal Content Checklist*

Respondents must prepare submissions that follow the format,* attachment titles, and sequence specified in this RFP.

Respondents must complete and submit this checklist* of items for inclusion in the proposal. Each item must be submitted on a separate page.

Responsiveness (Pass/Fail)

The Respondent must submit each of the following documents in order to be considered responsive:

- ☐ Completed Proposal Submittal Form and Affidavit of Non-Collusion (Attachment C).*
- ☐ Statement as to any litigation in the past five years within the State of Minnesota and the current status of that litigation.
- ☐ List of firm's principal officers' names, titles, addresses and contact information (telephone and email) for designated contact person.
- ☐ A comprehensive cart management plan on how your firm supports the City with the management of City owned carts.
- ☐ Examples of monthly and annual reports.
- ☐ Example of the Respondent's annual report and educational materials sent to multi-unit building owners.
- ☐ A statement clearly specifying the location(s) of its recyclables Materials Recovery Facility (MRF) or subcontractor's MRF where material collected from the City will be delivered and / or processed. If a third party MRF is used, a letter of agreement or understanding from the MRF subcontractor.
- ☐ Letter certifying all recyclables to be collected in the City's recycling program will have adequate end markets. The letter should include a statement on the Respondent's proposed end market locations as a strategy to help sustain the city's Recycling program for the long-term.
- ☐ Examples of Respondent's public education materials including digital or printed recycling guides, educational videos, and / or education tags used during curbside collection operations if unacceptable recyclables are rejected by collection crews.
- ☐ Example of Respondents monthly unacceptable recyclables reporting form.
- ☐ List of references.
- ☐ Respondent Questionnaire (Attachment D).*
- ☐ Price Worksheets (Attachment F).*
- ☐ List of Trucks and Other Collection Equipment (Attachment G).
- ☐ Acceptance of, or Exception to, Draft Contract (Attachment H).
- ☐ Acknowledgement of Receipt of RFP Addenda (Attachment I).

* Templates of these attachments are available for download in Word format.

Attachment C
Proposal Submittal Form and Affidavit of Non-Collusion

Attachment C
Proposal Submittal Form and Affidavit of Non-Collusion

Proposal Submittal Form:

TO: Ryan Johnson
Environmental Manager
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Sir:

1. The following proposal is made for Comprehensive Recycling Services as described in the RFP packet provided to the prospective Respondents.
2. The undersigned certifies that the specifications contained herein have been carefully examined and understood and that at no time will misunderstanding of said specifications be pleaded.
3. In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals and to waive any informalities and technicalities without explanation.
4. If a corporation, what is the State of Incorporation?

5. If a partnership, state full names of all co-partners:

6. The Respondent, in compliance with the Notice Requesting Proposals for Comprehensive Recycling Services, hereby submits the following proposal:

Official Address:

Firm Name:

By: _____

Title: _____

Date: _____

Affidavit of Non-Collusion:

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Respondent (if the Respondent is an individual), a partner with the Respondent (if the Respondent is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the Respondent is a corporation);
2. That the attached proposal or proposals have been arrived at by the Respondent, independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposals, designed to limit independent proposing or competition;
3. That the contents of the proposal or proposals have not been communicated by the Respondent or its employees or agents to any person not an employee or agent of the Respondent or its surety on any bond furnished with the proposal or official reviewing the proposal or proposals; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: _____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public
My Commission expires _____, 20____

Attachment D
Respondent Questionnaire

Attachment E
Roseville's Racial Equity Action Plan

Attachment F
Price Worksheets

Attachment F

Price Worksheets

Instructions

All Respondents must fill out at least one set of these price worksheets for the “base scenario” for fixed fees (without risk/revenue sharing); at a minimum, the price worksheets below must be filled out. All parts of the price worksheets below must be completed. To be responsive, the City requires proposed Recycling service prices for:

- ♦ SDUs and MDUs;
- ♦ Three (3) year vs. five (5) contract terms; and
- ♦ Weekly collection vs. every-other-week (EOW) collection

In addition, Respondents also may complete optional, alternate scenario price worksheets. For example, Respondents may submit separate price worksheets with a proposed risk/revenue sharing component. Another example would be for weekly collection from SDUs instead of the every-other-week (EOW) collection frequency in the base scenario. Simply copy these pages and clearly mark your additional alternate scenario proposal as such. Respondents may submit multiple scenarios; there is no limit.

Respondents may fill in the price worksheets below or use their own form. However, the contents in the price worksheets below must be included if alternative forms are submitted. When completed, print and sign the final forms for submittal with your proposal. You may also print out this document, fill in your numeric answers by hand, and then sign the price worksheets. All forms completed manually must be clear and legible.

All price worksheets shall be executed by the authorized official to bind the Respondent. If alternate proposal(s) are submitted, a separate Form F – Price Worksheet must be included, labeled “Alternate” with an appropriate title, that clearly specifies the proposed costs of any such alternate provision.

Risk/Revenue Sharing Option

You may submit an additional scenario price worksheet with risk/revenue sharing to accommodate the fluctuating value of recyclables. If you do so, your risk/revenue sharing option must be clearly described, prices and formulae itemized, and include at least two example annual calculations based on 2022 and 2023 market prices. If you submit such an option, the City requires you to submit it in addition to your proposed prices for the “base scenario” without risk/revenue sharing as outlined below. Alternate risk/revenue share proposals without the “base scenario” (without risk/revenue sharing) may be deemed non-responsive.

If you propose a risk/revenue sharing scenario, you must use the assumed tonnage and material splits in Exhibit C for calculating the net revenue share. It is important to note that the City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for purposes of this RFP and comparing the value of any risk/revenue sharing proposals.

Respondent Contact Information

Organization name: _____

Contact person: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Signature of authorized Representative:

(Name)

Date: _____

Form F.1 - Recyclables Collection from Single-Dwelling Units
owns the carts)

(City

Proposed price for weekly Recyclables collection from Single Dwelling Units (SDUs). The City will own the large (95-gallon) Recycling Carts. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed prices should include all Recyclables processing/marketing costs and charges (i.e., without any revenue/risk sharing provision).

Recyclables Service from SDUs
(\$ per SDU per month)

Three (3) Year Term

Recycling Service Fee	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
Proposed price per Single-Dwelling Unit per month			

Five (5) Year Term

Recycling Service Fee	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
Proposed price per Single-Dwelling Unit per month					

Form F.4 - Recyclables Collection from Multi-Dwelling Units**(City owns the carts)**

Proposed price for Recycling service from Multi-Dwelling Units. All Recycling carts will be owned by the City. Assume the dumpsters will be owned by the Contractor. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed price should include all Recyclables processing/marketing costs and associated charges.

Recyclables Service from Multi-Dwelling Units

(\$ per Multi-Dwelling Units per month)

Three (3) Year Term

Recycling Service Fee	Contract Year		
	1	2	3
	1/1/25 to 12/31/26	1/1/26 to 12/31/27	1/1/27 to 12/31/28
	12 months	12 months	12 months
Proposed price per Multi-Dwelling Unit per month:			

Five (5) Year Term

Recycling Service Fee	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
Proposed price per Multi-Dwelling Unit per month:					

F.5 Recyclables Collection from City Parks (City owns the carts)

Recycling services in City Parks includes servicing carts within or adjacent to parking lots and buildings (less than 25 feet from parking lot) and on trails/pathways on a dollar-per-pull basis. Assume the Contractor owns the carts.

The Contractor will be required to comply with the Roseville Parks Safety Plan <http://www.cityofroseville.com/436/Recycling>.

The Respondent should also provide a recommended schedule for servicing the City Parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Three (3) Year Term

Recycling Service Fee (\$ per pull)	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
At or adjacent to parking lots			
On the parks trails			

Five (5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year				
	1	2	3	4	5
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26
	12 months	12 months	12 months	12 months	12 months
At or adjacent to parking lots					
On the parks trails					

Attachment G
List of Trucks and Other Collection Equipment

Attachment G

List of Trucks and Other Collection Equipment

Instructions: This form shall be executed by the official authorized to bind the Respondent organization. Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service all types of accounts including residential (Single-Dwelling Units and Multi-Dwelling Units), City Parks, and City buildings.

Make of Chassis & Body	Model	Year	#	Capacity/Cubic Yards	Fuel Type	Delivery Schedule, if not Currently Owned

Signature of person duly authorized to sign submittal on behalf of the Respondent:

Authorized Signature

Print Name

Date

Attachment H
Acceptance of, or Exceptions to, Draft Contract

Attachment H
Acceptance of, or Exceptions to, Draft Contract

Respondent has reviewed the draft Contract for the City of Roseville Comprehensive Recycling Services (Attachment A) in this RFP packet.

- ☐ We have no changes to request to the draft Contract and we have no exceptions to the proposed Contract language. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language “as is.” If awarded the Contract by the City, we hereby certify that we will execute the final Contract without any changes.

Or

- ☐ We have exceptions to the draft Contract language. We have proposed changes to the draft Contract. We have attached a redlined (“tracked changes”) version of the draft Contract that itemizes our changes or exceptions. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language with the proposed changes. No other exceptions or changes are or will be proposed. If awarded the Contract, we hereby certify that we will execute the final Contract if our proposed changes are accepted by the City.

Signature of person duly authorized to sign submittal on behalf of the Respondent:

Authorized Signature

Print Name

Date

Attachment I
Acknowledgement of Receipt of Addenda

Attachment I
Acknowledgement of Receipt of Addenda

Acknowledge receipt of addenda to the City's RFP for Recycling Collection Services with your signature. An opportunity to acknowledge up to five (5) addenda is included in this form but does not necessarily mean that five (5) addenda will be provided.

- ☐ Addendum 1 _____
(Date)
- ☐ Addendum 2 _____
(Date)
- ☐ Addendum 3 _____
(Date)
- ☐ Addendum 4 _____
(Date)
- ☐ Addendum 5 _____
(Date)

Signature of person duly authorized to sign submittal on behalf of the Respondent:

Authorized Signature

Print Name

Date

Email Address

Telephone

Request for Proposals

Comprehensive Recycling Services

City of Roseville, Minnesota

July 2024



Comprehensive Recycling Services

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Attachment B	Proposal Content Checklist
Attachment C	Proposal Submittal Form and Affidavit of Non-Collusion
Attachment D	Respondent Questionnaire
Attachment E	[Deleted]
Attachment F	Price Worksheets
Attachment G	List of Trucks and Other Collection Equipment
Attachment H	Acceptance of, or Exceptions to, Draft Contract
Attachment I	Acknowledgement of Receipt of RFP Addenda

1 Introduction

The City of Roseville, Minnesota (City) seeks to enter into a new recycling contract with a company to provide comprehensive residential recycling services for the City. Those services include collection, processing, marketing, staffing for recycling information at special events, and public education.

The Request for Proposals (RFP) packet, together with all attachments and exhibits, defines the service standards and specifications and proposal requirements of the Comprehensive Recycling Program for the City of Roseville.

For the purpose of this RFP, the City of Roseville has identified 9,487 Residential Dwelling Units, defined as stand-alone Single-Dwelling Units (SDUs), duplexes, triplexes, fourplexes, and townhomes. These units will be serviced “curbside” as Single-Dwelling Units, as specified herein. The City has identified 7,486 Multi-Dwelling Units (MDUs), as detailed in the draft Contract - Exhibit B, are defined as units in five or more unit buildings or mobile home parks. These units are serviced as multi-units, as specified herein. The City allows other organizations (e.g., faith organizations) and small businesses to opt-in to the curbside recycling program, as long as the composition of materials is similar. There are 23 additional opt-in locations with a total of 44, 96-gallon carts. The program also currently includes 23 City Parks and 7 City buildings as part of the recycling collection service as detailed in draft Contract – Exhibit D.

Among the goals of the City are to maximize recovery of recyclables from all residents in the City, to market materials so they achieve their highest and best use, to achieve the most cost-effective solution, and to encourage innovation in recycling and waste diversion.

Roseville residents have identified a city-wide goal to be an environmentally healthy community, and residents have identified various community values that environmental programs such as recycling should incorporate.

Those community values expressed by residents include:

- ◆ Collection operations consisting of:
 - ▶ Clean and quiet pickup and transport;
 - ▶ Low impact on street pavement (size and weight of trucks);
 - ▶ Easy participation effort including use of single-stream collection and processing operations;
 - ▶ Ability to collect more materials as markets become available, notably food scraps;
 - ▶ Efficiently recycled (local markets, highest and best use for material);
 - ▶ State-of-the-art collections at City parks and other municipal facilities; and

- Effective Multi-Dwelling Unit recycling.
- ♦ Resident and community engagement efforts, which include:
 - Voluntary expansion to business collection;
 - Effective, frequent education to residents with success rate measurement;
 - Incorporation of community involvement;
 - Annual report to the City that includes information on end use of collected materials;
 - Identification, outreach, and engagement to low participating communities; and
 - Outreach using electronic communications, such as an effective website including a Roseville-specific web page; mobile apps.
- ♦ Minimizing environmental impacts, which includes:
 - Expanding Zero Waste Education Events;
 - Reduced carbon footprint within services provided to Roseville residents;
 - Use of clean diesel technology and natural-gas-powered vehicles;
 - Public education and leadership on environmental protection and natural resource conservation issues, including environmentally preferred purchasing (EPP); and
 - Local Material Recovery Facilities (MRF) locations and operations that are efficient and that minimize negative environmental impacts.

2 Equity and Inclusion

The City strongly values equity and inclusion. All proposals should reflect this in how services are proposed to be performed. All Respondents must state how their organization's values, policies, programs and practices reflect Roseville's values. The City's policy statement states:

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn discrimination by or against residents, visitors, workers, City employees or City businesses. In all that we do as a City government, we pledge to treat everyone fairly, respectfully, and without bias, regardless of their color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.

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

2.1 Equity

Racial equity is when race can no longer be used to predict success and outcomes for all groups are improved.

2.1.1 Background

In 2018, a team of 14 Roseville staff members representing every department at the City participated in a year-long racial equity training. The League of Minnesota Cities (LMC) and the Government Alliance on Race and Equity (GARE) facilitated the program.

2.1.2 Goals

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.. To accomplish this goal, all City departments will prioritize equity in their planning, delivery, and evaluation of programs, policies, and services. The City of Roseville is committed to taking tangible steps to normalize, organize, and implement equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

2.2 Working Conditions and Employment Structure

Roseville believes that all employees of its contractors should be treated with respect and provided with a safe, healthy working environment. Working conditions must be as safe as possible meeting all local, state, and federal policies, guidelines, rules, and laws. Labor policies should fully respect the rights of all employees. The City prefers to work with a Contractor that provides equitable hiring and fair compensation policies and practices.

3 Background and History

Roseville has contracted for curbside recycling of Single-Dwelling Units (SDUs), duplexes, triplexes, and fourplexes since July 1987. Once-a-month collection occurred from July 1987 to July 1988, twice-a-month collection from August 1988 to December 1998, every-other-week collection from January 1999 to April 2006, weekly collection from April 2006 to February 2014, and every-other-week collection has occurred at SDUs since March 2014.

The program began with collection of old newspaper and aluminum cans. Over the years, commodities have been added to include collection of old magazines, old corrugated containers, household office paper and mail, boxboard, phone books, carrier stock cardboard, aseptic packaging, glass bottles and jars, steel food cans, polyethylene terephthalate (PET) and high-density polyethylene (HDPE) plastic bottles, pizza boxes, and clothing and textiles.

In 1999, Roseville switched from a multi-sort (a.k.a., “source-separated”) recycling system to a two-sort system. In 2014, Roseville switched to a single-stream program, using Recycling carts owned and managed by the contractor, collected every other week.

Participation rates reported by the City’s current contractor were between 56% and 71% from 1999 to 2007, between 74% and 82% from 2007 to 2012, between 76% and 93% for 2013 and 2014, and between 92% and 97% for 2015 through 2019. City-wide recycling tonnages were fairly constant, ranging from 2,900 to 3,300 tons collected annually since the program began. (See Contract Exhibit C for details.)

Multi-Dwelling Units were added to the program in 2003. Currently there are 103 buildings with a total of 7,486 units in the program. All new MDUs are required to join the program. There are currently 9 new MDUs under development in the City, with approximately 1,252 new units coming online over the next few years.

Municipal buildings have been serviced under the contract since 2005, at no additional collection cost to the City. Historically the City included City Hall, multiple fire stations, License Center, Cedarholm Community Building, and multiple parks where walk-up service was required. Currently the City has 7 buildings with weekly service, and the License Center is on-call. In total, there are 42, 96-gallon carts, and two 4-CY dumpsters to service at these locations (Exhibit D). Other mutually agreed upon municipal facilities can be added as needed.

The City expanded recycling services into the park system in 2017, where 34 stops were added for a pilot program. The pilot helped the City analyze the service level needs, determine ideal spots for Recycling carts, and determine the optimum seasonal collection schedule. Currently there are 23 City Parks and 114 carts with weekly, or every other week, service around the City. Collection of the recyclables varies between drive up, walk up, and servicing carts on a pathway (Exhibit D). Other mutually agreed upon collections at Parks can be added as needed.

4 RFP Process

4.1 Schedule and Proposal Instructions

To the best of its ability, the City will use the following process and schedule shown in Table 1 for its decision-making:

Table 1
Current RFP Schedule*

Event	Date/Time
RFP issued	July 23
Notification of intent submitted to City	August 9 by 4:00 p.m.
City answers to questions issued to pre-proposal meeting attendees	August 23 by 4:00 p.m.
Proposals due to City	September 6 by 4:00 p.m.
Possible Interviews of finalists	September 12 - 13
Optional tour(s) of designated MRF(s)	September 12 -13
City Council meeting to authorize Contract negotiations	October 7
Execution of Contract	October 21 (approximately)

Note:

*These dates are subject to change as the City deems necessary.

All contact by prospective Respondents and their agents regarding the City's RFP and procurement decision-making must only be made with the City's designated contact person, Ryan Johnson, until after final execution of a new recycling Contract. Prospective Respondents are encouraged to contact Mr. Johnson with questions or requests for more information. Other unauthorized contact made with other persons (for example, City staff, elected officials, City residents, County staff, consultants, etc.) may, at the sole discretion of the City, disqualify the Respondent from consideration.

Respondents interested in responding to this RFP shall notify the City in writing of their interest no later than **4:00 p.m., August 9, 2024**, by email to:

Ryan Johnson, Environmental Manager
Ryan.Johnson@cityofroseville.com

Notifications shall include the vendor's name and address, as well as a contact person's name, title, phone number, and email address. It is the responsibility of the vendor to ensure their Notification of Intent are received by the City.

Your proposal shall be submitted to the Engineering Department Office at City Hall no later than **4:00 p.m., September 6, 2024** in a sealed envelope with the name of the proposing company on the outside and addressed as follows:

Enclosed: Recycling Services Proposal.
c/o Ryan Johnson
Environmental Manager
City of Roseville, City Hall
2660 Civic Center Drive
Roseville, MN 55113
Ryan.Johnson@cityofroseville.com

Proposals will be managed in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes §13.591, Subdivision 3 (b).

An electronic copy of the full proposal must be submitted on a universal serial bus (USB) flash drive inside a sealed envelope. The proposal files may be submitted in Microsoft Word or portable document format (PDF) or other approved digital media.

At a minimum, Respondents must submit a “base scenario” proposal using the fixed-fee price worksheet forms in Attachment F (without risk/revenue sharing). “Alternate proposals” may be submitted in addition to but not instead of the base scenario.

4.1.1 Questions and Addenda

Respondents’ questions, requests for clarification, or requests for more information about this RFP or process must be submitted no later than **4 p.m. August 9, 2024**, by email to:

Ryan Johnson, Environmental Manager
Ryan.Johnson@cityofroseville.com

All questions and requests for more information and the City’s responses will be summarized in writing and emailed to all Respondents interested in responding to this RFP by 4:00 p.m. August 23, 2024.

4.2 Assumptions to be used for Proposals

The City shall use following assumptions for purposes of evaluating all proposals on the same basis:

- ♦ Annual recyclable tonnage collected curbside under the City contract = 3,300 tons per year.
- ♦ Annual recyclable tonnage collected at Multi-Dwelling Units under the City contract = 600 tons per year.

- ♦ Single-Dwellings Units and other units that receive curbside service using curbside bins = 9,487 units.
- ♦ Multi-Dwelling Units that will receive respective collection service = 7,486 housing units at 97 locations.
- ♦ Annual recyclable tonnage collected at City Parks = 3.5 tons per year

4.3 Proposal Contents

Qualified proposals must include the Proposal Content Checklist (Attachment B) and all items listed on the checklist.

4.4 Proposal Evaluation and Evaluation Criteria

4.4.1 Review Committee

The City will form a proposal review committee to review and analyze the details of the qualified submitted proposals. Finalists may be invited to interview with the review committee to be held September 12 - 13 (under the current schedule). The City *may* request tours of the Respondents' designated MRFs during this interview period. Following the interviews and any tour(s) of the designated MRF(s), the committee will recommend proposal rankings to the City Council.

Upon direction from the City Council, City staff will negotiate terms of the final contract with the top-ranked Respondent. If negotiations with the top-ranked Respondent are not successful, the City will negotiate with the second-ranked Respondent, and so on.

After a final draft Contract has been negotiated, City staff will present a recommended Contract to the City Council. The City Council may then award the Contract and authorize staff to execute it.

It is anticipated the new Recycling contract will be executed by approximately October 21, 2024, and collection operations under the new Contract will commence on July 1, 2025. Transition operations under the new Contract, such as cart switches and related public education, may occur prior to collection operations.

4.4.2 Evaluation Criteria

Table 2 displays the proposal evaluation criteria and category weightings that will be used to score and rank proposals submitted. Respondents must meet minimum qualifications; this criterion will be evaluated on a "pass/fail" basis as determined by the relevant experience, references, and capacity. The remaining evaluation criteria categories will be evaluated according to the corresponding RFP sections and weights itemized in Table 2.

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
<i>Relevant experience, references and capacity</i>	Pass/Fail
Category	Weight
Project Capability	20%
How Well Proposal Meets Community Values:	
<i>Equity</i>	15%
<i>Other community values elements</i>	15%
Price*	40%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:

***The City will use the following formula to score the proposed price:**

Lowest proposed total annual cost estimate divided by Respondent's price multiplied by the maximum score of 40 points.

The review committee will evaluate all proposals submitted based on the criteria in Table 2. Finalists may, at the sole discretion of the City, be invited to interviews. At the interview, Respondents will be asked to respond to questions regarding their proposal. These questions may include further explanation on:

- ♦ How their proposal will meet community values; and
- ♦ How their proposed value-added plan will work in practice; and/or
- ♦ Other questions deemed relevant to evaluating the proposals.

The review committee will present its recommendation to the City Council at the **October 7, 2024**, City Council meeting.

4.5 Proposals May Be Rejected in Whole or Part

The City of Roseville reserves the right, at its sole discretion, to:

- ♦ Reject any or all proposals;
- ♦ Reject parts of proposals;
- ♦ Negotiate modifications of proposals submitted;
- ♦ Accept part or all of the proposals on the basis of consideration(s) other than proceeds or cost; and
- ♦ Negotiate specific work elements with the preferred Respondent into a contract of lesser or greater expense than described in this RFP or the Respondent's reply.

4.6 Respondents May Team with Other Companies

It is recognized that some prospective Respondents may wish to subcontract with other companies for processing services. This may be allowed, as needed, but all such Contractor-Subcontractor relationships must be explicitly described in each proposal scenario. The City will contract with only one primary Contractor for the recycling services. The City expects to have one designated point of contact with the selected Contractor.

Multiple Respondents may team up with other complementary hauling or recycling companies, provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

4.7 RFP and Proposal to Become Part of Final Contract

The contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful Respondent and approved by the City in writing shall become part of the contractual obligations and be incorporated by reference into the ensuing Contract. If any provision of the contract RFP or proposal is in conflict, the Contract takes precedence.

4.8 Requests that Selected Information be Held Confidential

It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of City procurement activities. Proposal records will not be released or available for public inspection prior to the award and full execution of the final Contract. After execution of the final Contract, proposals submitted in conjunction with this RFP may become public record and consequently, open for public inspection. If there are confidential or proprietary sections of proposals which a Respondent requests be exempted from this requirement, Respondent(s) must submit a cover letter and seal these proposal sections in a separate envelope and segment these sections as a separate electronic file. Only items specifically referenced within cover letter will be considered as potentially confidential. If such a cover letter is not included with your proposal, it will be assumed nothing is requested to be confidential.

Notification of the City's determination on such requests will be made prior to release of any of the information in the proposal.

Proposal sections cannot be kept confidential unless it is trade secret information. Trade secret information is defined in Minnesota Statutes [§13.37 General Nonpublic Data](#) as:

- (b) "Trade secret information" means government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential,

from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Respondents must include a justification for why the proposed confidential sections of their proposal should remain non-public.

Attachment A
Draft Contract

Attachment B
Proposal Content Checklist

Attachment B

Proposal Content Checklist*

Respondents must prepare submissions that follow the format,* attachment titles, and sequence specified in this RFP.

Respondents must complete and submit this checklist* of items for inclusion in the proposal. Each item must be submitted on a separate page.

Responsiveness (Pass/Fail)

The Respondent must submit each of the following documents in order to be considered responsive:

- ☐ Completed Proposal Submittal Form and Affidavit of Non-Collusion (Attachment C).*
- ☐ Statement as to any litigation in the past five years within the State of Minnesota and the current status of that litigation.
- ☐ List of firm's principal officers' names, titles, addresses and contact information (telephone and email) for designated contact person.
- ☐ A comprehensive cart management plan on how your firm supports the City with the management of City owned carts.
- ☐ Examples of monthly and annual reports.
- ☐ Example of the Respondent's annual report and educational materials sent to multi-unit building owners.
- ☐ A statement clearly specifying the location(s) of its recyclables Materials Recovery Facility (MRF) or subcontractor's MRF where material collected from the City will be delivered and / or processed. If a third party MRF is used, a letter of agreement or understanding from the MRF subcontractor.
- ☐ Letter certifying all recyclables to be collected in the City's recycling program will have adequate end markets. The letter should include a statement on the Respondent's proposed end market locations as a strategy to help sustain the city's Recycling program for the long-term.
- ☐ Examples of Respondent's public education materials including digital or printed recycling guides, educational videos, and / or education tags used during curbside collection operations if unacceptable recyclables are rejected by collection crews.
- ☐ Example of Respondents monthly unacceptable recyclables reporting form.
- ☐ List of references.
- ☐ Respondent Questionnaire (Attachment D).*
- ☐ Price Worksheets (Attachment F).*
- ☐ List of Trucks and Other Collection Equipment (Attachment G).
- ☐ Acceptance of, or Exception to, Draft Contract (Attachment H).
- ☐ Acknowledgement of Receipt of RFP Addenda (Attachment I).

* Templates of these attachments are available for download in Word format.

Attachment C
Proposal Submittal Form and Affidavit of Non-Collusion

Attachment C
Proposal Submittal Form and Affidavit of Non-Collusion

Proposal Submittal Form:

TO: Ryan Johnson
Environmental Manager
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Sir:

1. The following proposal is made for Comprehensive Recycling Services as described in the RFP packet provided to the prospective Respondents.
2. The undersigned certifies that the specifications contained herein have been carefully examined and understood and that at no time will misunderstanding of said specifications be pleaded.
3. In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals and to waive any informalities and technicalities without explanation.
4. If a corporation, what is the State of Incorporation?

5. If a partnership, state full names of all co-partners:

6. The Respondent, in compliance with the Notice Requesting Proposals for Comprehensive Recycling Services, hereby submits the following proposal:

Official Address:

Firm Name:

By: _____

Title: _____

Date: _____

Affidavit of Non-Collusion:

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Respondent (if the Respondent is an individual), a partner with the Respondent (if the Respondent is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the Respondent is a corporation);
2. That the attached proposal or proposals have been arrived at by the Respondent, independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposals, designed to limit independent proposing or competition;
3. That the contents of the proposal or proposals have not been communicated by the Respondent or its employees or agents to any person not an employee or agent of the Respondent or its surety on any bond furnished with the proposal or official reviewing the proposal or proposals; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: _____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public
My Commission expires _____, 20____

Attachment D
Respondent Questionnaire

Attachment D

Respondent Questionnaire

Instructions

Use this form (available in Word format with expandable text fields for your answers) and attach additional pages as necessary to respond to each of the following questions. All Respondents must complete this Questionnaire. If any items are Not Applicable, please mark the Section “N/A”.

Note: If this is a teaming arrangement, list all team members, providing: organization name, contact person name, address, telephone number, email, website, and contact person. The word “company” as used below includes partnerships, corporations, sole proprietorships, and/or other types of organizations.

General Contact Information:

Name of Company Proposing:	<u>Click or tap here to enter text.</u>
Address:	<u>Click or tap here to enter text.</u>
Telephone:	<u>Click or tap here to enter text.</u>
Email:	<u>Click or tap here to enter text.</u>
Website:	<u>Click or tap here to enter text.</u>
Name of contact person:	<u>Click or tap here to enter text.</u>
Type of organization:	<u>Click or tap here to enter text.</u>

(e.g., corporation, joint venture, partnership, individual)

Is this a “Team” proposal? ☐ Yes ☐ No

If yes, list the name(s) of the other organizations proposing as a part of your Team. (A letter of intent to team should be included from each organization.)

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

References

Provide on separate page(s) Recycling collection service references. Provide at least three (3) municipal references. Include:

- ◆ The name of the municipality or other government agency
- ◆ Dates of service
- ◆ Number of households served
- ◆ Contract structure between the organization and current status

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- ◆ Type of materials collected
- ◆ Summary of service level (e.g., every other week curbside Recycling in carts, Single Unit Dwellings, Multi-Unit Dwellings, etc.)

If this is a teaming arrangement, collection service references for each team member should be submitted.

Qualifications

General Management

Describe the management structure of your company, including local decision-making authority related to this Agreement. [Click or tap here to enter text.](#)

Financial Stability and Strength

Provide financial data for the previous three years (e.g., balance sheets, annual report).
[Click or tap here to enter text.](#)

Special Events

List and summarize your past experience with providing Recycling services at special events (e.g., community clean up events, other community events, etc.). [Click or tap here to enter text.](#)

Recycling Contamination as Collected

List the Recycling contamination rates (as collected) from your top performing communities referenced. Describe the methods used to measure contamination (as collected) in each instance. For example, summarize Recyclables composition sorts that include measurement of contamination rates. Summarize the reasons each community program has been successful in reducing Recyclables contamination (as collected) and your role. [Click or tap here to enter text.](#)

Business Information

Complete this section for the Respondent and, if applicable, each member of a teaming arrangement.

Within the past five (5) years, has your company failed to complete a collection contract?

☐ Yes ☐ No

If so, state name of parties to the contract, the date of the contract, and the reason for non-completion. If a bond was posted, state the contact information for the bond company.

[Click or tap here to enter text.](#)

Within the past five (5) years has your company, or any facility or property owned or operated by your company, failed to perform any of its contract obligations with any municipality, county or other public entity? ☐ Yes ☐ No

If so, state the nature of the failure: [Click or tap here to enter text.](#)

Within the last five (5) years, has your company, or any facility or property owned or operated by your company, ever been the subject of administrative or judicial action for alleged violation of the conditions of a permit issued by a governmental entity; or alleged violations of

environmental, zoning, or public health laws or regulations?

☐ Yes ☐ No

If so, state the details and disposition: [Click or tap here to enter text.](#)

Has your company submitting or any of its subsidiaries been a party to any lawsuits within the last five (5) years that may affect your ability to perform the services described in this RFP packet? ☐ Yes ☐ No

If so, list these lawsuits. [Click or tap here to enter text.](#)

Proposed Operations

Provide a clear summary of your proposed operations. Include proposed deviations from the specifications within this RFP packet and service standards in the Draft Contract (Attachment A). Describe any expectations for City responsibilities not specified in this RFP packet. [Click or tap here to enter text.](#)

Three and a Half Years and/or Five and a Half Years Proposal(s)

Check all contract terms you are proposing.

- ☐ Three and a half years (January 2022 through June 2025)
- ☐ Five and a half years (January 2022 through June 2027)

Recycling Cart Management Plan

The City's current contractor currently owns the Recycling carts. The Contractor(s) will be responsible for all cart management as summarized in this RFP packet. Describe how you plan to manage cart inventory, size switches, repairs, maintenance, new labeling, warranty work, etc. for City owned carts.

[Click or tap here to enter text.](#)

Safety Plans and Records

Summarize your safety plans for route collection operations to protect both residents and your workers. [Click or tap here to enter text.](#)

Summarize your safety plans for MRF operations to protect workers and customers when in the plant. [Click or tap here to enter text.](#)

Have you had any OSHA – reportable accidents within the past three years in Minnesota? If so, summarize the individual events, and corrective actions taken. [Click or tap here to enter text.](#)

Proposed List of Recyclable Materials

Do you plan to collect and recycle any additional Recyclable Materials other than the minimum items listed in Exhibit F? ☐ Yes ☐ No

If yes, please itemize, including your materials marketing strategy to assure consistent end market outlets and actual Recycling of these additional items. [Click or tap here to enter text.](#)

Proposed Destination of All Materials

List the processing facilities for all materials to be collected as a part of this Contract.
[Click or tap here to enter text.](#)

Measurement of Contaminants as Collected

Describe you plan for measuring the frequency (e.g., percent of SUDs that place unacceptable materials in the Recycling cart) and type of contaminants as collected.
[Click or tap here to enter text.](#)

Measurement of Participation

Describe you plan for measuring the participation rates of curbside Recycling customers (e.g., percent of SUDs and opt-in establishments that set out Recyclables at least once over a six week period of observation).
[Click or tap here to enter text.](#)

Recyclables Marketing Plan

What is your plan to address the fluctuating market prices for Recyclables?
[Click or tap here to enter text.](#)

Transition

What is your plan for transition of operations between the current operations and the new Contract operations? Describe proposed timing of these transitions including: truck acquisition (if needed); personnel training for collection and customer service call center staff; public notices; etc. [Click or tap here to enter text.](#)

Planning for Multi-Unit Dwelling Recycling Services

Describe your plans to assure high quality Recycling services at Multi-Unit Dwellings. Include your proposed Recycling collection operations to provide adequate service levels to help assure no overflow of Recyclables. Describe your specific strategies you will implement to reduce contamination of Recyclables. [Click or tap here to enter text.](#)

Walk-Up Collection Services

Describe your plans for Walk-Up collections from Roseville residents with physical limitations:
[Click or tap here to enter text.](#)

Services at City Buildings

Describe your process for planning and implementing the Recycling service levels at City buildings to help assure no overflow of Recyclables. Also, describe your specific strategies you will implement to reduce contamination of Recyclables at City buildings.
[Click or tap here to enter text.](#)

Services at City Parks

Does your proposal deviate from current City Parks collection operations? ☐ Yes ☐ No
If yes, itemize the detailed deviations: [Click or tap here to enter text.](#)

Describe your proposal for planning and implementing the Recycling collection operations at City Parks including an annual meeting schedule with City staff. [Click or tap here to enter text.](#)

Please specify your proposed service levels at City Parks, including walk-ins and trail collections: [Click or tap here to enter text.](#)

Describe your process for planning and implementing the Recycling service levels at City Parks to help assure no overflow of Recyclables. Also, describe your specific strategies you will implement to reduce contamination of Recyclables at City Parks. [Click or tap here to enter text.](#)

Describe your proposed plan to service the Recycling carts on the City Parks trails. Include the details of your proposed truck make, model, and weight. Also include other vehicle design features (e.g., tire size, number of axles, etc.) intended to reduce impacts on Parks trail pavement. [Click or tap here to enter text.](#)

Zero Waste Events

Describe your proposed operations for providing Recycling services at Zero Waste special events (e.g., Earth Day Celebration, Taste of Rosefest, Run for the Roses, Wild Rice Festival, other community events, etc.). [Click or tap here to enter text.](#)

Proposed Food Scraps Collection Plan

If food scraps Recycling is included in your proposal, describe the details of your proposed food scraps curbside collection service. Include: schedule for planning, details of any pilot projects, citywide implementation/roll-out; cart ownership (if needed); proposed composting facility (or facilities) to be used; and any other pertinent details. If available, provide a proposed food scraps collection service price schedule. [Click or tap here to enter text.](#)

Proposed Community Values Plan

Respondents must identify their proposal to meet Roseville's community values, including but not limited to the questions and specific examples below. Additional sheets may be added as needed (no page limit).

Diversity, Equity and Inclusion (DEI)

Have you read Roseville's DEI policies (as stated in RFP Section 2) and the Roseville Racial Equity Action Plan (Attachment E)? ☐ Yes ☐ No

Does your organization have your own DEI policy statement? ☐ Yes ☐ No

If yes, please include your DEI policy statement here: [Click or tap here to enter text.](#)

Does your organization have your own DEI action plan? ☐ Yes ☐ No

If yes, please summarize your DEI action plan here: [Click or tap here to enter text.](#)

Please summarize the means of providing equitable hiring and fair compensation of the workforce at the MRF where Recyclables collected from Roseville will be processed. [Click or tap here to enter text.](#)

Is this MRF workforce permanent staff with benefits? ☐ Yes ☐ No

Please elaborate, including the percent of staff that is permanent or temporary: [Click or tap here to enter text.](#)

If there is additional information you would like to share about your organizations DEI efforts, please include that here or attach additional sheets as necessary: [Click or tap here to enter text.](#)

Public Education

The City and the Contractor will plan for a coordinated public education campaign.

- ◆ Describe your proposal to improve participation in low participation communities including Multi-Unit Buildings.
[Click or tap here to enter text.](#)
- ◆ How do you propose educating individual residents in households who do not participate in curbside Recycling to improve Recycling participation?
[Click or tap here to enter text.](#)
- ◆ Does your company use Recycling “education tags” (e.g., “Oops” or similar tags) that are left by your collection crews at the time material is left behind? ☐ Yes ☐ No
If yes, attach an example of one such education tag from another community.
- ◆ What forms of electronic communication and public education are you proposing to use to help educate Roseville residents and businesses?
[Click or tap here to enter text.](#)
- ◆ Do you propose to have Roseville-specific content on your web site? ☐ Yes ☐ No
If yes, please describe.
[Click or tap here to enter text.](#)
- ◆ Roseville’s current contractor uses a Recycling app for residents to get customized Recycling messages sent to their smart phone or other mobile device. Do you propose to use a similar app? ☐ Yes ☐ No If yes, please identify the app, any current municipal customers that use it, and describe how it will work for Roseville including roll-out schedule.
[Click or tap here to enter text.](#)
- ◆ What other (non-electronic) public education efforts have you used successfully in the past that are directly relevant to scope of service described in this RFP?
[Click or tap here to enter text.](#)
- ◆ What are your plans for additional public education efforts?
[Click or tap here to enter text.](#)
- ◆ Describe your plan for the annual Recycling participation and contamination study.
[Click or tap here to enter text.](#)

Customer Service and Other Community Relations Services

Describe your call center plans. At a minimum, describe:

- ◆ Location of the call center:
[Click or tap here to enter text.](#)
- ◆ Hours of live call center operations:
[Click or tap here to enter text.](#)
- ◆ Average call center response times (time from arrival of call to “live” Customer Service employee contact with caller):
[Click or tap here to enter text.](#)
- ◆ Methods to support your customer service representatives to train them on Roseville-specific service elements and Contract standards:
[Click or tap here to enter text.](#)
- ◆ Do you currently use some form of “Frequently Asked Questions” (FAQs) together with standardized call center responses that are customized to a local community? If so, please provide a current example of such FAQs/responses.
[Click or tap here to enter text.](#)
- ◆ Methods to link customer complaints to improved route services:
[Click or tap here to enter text.](#)
- ◆ Proposed means to communicate with residents and City staff changes in collection schedule under severe weather incidents:
[Click or tap here to enter text.](#)

Pavement Impacts

Please describe how your proposed equipment and operations will minimize impacts on street pavements within Roseville. [Click or tap here to enter text.](#)

Clean Operations

Please describe how your proposed equipment and operations will minimize litter and debris within Roseville. [Click or tap here to enter text.](#)

Quiet Operations

Please describe how your proposed equipment and operations will minimize noise within Roseville. [Click or tap here to enter text.](#)

Local Markets

Please describe how your proposed operations and materials marketing plans will maximize the use of local end markets to the extent possible. [Click or tap here to enter text.](#)

Please describe where the percentage of Recyclable materials from your operations in the Twin Cities are marketed: e.g. in Minnesota; in the Midwestern Region of the U.S., in North America, and to export markets abroad. [Click or tap here to enter text.](#)

Proposed Value-Added Plan

Identify options, ideas, alternatives, or suggestions to add value to this service. Include a short description of how it adds value to the project and identify if the items will increase or decrease cost, customer satisfaction, or both. You may add additional added- value options

Describe added-value (Option 1): [Click or tap here to enter text.](#)

How will this add value? [Click or tap here to enter text.](#)

Describe documented performance of this option in other communities:

[Click or tap here to enter text.](#)

What will be the cost impact of this added-value option: [Click or tap here to enter text.](#)

Describe added-value (Option 2): [Click or tap here to enter text.](#)

How will this add value? [Click or tap here to enter text.](#)

Describe documented performance of this option in other communities:

[Click or tap here to enter text.](#)

What will be the cost impact of this added-value option: [Click or tap here to enter text.](#)

Describe added-value (Option 3): [Click or tap here to enter text.](#)

How will this add value? [Click or tap here to enter text.](#)

Describe documented performance of this option in other communities:

[Click or tap here to enter text.](#)

What will be the cost impact of this added-value option: [Click or tap here to enter text.](#)

Respondents are encouraged to add more added-value options and sheets as needed.

Signature of person duly authorized to sign submittal on behalf of the Respondent:

Authorized Signature

Click or tap here to enter text.

Printed Name

Click or tap here to enter text.

Date

Attachment F
Price Worksheets

Attachment F

Price Worksheets

Instructions

All Respondents must fill out at least one set of these price worksheets for the “base scenario” for fixed fees (without risk/revenue sharing); at a minimum, the price worksheets below must be filled out. All parts of the price worksheets below must be completed. To be responsive, the City requires proposed Recycling service prices for:

- ♦ SDUs and MDUs;
- ♦ Three (3) year vs. five (5) contract terms; and
- ♦ Weekly collection vs. every-other-week (EOW) collection

In addition, Respondents also may complete optional, alternate scenario price worksheets. For example, Respondents may submit separate price worksheets with a proposed risk/revenue sharing component. Another example would be for weekly collection from SDUs instead of the every-other-week (EOW) collection frequency in the base scenario. Simply copy these pages and clearly mark your additional alternate scenario proposal as such. Respondents may submit multiple scenarios; there is no limit.

Respondents may fill in the price worksheets below or use their own form. However, the contents in the price worksheets below must be included if alternative forms are submitted. When completed, print and sign the final forms for submittal with your proposal. You may also print out this document, fill in your numeric answers by hand, and then sign the price worksheets. All forms completed manually must be clear and legible.

All price worksheets shall be executed by the authorized official to bind the Respondent. If alternate proposal(s) are submitted, a separate Form F – Price Worksheet must be included, labeled “Alternate” with an appropriate title, that clearly specifies the proposed costs of any such alternate provision.

Risk/Revenue Sharing Option

You may submit an additional scenario price worksheet with risk/revenue sharing to accommodate the fluctuating value of recyclables. If you do so, your risk/revenue sharing option must be clearly described, prices and formulae itemized, and include at least two example annual calculations based on 2022 and 2023 market prices. If you submit such an option, the City requires you to submit it in addition to your proposed prices for the “base scenario” without risk/revenue sharing as outlined below. Alternate risk/revenue share proposals without the “base scenario” (without risk/revenue sharing) may be deemed non-responsive.

If you propose a risk/revenue sharing scenario, you must use the assumed tonnage and material splits in Exhibit C for calculating the net revenue share. It is important to note that the City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for purposes of this RFP and comparing the value of any risk/revenue sharing proposals.

Respondent Contact Information

Organization name: _____

Contact person: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Signature of authorized Representative:

(Name)

Date: _____

Form F.1 - Recyclables Collection from Single-Dwelling Units
owns the carts)

(City

Proposed price for weekly Recyclables collection from Single Dwelling Units (SDUs). The City will own the large (95-gallon) Recycling Carts. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed prices should include all Recyclables processing/marketing costs and charges (i.e., without any revenue/risk sharing provision).

Recyclables Service from SDUs
(\$ per SDU per month)

Three (3) Year Term

Recycling Service Fee	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
Proposed price per Single-Dwelling Unit per month			

Five (5) Year Term

Recycling Service Fee	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
Proposed price per Single-Dwelling Unit per month					

Form F.4 - Recyclables Collection from Multi-Dwelling Units**(City owns the carts)**

Proposed price for Recycling service from Multi-Dwelling Units. All Recycling carts will be owned by the City. Assume the dumpsters will be owned by the Contractor. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed price should include all Recyclables processing/marketing costs and associated charges.

Recyclables Service from Multi-Dwelling Units

(\$ per Multi-Dwelling Units per month)

Three (3) Year Term

Recycling Service Fee	Contract Year		
	1	2	3
	1/1/25 to 12/31/26	1/1/26 to 12/31/27	1/1/27 to 12/31/28
	12 months	12 months	12 months
Proposed price per Multi-Dwelling Unit per month:			

Five (5) Year Term

Recycling Service Fee	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
Proposed price per Multi-Dwelling Unit per month:					

F.5 Recyclables Collection from City Parks (City owns the carts)

Recycling services in City Parks includes servicing carts within or adjacent to parking lots and buildings (less than 25 feet from parking lot) and on trails/pathways on a dollar-per-pull basis. Assume the Contractor owns the carts.

The Contractor will be required to comply with the Roseville Parks Safety Plan <http://www.cityofroseville.com/436/Recycling>.

The Respondent should also provide a recommended schedule for servicing the City Parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Three (3) Year Term

Recycling Service Fee (\$ per pull)	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
At or adjacent to parking lots			
On the parks trails			

Five (5) Year Term

Recycling Service Fee (\$ per pull)	Contract Year				
	1	2	3	4	5
	1/1/22 to 12/31/22	1/1/23 to 12/31/23	1/1/24 to 12/31/24	1/1/25 to 12/31/25	1/1/26 to 12/31/26
	12 months	12 months	12 months	12 months	12 months
At or adjacent to parking lots					
On the parks trails					

Attachment G
List of Trucks and Other Collection Equipment

Attachment G

List of Trucks and Other Collection Equipment

Instructions: This form shall be executed by the official authorized to bind the Respondent organization. Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service all types of accounts including residential (Single-Dwelling Units and Multi-Dwelling Units), City Parks, and City buildings.

Make of Chassis & Body	Model	Year	#	Capacity/Cubic Yards	Fuel Type	Delivery Schedule, if not Currently Owned

Signature of person duly authorized to sign submittal on behalf of the Respondent:

Authorized Signature

Print Name

Date

Attachment H
Acceptance of, or Exceptions to, Draft Contract

Attachment H
Acceptance of, or Exceptions to, Draft Contract

Respondent has reviewed the draft Contract for the City of Roseville Comprehensive Recycling Services (Attachment A) in this RFP packet.

- ☐ We have no changes to request to the draft Contract and we have no exceptions to the proposed Contract language. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language “as is.” If awarded the Contract by the City, we hereby certify that we will execute the final Contract without any changes.

Or

- ☐ We have exceptions to the draft Contract language. We have proposed changes to the draft Contract. We have attached a redlined (“tracked changes”) version of the draft Contract that itemizes our changes or exceptions. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language with the proposed changes. No other exceptions or changes are or will be proposed. If awarded the Contract, we hereby certify that we will execute the final Contract if our proposed changes are accepted by the City.

Signature of person duly authorized to sign submittal on behalf of the Respondent:

Authorized Signature

Print Name

Date

Attachment I
Acknowledgement of Receipt of Addenda

Attachment I
Acknowledgement of Receipt of Addenda

Acknowledge receipt of addenda to the City's RFP for Recycling Collection Services with your signature. An opportunity to acknowledge up to five (5) addenda is included in this form but does not necessarily mean that five (5) addenda will be provided.

- ☐ Addendum 1 _____
(Date)
- ☐ Addendum 2 _____
(Date)
- ☐ Addendum 3 _____
(Date)
- ☐ Addendum 4 _____
(Date)
- ☐ Addendum 5 _____
(Date)

Signature of person duly authorized to sign submittal on behalf of the Respondent:

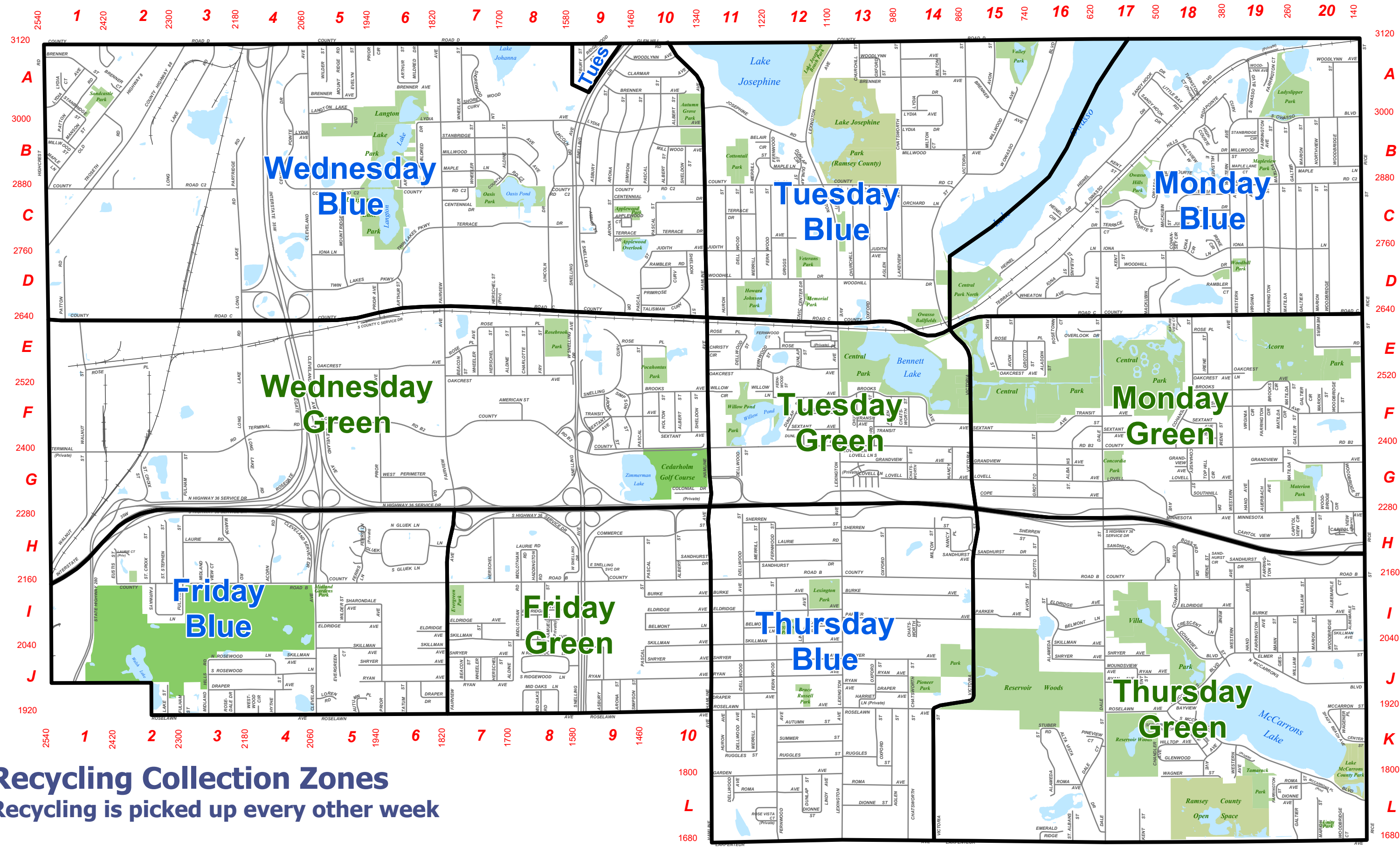
Authorized Signature

Print Name

Date

Email Address

Telephone



Recycling Collection Zones

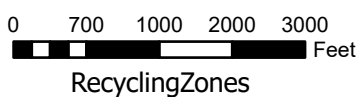
Recycling is picked up every other week

ROSEVILLE
Prepared by: Engineering Department
1/26/2023

 Zones

Data Sources
* Ramsey County GIS (1/4/2023)
* City of Roseville Community Development
* City of Roseville Finance Department

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



Unit	Cart (Gallon)			Cart Totals	Dumpster (CY)		Dumpster Totals
	35	64	96		2	4	
SUD	714	7,147	2,600	10,461	0	0	0
MUD	0	0	533	533	83	10	93
Municipal Buildings	0	0	22	22	0	2	2
Municipal Parks	0	39	95	134	0	0	0
Opt-in	0	6	38	44	0	0	0
Totals	714	7,192	3,288	11,194	83	12	95

Service Stops per Recycling Zone							
Day	SUD	MUD*	Municipal Buildings*	Municapal Parks**	Opt-in**	Total	Code
Monday Blue	1,612	27	0	3	1	1,643	MoRsvBL
Monday Green	1,299	32	0	85	0	1,416	MoRsvGr
Tuesday Blue	1,143	58	23	5	1	1,230	TuRsvBL
Tuesday Green	601	31	0	0	10	642	TuRsvGr
Wednesday Blue	1,252	163	0	15	2	1,432	WeRsvBL
Wednesday Green	454	24	1	8	8	495	WeRsvGr
Thursday Blue	1,506	100	0	6	9	1,621	ThRsvBL
Thursday Green	1,186	70	0	4	5	1,265	ThRsvGR
Friday Blue	757	23	0	1	5	786	FrRsvBL
Friday Green	651	98	0	7	3	759	FrRsvGr
Totals	10,461	626	24	134	44	11,289	
*Weekly pickup or 2x per week							
**Every other week or weekly							

Facility	Address	Street	City	State	Zip	Service Day	Service Zone	Service Day	Service Code	Cart (Gallon)	CY Dumpster		Notes
										96	2	4	
2447 Cty Rd B Apts	2447	County Rd B	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	4			
Midland Grove Condos	2200	Midland Grove Rd	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	2	11		
2180 Haddington Apts	2180	Haddington Rd	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	3			
1634 Cty Rd B Apts	1634	County Rd B	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
Rose Park Commons Apts	1610	County Rd B	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
2096 Fry Townhomes	2086	Samuel St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	7			
1634 Eldridge Apts	1634	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
Skillman Villas Apts	1629	Skillman Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	3			
1624 Eldridge Apts	1624	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
1614 Eldridge Apts	1614	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
1635 Eldridge Apts	1635	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
1625 Eldridge Apts	1625	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
1615 Eldridge Apts	1615	Eldridge Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	2			
Rose Place Estates Apts (2128 / 2136 Fry)	2128	Fry St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
Rosewood Village Condos	1630	Highway 36 W	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	16		1	
Sienna Green Apts	2275	Snelling Ave	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	10			
2125 / 2133 Pascal Apts	2125	Pascal St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
Rose Mall Apts	2201	Albert St	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	28			
1363 Cty Rd B Apts	1363	County Rd B	Roseville	MN	55113	Weekly	Green	Friday	FrRsvGr	4			
Dellwood Condos	1725	Dellwood Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Rose Vista Apts	1222	Rose Vista Ct	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	17			
Roseville Terrace Apts (1760 Fernwood / 1759 Dunlap)	1759	Dunlap St N	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
1144 Dionne Apts	1144	Dionne St	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Lexington Twin Apts	1890	Lexington Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	5			
Lexlawn Apts (1943 Lexington / 1125 Roselawn)	1125	Roselawn Ave W	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Lexington Court Apts (2192 / 2204 Lexington)	2204	Lexington Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	8			
Dale Terrace Apts	720	County Rd B	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	7			
Rosehill Estates Apts	591	County Rd B	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	6			
Parkview Manor Apts	2202	Dale St N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	6			
Heritage Place Apts	563	County Rd B W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	10	1		
Villa Park Community Condos	500	County Rd B	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	5	1		
Roseville Arms Condos	160	Elmer St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	4			
161 McCarron Apts	161	McCarron St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	2			
Lar Dale Apts	655	Larpenteur Ave W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	2			
Roseville Seniors Apts	1045	Larpenteur Ave W	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	21		1	
Riviera Apts West (925 / 965 Hwy 36)	925	Highway 36 W	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	14			
Kari Dale Apts	2355	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	8			
Hillsborough Manor Apts	2335	Woodbridge St	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr		9		
161 Minnesota Apts	161	Minnesota Ave	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	4			
Ramsey Square Condos	2700	Dale St N	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl		8		
South Oaks Apts	1080	County Rd D W	Roseville	MN	55126	Weekly	Blue	Tuesday	TuRsvBl	3			
Bona Venture Apts	3090	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5			

Lake Josephine Condos	3076	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5			
Parkview Estates Condos	2670	Oxford St	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl		4		
Hamline Terrace Apts	1360	Terrace Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	6	3		
Terrace Park Apts	1420	Terrace Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
Centennial Gardens Apts (1420 Centennial / 2825 Pascal)	2825	Pascal St N	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	14			
Applewood Pointe Condos of RSV	1480	Applewood Ct	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	28			
Lydia Rose Apts	2980	Snelling Dr E	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	9	2		
Ramseyer Hall - Uni of Northwestern	1610	Lydia Ave	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	4			
Coventry Apts	2820	Snelling Ave	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	14			
2610 Snelling Curve Apts	2610	Snelling Curve	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	4			
Rosepointe Apts	2545	Hamline Ave N	Roseville	MN	55113	2x Per Week	Green	Wednesday	WeRsvGr	15	3		
Rose 8 Estates Apts	3050	Old Highway 8	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	8			
Talia Place Apts	3020	Old Highway 8	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
2950 Highcrest Rd Apts	2950	Highcrest Rd	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	8			
Executive Manor Condos	3153	Old Highway 8	Roseville	MN	55418	Weekly	Blue	Wednesday	WeRsvBl		4		
Hamline House Condos	2800	Hamline Ave	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	4	4		
Sun Place Apts	1721	Marion St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	6			
Roselawn Village Apts	1074	Roselawn Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Palisades Apts	570	Sandhurst Dr W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr		10		
Rosetree Apts	655	Highway 36	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	4	2		
Rosedale Estates Apts South	2735	Rice St	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	6	2		
Sunrise of Roseville Apts	2555	Snelling Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr		2		
Roseville Commons Condos	2496	County Rd C2 W	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
Victoria Place Apts	2250	Victoria St N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	2	2		
New Perspective Apts RSV	2750	Victoria St	Roseville	MN	55113	2x Per Week	Green	Thursday	ThRsvGr	2	1		
2775 Lexington Ave N Apts	2775	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	8		2	
Aquarius Apts	2425	County Rd C2	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	12			
Roseville Estates MHP	2599	Lexington Ave	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	14			
Eagle Crest Senior Apts	2925	Lincoln Dr	Roseville	MN	55113	2x Per Week	Blue	Wednesday	WeRsvBl	7	4		
Parkview Terrace Condos	2690	Oxford St	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	14			
Riviera Apts East	885	Highway 36 W	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	2	1		
Rosedale Estates Apts North	2835	Rice St	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	9	2		
Greenhouse Village Condos	1021	Larpenteur Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	28			
Villas at Midland Hills Condos	1940	Fulham St	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	5	1		
Roseville Townhomes	3085	Old Highway 8	Roseville	MN	55418	Weekly	Blue	Wednesday	WeRsvBl	13			
Applewood Pointe Condos at Langton Lake	1996	Langton Lake Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	6	2		
Cherrywood Pointe Apts at Cleveland	2996	Cleveland Ave N	Roseville	MN	55113	2x Per Week	Blue	Wednesday	WeRsvBl	3	1		
McCarrons Lake Condos	185	McCarrons Blvd N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr		3		
Suite Living Apts	197	County Rd B2 W	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	5			
Cherrywood Pointe Apts at Lexington	2680	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	3		4	
Applewood Pointe at Central Park	2665	Victoria St N	Roseville	MN	55113	2x Per Week	Blue	Tuesday	TuRsvBl			2	
Edison Apts. Phase I	3110	Old Highway 8	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Roseville Senior Living	2600	Dale St N	Roseville	MN	55113		Green	Monday	MoRsvGr				TBD
The Pointe at Lexington	2650	Lexington Ave N	Roseville	MN	55113		Blue	Tuesday	WeRsvBl				TBD

Isaac	2740	Fairview Ave N	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Twin Lakes Station - The Oasis	1743	County Rd C W	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Owasso Gardens	161	South Owasso Blvd W	Roseville	MN	55113		Blue	Monday	MoRsvBl				TBD
Edison Apts. Phase II	3110	Old Highway 8	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Twin Lakes Station - The Harbor	1744	County Rd C W	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD

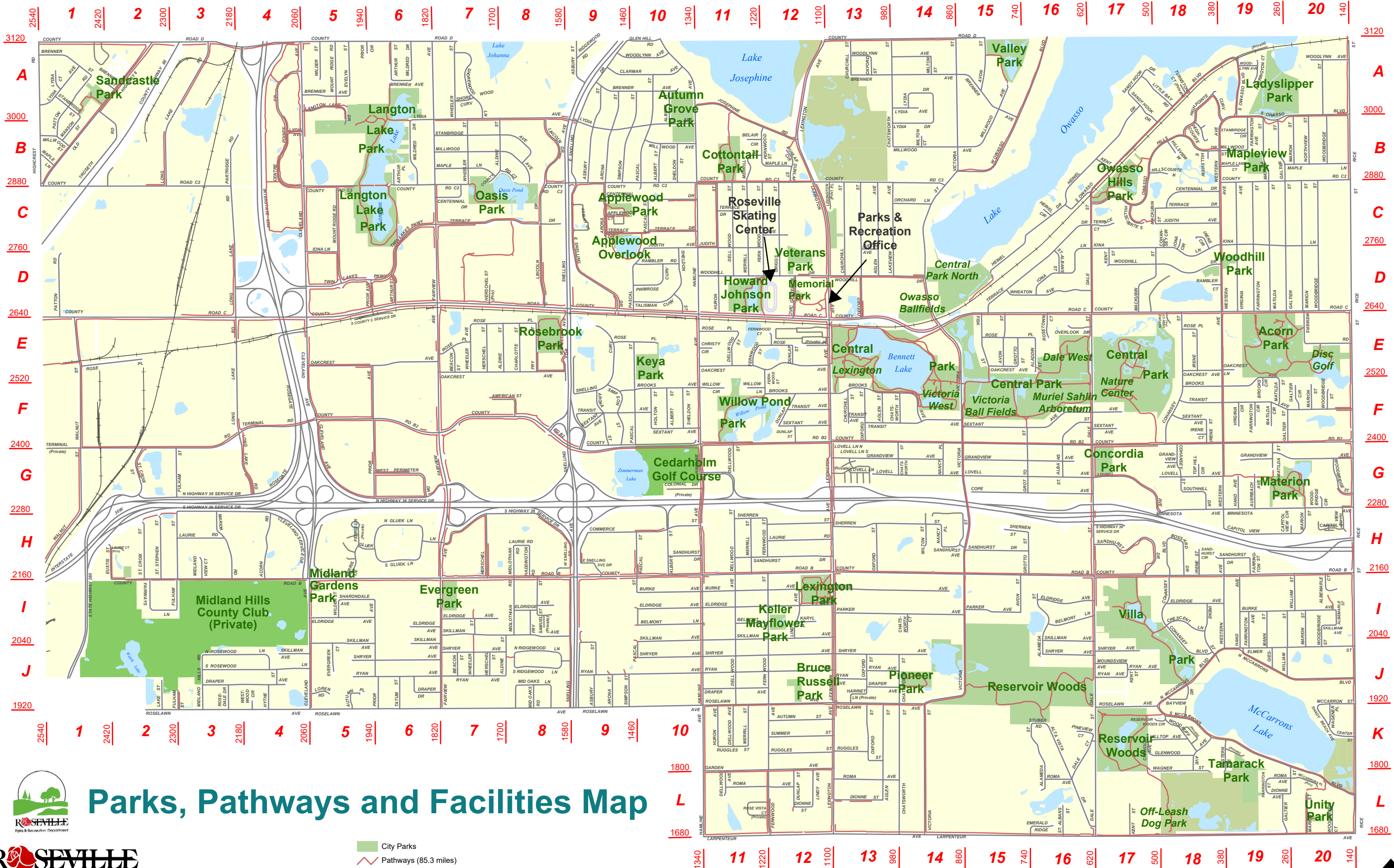
5338310

Year	2006	2007	2008	2009	2010	2011	2012	2013	2014
Total Annual Tons	3,441	3,681	3,556	3,281	3,322	3,244	3,173	3,225	3,212
Type of Material									
Papers	% of Total Tonnage								
News Mix	63.98%	56.46%	66.00%	61.65%	59.68%	51.53%	56.86%	54.40%	56.27%
Cardboard	6.71%	13.23%	4.50%	5.48%	7.34%	10.33%	9.09%	8.78%	8.59%
Boxboard	2.37%	7.60%	2.60%	5.48%	3.79%	7.04%	5.81%	2.54%	4.48%
Wet Strength	0.36%	0.10%	0.50%	0.00%	1.77%	0.46%	0.50%	0.58%	0.84%
Phone Books	1.33%	0.11%	0.10%	0.02%	0.12%	0.14%	0.28%	0.37%	0.00%
Milk Cartons & Juice Boxes	NA	Negligible	Negligible	Negligible	0.02%	0.03%	0.47%	0.07%	0.31%
Textiles	0.40%	Negligible	Negligible	0.02%	0.02%	Negligible	0.20%	0.09%	0.11%
Residual	0.24%	0.11%	0.50%	0.06%	0.07%	0.27%	0.19%	0.07%	NA
Total	75.39%	77.61%	74.20%	72.71%	72.81%	69.80%	73.40%	66.90%	70.60%
Containers	% of Total Tonnage								
Total Glass	14.48%	15.15%	16.70%	17.54%	17.31%	18.08%	16.94%	18.78%	17.58%
Steel Cans	2.64%	2.00%	2.40%	2.43%	2.65%	2.49%	2.38%	3.30%	2.09%
Aluminum	1.48%	1.10%	1.40%	1.40%	1.43%	2.10%	1.37%	1.99%	1.13%
Total Plastics	4.70%	4.01%	4.60%	5.75%	5.67%	6.94%	5.63%	7.29%	6.13%
Residual	0.89%	0.15%	0.70%	0.17%	12.00%	0.60%	0.27%	1.74%	NA
Total	24.19%	22.41%	25.80%	27.29%	39.06%	30.21%	26.59%	33.10%	26.93%

	2015	2016	2017
Total Annual Tons	3,305	3,320	3,262
SUD	2,691	2,716	2,675
MUD	614	603	587
Single Sort Composition	% of Total Tonnage		
News Mix	54.08%	54.08%	51.04%
Cardboard	7.35%	7.35%	12.80%
Mixed Paper	4.38%	4.38%	4.14%
Carrier Stock	0.74%	0.74%	0.00%
Phone Books	0.00%	0.00%	0.00%
Textiles	0.16%	0.16%	0.23%
Aluminum Cans	0.98%	0.98%	1.04%
Steel Cans	2.12%	2.12%	1.39%
HDPE NAT	1.12%	1.12%	0.92%
HDPE Col	1.00%	1.00%	0.74%
PET	3.11%	3.11%	3.37%
Tubs & Lids	0.66%	0.66%	0.21%
Thermoform	0.20%	0.20%	0.00%
Mix Glass	21.36%	21.36%	19.52%
Milk Cartons/Juice Boxes	0.19%	0.19%	0.14%
Residual	2.55%	2.55%	4.46%

Year		2018	2019	2020	2021
Total Annual Tons		3,188	3,102	3,071	2,386
SUD		2,618	2,502	2,502	551
MUD		570	600	569	2,937
Single Sort Composition	% of Total Tonnage				
News Mix		38.60%	32.42%	31.72%	29.83%
Cardboard		11.87%	13.35%	14.00%	16.27%
Mixed Paper		12.31%	16.54%	16.76%	16.91%
Textiles		0.01%	0.01%	0.01%	0.00%
Aluminum Cans		1.13%	1.84%	1.94%	2.27%
Steel Cans		2.16%	1.61%	1.69%	1.98%
HDPE NAT		1.06%	0.81%	0.84%	0.96%
HDPE Col		0.59%	0.75%	0.76%	0.84%
PET		3.93%	4.39%	4.49%	4.96%
Tubs & Lids		0.20%	0.65%	0.66%	0.61%
Mix Glass		20.25%	19.81%	19.04%	16.41%
Milk Cartons/Juice Boxes		0.24%	0.20%	0.25%	0.37%
Residual		7.65%	7.61%	7.83%	8.59%

Year		2022	2023
Total Annual Tons		2,193	2,099
SUD		536	479
MUD		2,729	2,578
Single Sort Composition	% of Total Tonnage		
News Mix		29.76%	0.2976
Cardboard		15.81%	0.1581
Mixed Paper		17.37%	0.1737
Aluminum Cans		2.23%	0.0223
Steel Cans		1.91%	0.0191
HDPE NAT		0.94%	0.0094
HDPE Col		0.80%	0.008
PET		4.79%	0.0479
Tubs and Lids		0.68%	0.0068
Mix Glass		16.91%	0.1691
Milk Cartons/Juice Boxes		0.38%	0.0038
Residual		8.44%	0.0844

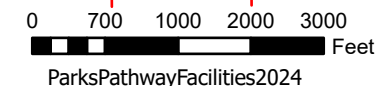


Parks, Pathways and Facilities Map

- City Parks
- Pathways (85.3 miles)

Data Sources
* Ramsey County GIS (1/4/2024)
* City of Roseville Community Development
* City of Roseville Finance Department

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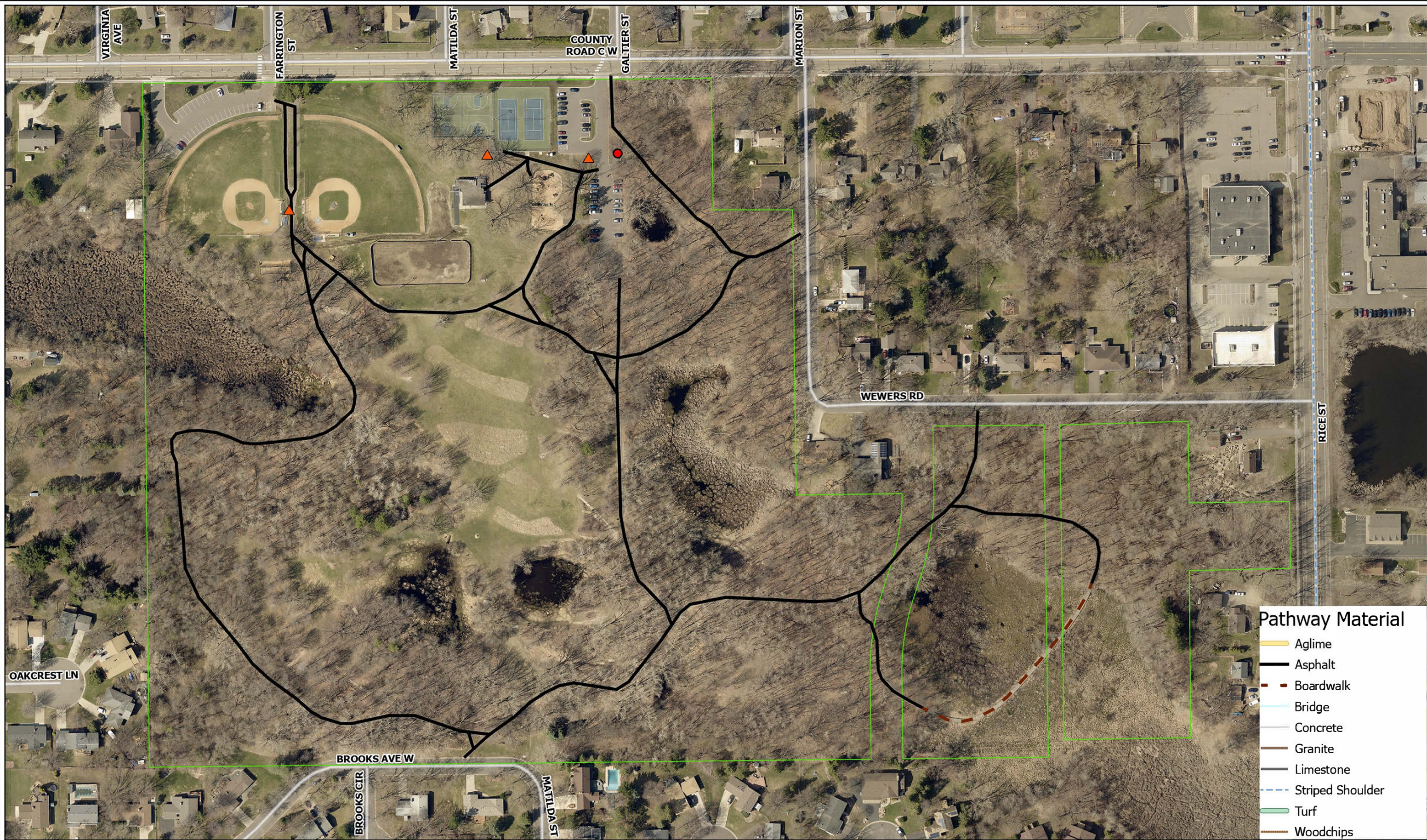
Street Index <i>(key to grid locator on map)</i>											
Acorn Rd N	H:4	Fry St N	E-F:J:8	Millwood Ave W	B:7-8,10,13-15	Sandhurst Cir W	H:18				
Aglen Ave N	C,D:13	Fulham St N	G-J:2	Millwood St N	B:1,19	Sandhurst Dr W	H:10-12,14-15,17,19				
Aglen St N	F,K:13	Galtier Cir N	F:20	Milton Ct N	B:14	Sandy Hook Dr N	A:17				
Aladdin St N	E:16	Galtier St N	B-D,J,L:19	Milton St N	A,H:14	Sextant Ave W	F-9-10,12,15-16,18				
Alameda St N	I,K:16	Garden Ave W	K:11-12	Minnesota Ave W	G:18-20	Shady Beach Ave N	K:20				
Albemarle Ct N	I:20	Giesmann St N	I-J:19	Moundsview Ave W	J:17	Sharondale Ave W	I:5				
Albemarle St N	I:20	Glen Hill Rd W	A:10	Mount Ridge Rd	A,C:5	Sheldon St N	B,D,F:10				
Albert St N	A,B,F,H:10	Glenwood Ave W	K:17-18	Nancy Pl N	G-H:14	Sherren St W	H:11-15				
Aldine St N	B,E,J:7	Gluek Ln W	H:5-6	Nature View Ct N <i>(Private)</i>	E:18	Shorewood Curv W	A:7				
Alta Vista Dr N	K,L:16	N Gluek Ln W	H:6	Northview St N	B:20	Shorewood Ln W	A:7				
American St N	F:7,8	S Gluek Ln W	H:6	Oakcrest Ave W	E:5-8,11-12,15,18	Shryer Ave W	J:5-7,10-14,16-17				
Applewood Ct W	C:9	Grandview Ave W	G:13-16,18-20	Oakcrest Ln W	E:19	Simpson St N	A-B:9-10; F,J:9				
Arona St N	A-C,F,J:9	Griggs St N	C,D:12	Old Highway 8	A,B:1-2	Skillman Ave W	J:5-6,10-12,16,20; I:7				
Arthur Pl N	B:6	Grotto St N	E-H:15	Orchard Ln W	C:14	Snelling Ave N	A-J:9				
Arthur St N	A,D:6	Haddington Rd N	H:8	Overlook Dr W	E:16	Snelling Curv N	E-F:9				
Asbury St N	A,B,J:9	Hamline Ave N	A-J:11	S Owasso Blvd W	A-C:16-20	E Snelling Service Dr	A-D,H:9				
Auerbach Ave N	G:19	Hand Ave N	G,I:19	W Owasso Blvd N	A-B:15-16	W Snelling Dr N	B-D:8				
Autumn Pl W	J:5	Harriet Ln W <i>(Private)</i>	J:13	Owasso Hills Dr W	B:18; C:17	Southhill Dr N	G:18				
Autumn St W	K:12	Heinel Cir W	C:16	Oxford St N	A,C-F,H,J,K:13	Stanbridge Ave W	B:7-8				
Avon St N	A,E,J:15	Heinel Dr W	A-D:15-17	Parker Ave W	I:13-15	Stanbridge Cir W	B:19				
Bayview Dr W	J:18	Herschel Ave N	H:7	Partridge Rd N	B:3-4	Stanbridge St W	A:1				
Beacon St N	E,J:7	Herschel St N	D-E,J:7	Pascal Rd N	A-F,H-J:10	Stuber Rd W	K:16				
Belair Cir W	B:11	Highcourte N	B:18	Patton Rd N	A-B,D:1	Summer St W	K:12				
Belmont Ln W	I:10,11,16	Highcrest Rd N	A-B:1	W Perimeter Dr	G:6	Talisman Curv W	D:10				
Bossard Dr N	H:18	Highpointe Curv N	A-R:18	Pineview Ct W	K:16	Tahum St N	I:6				
Brenner Ave W	A:5-6,9-10,13-15	Hillscourte N	B:18	Primrose Curv W	D:10	Terminal Rd W	F:1-3				
Brenner Ct W	A:2	Hillscourte S	C:17	Prior Ave N	D-G,J:J:5	Terrace Ct W	C:17				
Brenner St W	A:1	Hillsview E	B:18	Prior Cir N	A:6	Terrace Dr W	C:7-8,10-11,18; D:15-16				
Brooks Ave W	F:8-10,12-14,18-19	Hillsview W	B:18	Rambler Ct W	D:18	Top Hill Cir N	G:18				
Brooks Cir N	F:19	Hilltop Ave W	K:17	Rambler Rd W	D:10	Transit Ave W	F:9-14,16-20				
Burke Ave W	I:10-14,19-20	Holton St N	F:10	Reservoir Woods Cir W	K:17	Troseth Rd N	B:1-2				
Capitol View <i>(Private)</i>	H:20	Huron Ave N	K:11	Rice St N	A-L:20	Turnstone Ct <i>(Private)</i>	A:18				
Capitol View Ave W	H:19-20	Huron St N	C-D:11	N Ridgewood Ln W	J:8	Twin Lakes Pkwy W	D:5-6				
Capitol View Cir N	H:19	Highway 35W	A,B:4; G-H:1-4	S Ridgewood Ln W	J:8	Victoria St N	A-L:14				
Centennial Dr W	C:7,9-10,18	N Highway 36 Service Dr	G:3-4,6	Ridgewood Rd N	A:9	Virginia Ave N	C-D:19				
Center St W	K:20	S Highway 36 Service Dr	H:3-4,7-8,17	Roma Ave W	L:11-13,16,19	Virginia Cir N	F:19				
Centre Pointe Dr N	A-B:4	Highway 88	A-C:1-3	Rose Pl W	E:1-2,7-12,15-16,18	Wagener Pl N	K:20				
Chandler Ave N	K:17	Highway 280	H-J:1	Rosedale Dr N	J:3	Wagner St W	K:17-19				
Charlotte St N	E:8	Hythe St N	J:4	Rosegate	F-G:4	Walnut St N	E-H:1				
Chatsworth Ct N	I:14	Iona Cir N	C:18	Roselawn Ave W	J:2-14,17	Western Ave N	B-K:18				
Chatsworth St N	A-B,F-G,J,L:13	Iona Ln W	C-D:5,16-20	Rosetown Ct	E:16	Westwood Cir N	J:4				
Christy Cir W	E:11	Irene Cir N	C:18	Rose Vista Ct W <i>(Private)</i>	L:11	Wewers Rd N	E:20				
Churchill St N	A,C-D,F:13	Irene Ct W	F:18	N Rosewood Ln W	J:3-4	Wewers Rd W	E:20				
Civic Center Dr N	D:12	Irene St N	E-F,J,H:18	S Rosewood Ln W	J:3-4	Wheaton Ave W	D:15-16				
Clamrar Ave W	A:9-10	Josephine Rd W	R:11-17	Ruggles St W	K:11-13	Wheeler Ave N	F:7				
Cleveland Ave N	A-F,J,H:4; G:4-6	Judith Ave W	C:10-13,18	Ryan Ave W	J:5-7,9-13,17	Wheeler St N	A-B,J:J:7				
Cleveland Service Dr N	F-G:5; H:4	Karyl Pl W	I:12	Saint Albans St N	C,F-G,L:16	Wilder St N	A,J:5				
Cohansey Blvd N	H-J:18	Kent St N	B,D,I,J,L:17	Saint Croix St N	G-H:2	William St N	I-J:19				
Cohansey Cir N	C:18	Lake St N	J:2	Saint Stephen St N	H:2	Willow Cir W	E:11				
Cohansey St N	E-G:18	Lakeview Ave N	C-D:13	Samuel St N <i>(Private)</i>	I:8	Willow Ln W	E:11				
Colonial Dr W <i>(Private)</i>	G:10	Langton Lake Dr W	A:5								
Commerce St W	H:9-10	Larpenteur Ave W	L:11-20								
Cope Ave W	G:15-16	Laurie Ct W <i>(Private)</i>	H:2								
County Road B W	H:1-20	Laurie Rd W	H:3,8,12								
County Road B2 W	F:4-20	Lexington Ave N	A-L:12								
County Road C W	D:1-20	Lexington Pl N <i>(Private)</i>	C:12								
County Road C2 W	B:1-14	Lincoln Dr N	B-D:8								
County Road D W	A:1-7,12-16	Lindy Ave N	I,L:12								
S County C Service Dr W	E:5	Little Bay Rd N	A:17-18								
Crescent Ln W	I:19	Long Lake Rd N	A-F:3								
Dale Ct N	K:16	Loren Rd W	J:5								
Dale St N	C-L:16	Lovell Ave W	G:13-16								
Dellwood Ave N	H-L:11	Lovell Ln W <i>(Private)</i>	G:13								
Dellwood St N	C-E,G-H:11	N Lovell Ln <i>(Private)</i>	G:13								
Dellwood St N <i>(Private)</i>	G:11	S Lovell Ln <i>(Private)</i>	G:13								
Dionne Ave W	L:19	Lydia Ave W	A-B:1,4,6-14								
Dionne St W	L:12-13	Lydia Ct N	A:1								
Draper Ave W	J:3-4,11,13	Lydia Dr W	A-B:14								
Draper Dr W	J:6	Mackubin St N	C-D,J,L:17								
Dunlap Cir N	B:12	Manson St N	B:1								
Dunlap St N	B,E-F,J:12	Maple Ln W	B:1,7-8,12,20								
Eldridge Ave W	I:5,7-8,10-12,16,18	Maple Lane Ct W	B:19								
Elmer St W	J:19-20	Marion Rd N	H:3								
Emerald Ridge W	L:16	Marion St N	B-I,L:20								
Eustis St N	E,H:1	Matilda Cir N	F:19								
Evelyn St N	A:5	Matilda St N	B-D,F-G:19								
Evergreen Ct N	J:5	McCarrons Pl W <i>(Private)</i>	L:20								
Fairview Ave N	A-J:6	McCarron St W	J:20								
Fairways Ln N	I:2	N McCarrons Blvd W	J:18-20								
Farrington Ave N	B,J:19	S McCarrons Blvd W	K-L:18-20								
Farrington Cir N	F:19	Merrill St N	B-C,H,K:11								
Farrington Ct N	A:19	Mid Oaks Ln	J:8								
Farrington St N	B-D,H,L:19	Mid Oaks Rd	J:8								
Fernwood Ave N	K-L:11	Midland Grove Rd N	H:5								
Fernwood Ct N	E:12	Midland Hills Rd N	J:3								
Fernwood St N	C-E,G,J:11	Midland View Ct N	H:3								
Ferris Ln N	H:5	Midlothian Rd N	H-H:8								
Fisk St N	E:15	Mildred Dr N	A-B:6								

City Parks and Facilities			
Name	Address	Map	
Acorn	286 County Road C	E:19,20	
Applewood Overlook	1478 Terrace Dr	C:9,10	
Applewood	2838 Arona St	C:9,10	
Autumn Grove	1365 Lydia Dr	A,B:10	
Bruce Russell	1175 Roselawn Ave	J:12	
Central	Multiple addresses	D:15,E:13-17,F:17	
Concordia	2394 Dale St	G:17	
Cottontail	1281 County Road C2	B:11	
Evergreen	1810 County Road B	I:7	
Howard Johnson	1260 Woodhill Dr	D:11	
Keller Mayflower	2070 Fernwood St	I:12	
Keya	2540 Pascal St	E:10	
Ladyslipper	299 South Owasso Blvd	A:19,20	
Langton Lake	Multiple addresses	A-C:6	
Lexington	2131 Lexington Ave	I:12	
Mapleview	2917 Matilda St	B:19	
Materion	225 Minnesota St	G:19,20	
Memorial	2660 Civic Center Dr	D:12	
Midland Gardens	2134 Cleveland Ave N	I:5	
Oasis	1700 County Road C2	B,C:7,8	
Owasso Ballfields	2659 Victoria St	D:14	
Owasso Hills	593 Owasso Hills Dr	B,C:17	
Pioneer	1966 Chatsworth St	J:14	
Reservoir Woods	1901 Alta Vista Dr	J:15-16,K:17	
Rosebrook	2590 Fry St N	E:8	
Sandcastle	3060 Patton Rd N	A:1,2	
Tamarack	1745 Farrington St	K,L:19	
Unity	1716 Marion St	L:20	
Valley	3110 Avon St	A:15	
Veterans	1135 Woodhill Dr	D:12	
Villa	2055 Cohansey Blvd N	I,J:17,18	
Willow Pond	1283 County Road B2	F:11	
Woodhill	2724 Western Ave	D:19	
Facility	Address	Phone	Map
City Hall	2660 Civic Center Dr	792-7000	D:12
Parks and Recreation Office	2660 Civic Center Dr	792-7006	D:12
Skating Center	2661 Civic Center Dr	792-7007	D:12
Brimhall Community Gymnasium	1744 County Road B W	638-1958	I:7
Central Park School Community Gym	535 County Road B2 W	481-9951	F:17
Roseville Gymnastics Center	1240 County Road B2 W	635-1660	G:11-12
Cedarholm Golf Course and Community Building	2323 Hamline Ave N	792-7011	G:10
Rosebrook Park Building	2590 Fry St N		E:8
Sandcastle Park Building	3060 Patton Rd N		A:1
Lexington Park Building	2131 Lexington Ave N		I:12
Autumn Grove Park Building	1365 Lydia Ave W		A:10
Oasis Park Building	1700 County Road C2 W		C:7
Villa Park Building	2055 Cohansey Blvd N		J:18
Harriet Alexander Nature Center	2520 Dale St N	792-7012	F:17
Roseville Fire Administration*	2701 Lexington Ave N	792-7009	D:12
Roseville Police Department*	2660 Civic Center Dr	792-7008	D:12
* For all police or fire emergencies, dial 911			

Facility	Address	Street Name	City	State	Zip	Service	Zone	Day	Service Zone	Cart (Gallon)	Dumpster (CY)	Notes
										96	4	
Cedarholm Golf Course (Roseville)	2323	Hamline Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	1		
Roseville Skating Center	2661	Civic Center Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	6	1	
Roseville City Hall	2660	Civic Center Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	9		
Roseville Public Works Garage	1140	Woodhill Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5	1	
Roseville Fire Station	2701	Lexington Ave	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	2		
										23	2	

Facility	Address	Street	City	State	Zip	Service Day	Service Zone	Service Day	Service Code	Route	Cart (Gallon)		Notes
											64	96	
Central Park Victoria Ballfields	2490	Victoria St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		11	
Acorn Park	286	County Rd C W	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		4	
Concordia Park	2394	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		2	
Central Park Dale East (Nature Center / Wildlife Rehab. Center)	2530	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		22	
Central Park Dale West (Arboretum/Athletic Complex)	2525	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	2		
Central Park Lexington	2540	Lexington Ave N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	18		
Central Park Victoria	2495	Victoria St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	9		
FOR Parks Shelter	2555	Dale St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Foundation Shelter	2495	Victoria St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Jaycees Shelter	2540	Lexington Ave N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Langton Lake Park West	1894	County Rd C2 W	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	Multi		3	
Lexington Park	2131	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Friday	FrRsvBl	Multi	4		
Lions Shelter	2527	Victoria St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Central Park Victoria Ballfields	2490	Victoria St N	Roseville	MN	55113	EOW	Green	Monday	MoRsvGr	Curbside	1		
Autumn Grove Park	1365	Lydia Ave W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		6	
Bruce Russell Park	1175	Roselawn Ave W	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside		2	
Evergreen Park	1810	County Rd B W	Roseville	MN	55113	EOW	Green	Friday	FrRsvGR	Curbside	5	2	
Howard Johnson Park	1260	Woodhill Dr	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		2	
Keller Mayflower Park	2070	Fernwood St	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside		1	
Langton Lake Park East	1894	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		1	
Mapleview Park	2917	Matilda St	Roseville	MN	55113	EOW	Blue	Monday	MoRsvBl	Curbside		2	
Oasis Park	1700	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		2	
Owasso Ballfields	2659	Victoria St N	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		2	
Owasso Hills Park	593	Owasso Hills Dr	Roseville	MN	55113	EOW	Blue	Monday	MoRsvBL	Curbside		1	
Pocohontas Park	2540	Pascal St	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside		2	
Rosebrook Park	2590	Fry St	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside		6	
Sandcastle Park	3060	Patton Rd	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		3	
Veterans Park	1135	Woodhill Dr	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		1	
Villa Park	2055	Cohansey Blvd	Roseville	MN	55113	EOW	Green	Thursday	ThRsvGR	Curbside		4	

3995



Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Acorn Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

DISCLAIMER:

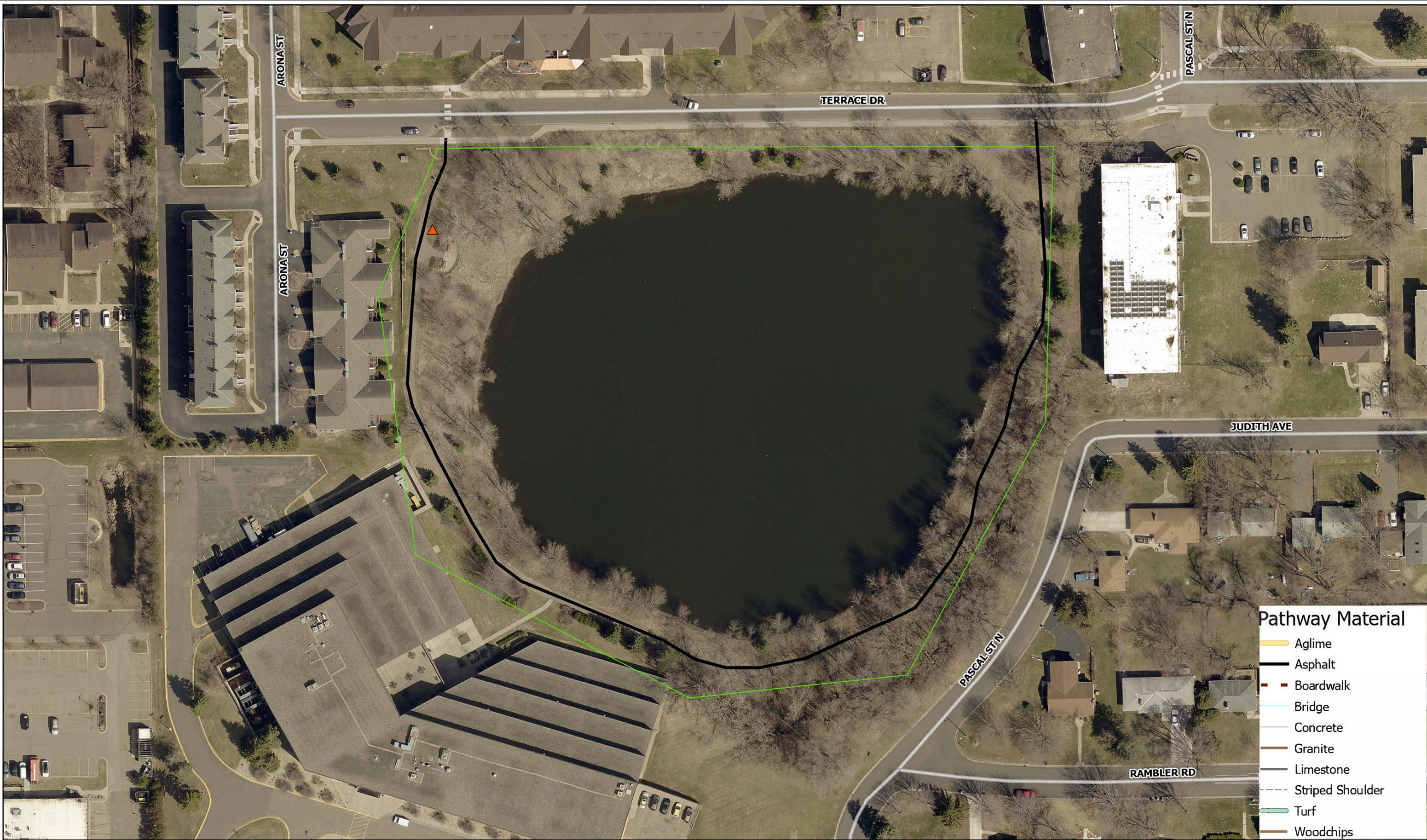
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0 80 160 320 US Feet

ParksRecycling_2024

1





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Applewood Overlook

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

2





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Applewood Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

3





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Autumn Grove Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

4





Municipal Parks Recycling B-Dale Fields

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

5





Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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ParksRecycling_2024

6



Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling
Bruce Russell Park



Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park- Arboretum

Recycling Container Location

- Parking Lot
- ✚ Pathway
- ▲ Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

7





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Dale West

Recycling Container Location

- Parking Lot
- ✚ Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

8





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Lexington

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

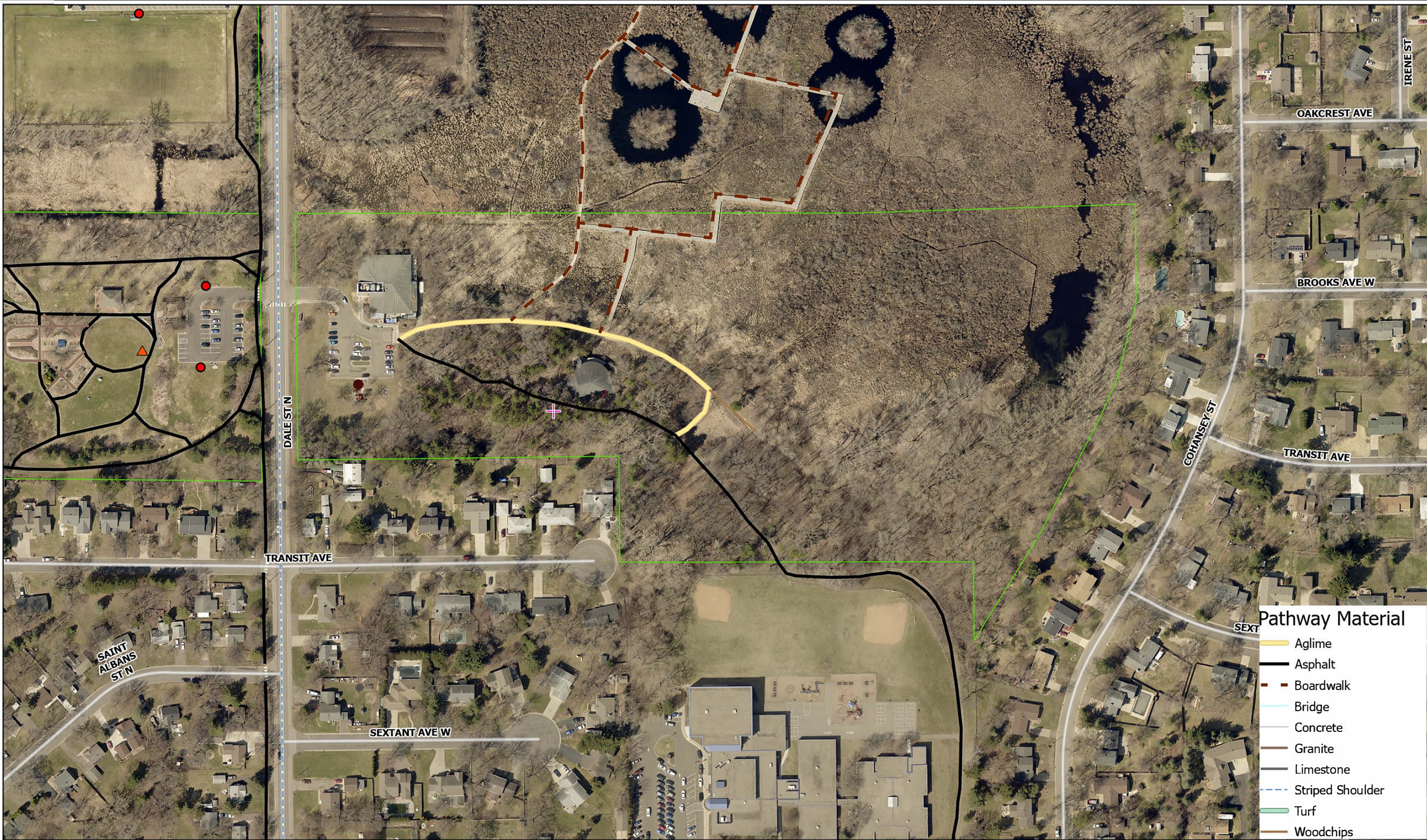
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0 125 250 500 US Feet

ParksRecycling_2024

9





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Nature Center

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

10





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Victoria Ballfi

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

11





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park - Victoria West

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

12





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Central Park North

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

13





Municipal Parks Recycling Concordia Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

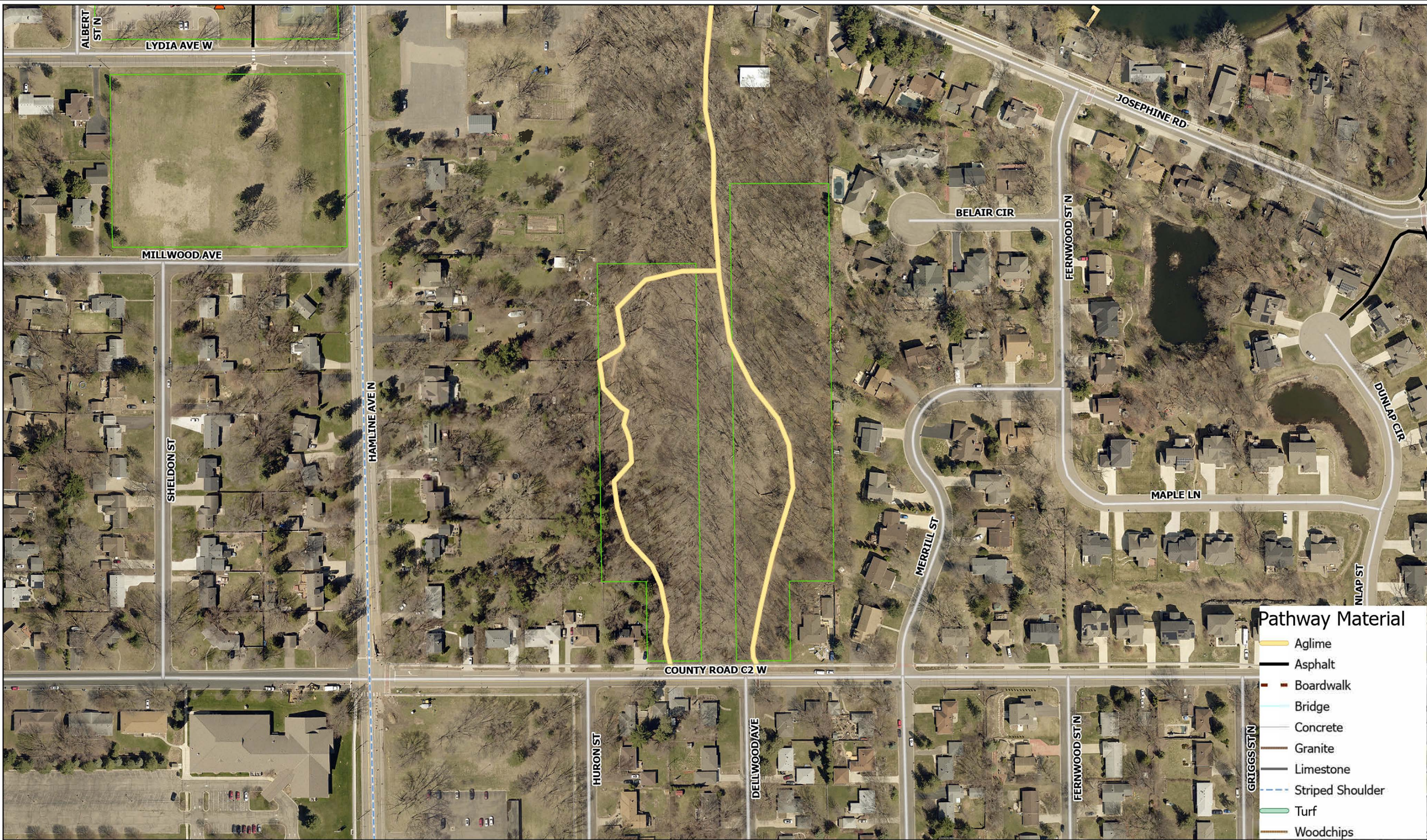
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0 40 80 160 US Feet

ParksRecycling_2024

14





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Cottontail Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
 * Ramsey County GIS (6/7/2022)
 * City of Roseville Community Development
 * City of Roseville Finance Department

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ParksRecycling_2024

15





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Evergreen Park - Leased

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources

- Ramsey County GIS (6/7/2022)
- City of Roseville Community Development
- City of Roseville Finance Department

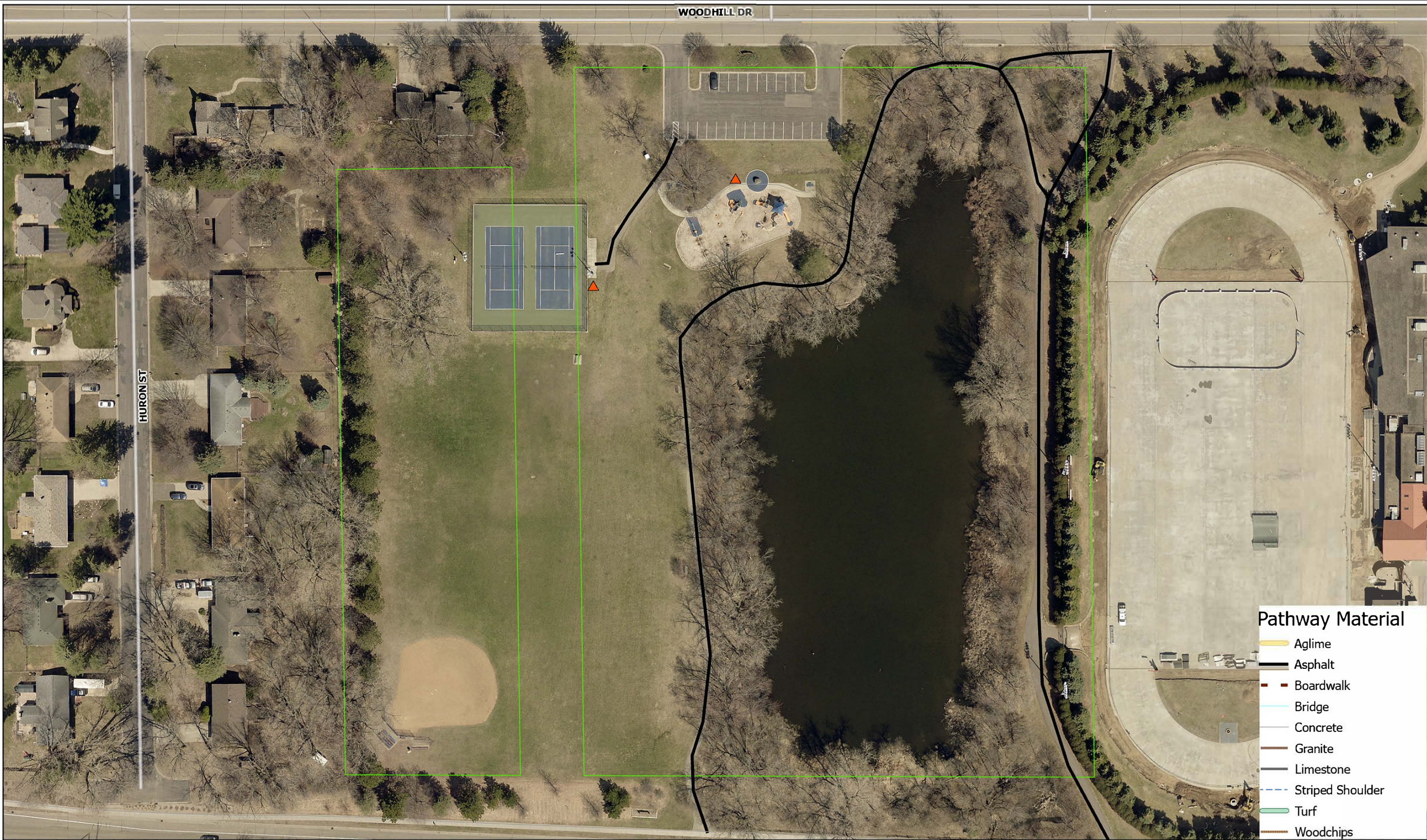
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ParksRecycling_2024

16





Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

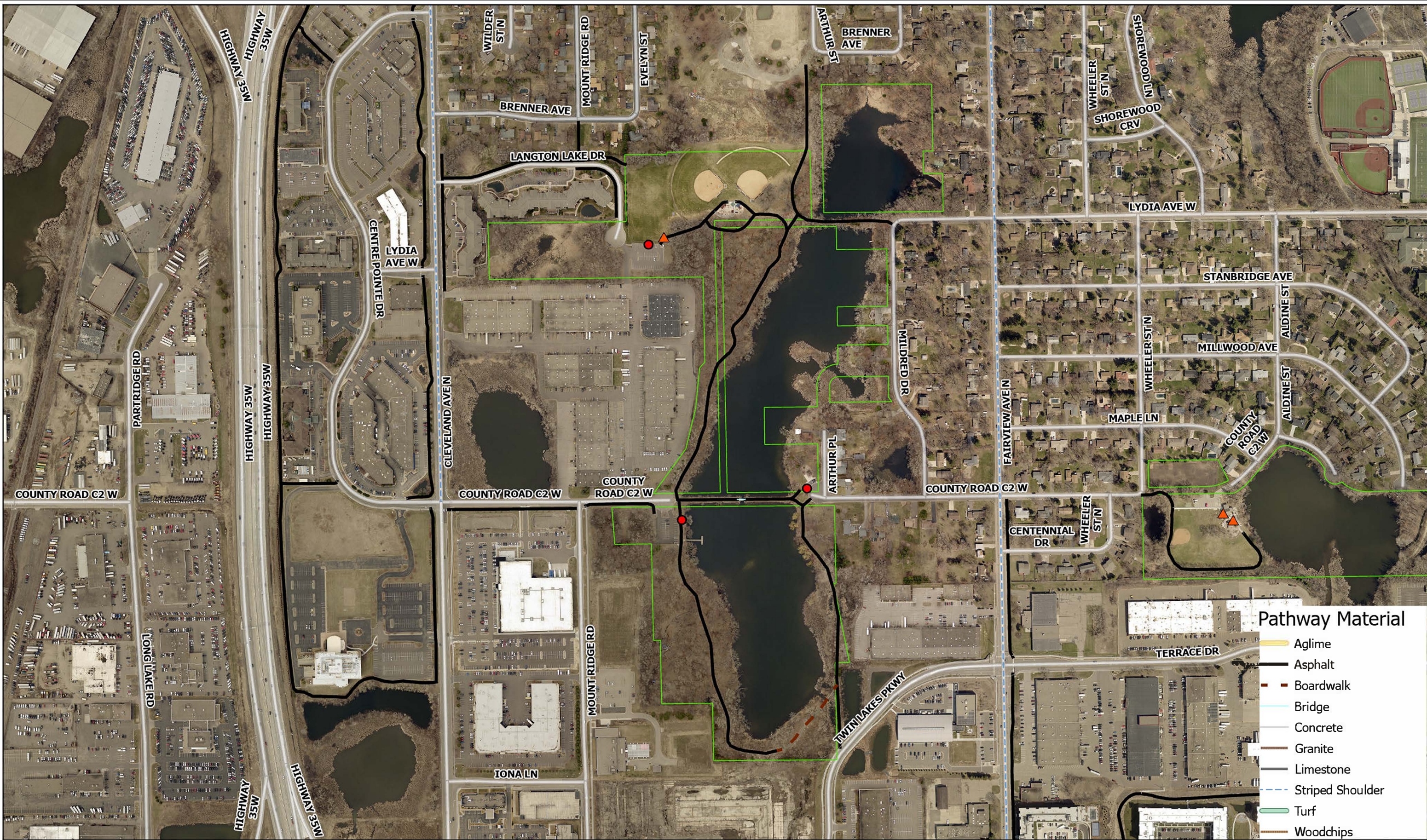
ParksRecycling_2024

17



Municipal Parks Recycling
Howard Johnson Park

Prepared by: Engineering Department
6/24/2024



Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Langton Lake Park

Recycling Container Location

- Parking Lot
- ✚ Pathway
- ▲ Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Lexington Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

19





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Mapleview Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

20





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Materion Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

- * Ramsey County GIS (6/7/2022)
- * City of Roseville Community Development
- * City of Roseville Finance Department

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0 80 160 320 US Feet

ParksRecycling_2024

21





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Mayflower Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

22





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Oasis Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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ParksRecycling_2024

23





Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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ParksRecycling_2024

24





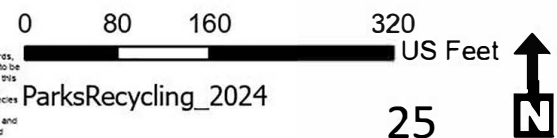
Pathway Material	
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	Asphalt
	Boardwalk
	Bridge
	Concrete
	Granite
	Limestone
	Striped Shoulder
	Turf
	Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Pioneer Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

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0 40 80 160 US Feet

ParksRecycling_2024

26





Municipal Parks Recycling Pocahontas Park

Prepared by: Engineering Department
6/24/2024

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

* Ramsey County GIS (6/7/2022)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:

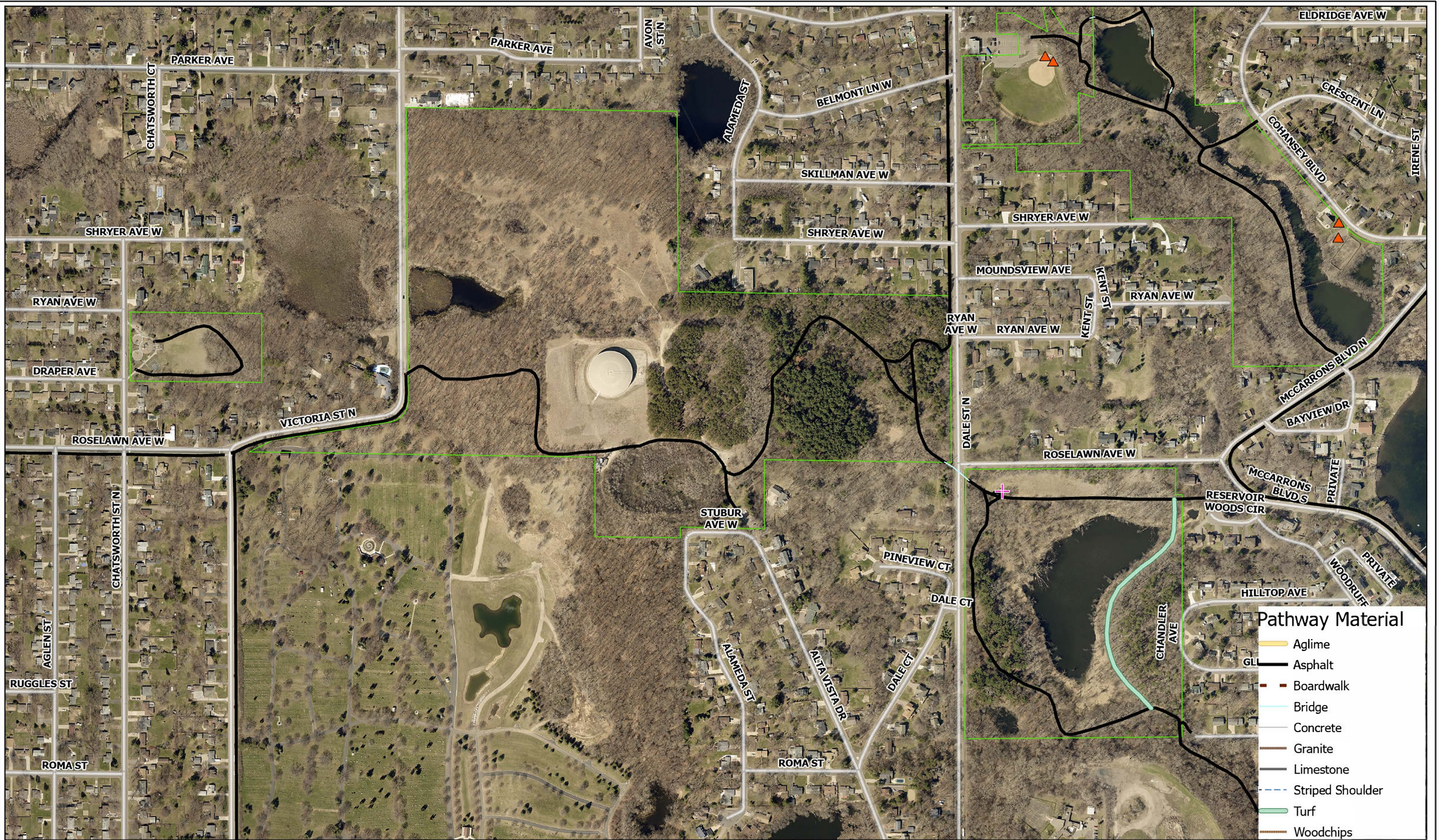
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-782-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subp. 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 80 160 320 US Feet

ParksRecycling_2024

27





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Reservoir Woods - Leased

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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0 210 420 840 US Feet

ParksRecycling_2024

28





Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Sandcastle Park

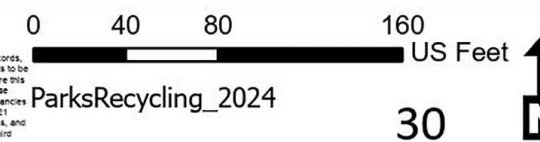
Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Tamarack Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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0 80 160 320 US Feet

ParksRecycling_2024

31





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Valley Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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0 80 160 320 US Feet

ParksRecycling_2024

32





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Veterans Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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0 40 80 160 US Feet

ParksRecycling_2024

33





Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Villa Park

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

Data Sources
* Ramsey County GIS (6/7/2022)
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Prepared by: Engineering Department
6/24/2024

Municipal Parks Recycling Willow Pond Park

Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Data Sources

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0 80 160 320 US Feet

ParksRecycling_2024

35



Facility	Address	Street	City	State	Zip	Service Day	Service Zone	Service Day	Service Code	Route	Cart (Gallon)	Notes
											96	
My Salon	1721	County Rd B2 W	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	Multi	1	
Lake Josephine Family Dental	2960	Snelling Ave N	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	Multi	1	
CO Lynch Enterprises	2655	Fairview Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	Multi	2	
Angela Larson Real Estate	1705	Marion St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	Multi	2	
Roselawn Cemetery	803	Larpenteur Ave W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	Multi	2	
Lutheran Church of the Resurrection	3115	Victoria St	Roseville	MN	55126	EOW	Blue	Tuesday	TuRsvBL	Curbside	1	
St Christopher's Episcopal Church	2300	Hamline Ave N	Roseville	MN	55113	EOW	Green	Tuesday	TuRsvGr	Curbside	1	
Prince of Peace Church	2561	Victoria St N	Roseville	MN	55113	EOW	Green	Tuesday	TuRsvGr	Curbside	6	
St Michael's Church	1660	County Rd B W	Roseville	MN	55113	EOW	Green	Friday	FrRsvGR	Curbside	3	
Galilee Church	145	Mccarrons Blvd North	Roseville	MN	55113	EOW	Green	Thursday	ThRsvGR	Curbside	1	
Centennial Methodist Church	1524	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside	1	
Real Life Church	2353	Chatsworth St N	Roseville	MN	55413	EOW	Green	Tuesday	TuRsvGr	Curbside	2	
St Rose of Lima Church	2048	Hamline Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Ingbretson Chiropractic	2201	Lexington Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Hamline Construction Company	1901	Oakcrest Ave	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside	3	
Mark-It Graphics	2340	Lexington Ave N	Roseville	MN	55113	EOW	Green	Tuesday	TuRsvGr	Curbside	1	
Bethany Baptist Church	2025	Skillman Ave W	Roseville	MN	55113	EOW	Blue	Friday	FrRsvBL	Curbside	1	
New Life Church	965	Larpenteur Ave W	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Astound Video	2167	Lexington Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	2	
Pet Care Partners	1700	Hamline Ave N	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside	1	
Davis Lock And Safe	3113	Fairview Ave N	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside	1	
Kelly Enterprise	1920	Oakcrest Ave	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside	2	
Rose Hill Alliance Church	2105	Roselawn Ave W	Roseville	MN	55113	EOW	Blue	Friday	FrRsvBL	Curbside	4	

Exhibit F**List of Acceptable and Not-Acceptable Recyclables***

(With current resident preparation instructions)

Acceptable items:**Paper:**

- ♦ Cardboard & delivery pizza boxes
(Must be flattened and small enough to fit in the cart)
- ♦ Newspaper
(With inserts)
- ♦ Milk cartons & juice boxes
(Rinse clean, replace caps)
- ♦ Carrier Stock and other boxboard
(Pop and beer boxes. Please remove plastic liners or bags, flatten)
- ♦ Magazines, mail, phonebooks, office paper

Glass:

- ♦ Glass bottles & jars
(Rinse clean, remove caps and lids)

Plastic:

- ♦ Most plastic food & beverage containers
(Empty, rinse, put caps or lids back on when you can. #1, #2 and #5 accepted;
(excluding black plastic)

Metal:

- ♦ Steel & aluminum cans, aerosol cans, foil & trays,
cardboard food tubers with metal ends
(Rinse clean, label are OK)

(*Note: The City encourages the Contractor to explore markets for additional types of Recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written Contract between the City and the Contractor.)

Unacceptable items:

- ◆ No plastic bags
(Do not bag your recycling)
- ◆ Plastic items with plastic codes #3 or #6
- ◆ Batteries
- ◆ Black plastic
- ◆ Bulky items/containers larger than 3 gallons
- ◆ Bottles used for home needle disposal
- ◆ Ceramics or pottery
- ◆ Clothes and Textiles
- ◆ Cords, wires and holiday lights
- ◆ Dishes or cookware
- ◆ Disposable cups, plates or utensils
- ◆ Light bulbs
- ◆ Packaging from toys or electronics
- ◆ Paper egg cartons
- ◆ Plant or landscaping pots
- ◆ Plastic bags or other film plastics
- ◆ Propane tanks or other fuel bottles or tanks
- ◆ Freezer boxes
- ◆ Scrap metal
- ◆ Styrofoam™
- ◆ Tissue paper or napkins

Attachment A – Draft Contract

Comprehensive Recycling Services
City of Roseville, Minnesota

July 2024



Attachment A – Draft Contract

Comprehensive Recycling Services

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6.1	Insurance	27
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B.	Business Automotive Liability. Contractor shall maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance, or use of autos which may arise from operations under this Contract, and in case any work is subcontracted the Contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance minimum limits are as follows:	27
C.	Workers Compensation. Each Contractor shall provide Workers' Compensation insurance, as required by Minnesota Statutes, Section 176.181 for all its employees. If any work is subcontracted, the Contractor shall require each Subcontractor(s) to provide Workers' Compensation insurance in accordance with the statutory requirements, including Coverage B, Employer's Liability.....	28
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Exhibits

Exhibit A	Recycling Zones Map
Exhibit B	Single Unit and Multi-Unit Dwelling Levels of Service
Exhibit C	Annual Tonnages and Composition Chart
Exhibit D	City Buildings and Parks Recycling
Exhibit E	List of Current Opt-In Program Establishments
Exhibit F	List of Acceptable and Not-Acceptable Recyclables

1 Definitions

Aluminum cans

Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water or other beverages.

Annual Work Plan

The Contractor and City shall develop an Annual Work Plan to describe initiatives the City and the Contractor will undertake to improve the City's recycling program.

Aseptic Packaging and Milk Cartons

Containers designed to maintain the sterility of a sterile (aseptic) product such as food. (e.g., gable-top milk cartons, juice boxes, and aseptic packaging used for soup, broth, soy milk, etc.) Aseptic packages are typically a mix of paper, polyethylene (low-density polyethylene [LDPE]), and aluminum.

Carrier Stock

Paper injected with resins in order to resist moisture and used for containers to carry products such as beer and soda pop.

City's Designated Contact Person

The City of Roseville (City) has designated Environmental Manager Ryan Johnson as the City's sole point of contact for prospective Contractors.

City-Designated Recyclables, or Recyclable Materials, or Recyclables

Acceptable Recyclable materials are listed and defined in Exhibit F, including the explicit list of unacceptable materials.

The City encourages the Contractor to explore markets for additional types of Recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written Contract between the City and the Contractor.

City Buildings and City Parks

Municipal facilities where recycling services are provided under this Agreement. See Exhibit D for detailed lists and maps.

Clothes and Textiles

Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts, coats, hats, gloves, and shoes and boots that are dry, clean, and free of mold, mildew, and excessive stains.

Collection

The aggregation and transportation of recyclable materials from the place at which they are generated including all activities up to the time when they are delivered to a recycling facility.

Commodity

Any individual material, including specific industrial grade, as defined by this Contract.

Contract

Agreement between the City and Contractor to provide recycling collection services.

Contractor

The City's recycling service Contractor under the new Contract beginning operation on July 1, 2025.

Corrugated Cardboard (Old Corrugated Cardboard)

Cardboard material with double wall construction and corrugated separation between walls including boxes for delivery and take out pizzas. Does not include cardboard heavily coated in plastic or wax.

Curbside

The area of public right-of-way between the property line and the curb or edge of the street but not on the street. The term "curbside" may also include alley collection.

Curbside Recycling Carts

Wheeled carts used as part of a single-stream collection system. If the Contractor owns the carts, carts shall be consistent in colors and design with a recycling symbol that is at least 4 inches tall on two sides and approved instruction label on each lid, so as to be easily identified by the resident/customer and the Contractor driver as the container for recyclable materials collection. [RJ1]

Curbside Recycling Service

The recycling collection services, specified in this RFP and the subsequent Contract, serving customers with recycling pickup at the curb or alley at their residence.

Diversity, Equity and Inclusion (DEI)

The City is dedicated to promoting respectful conduct, equitable service, and diversity in our community. Contractors partnering with the City shall support and abide by the City's commitment to prioritize racial equity in their planning, delivery, and evaluation of programs, policies and services.

Food Scraps

Residential organic materials derived from plant and animal matter including food waste that is collected for composting.

Glass Jars and Bottles

Glass jars, bottles, and containers (lids/caps and pumps removed) that are used for packing and bottling of food and beverages.

High-Density Polyethylene (HDPE) - Colored

Plastic bottles and thermoforms made from high density polyethylene resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

High-Density Polyethylene (HDPE) – Natural

Plastic bottles and thermoforms made from high density polyethylene resin without pigment or coloring (e.g., milk jugs, gallon water jugs, and ice cream pails).

Holidays

Days on which recycling service is deferred one calendar day, including January 1, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Market Indicator

Commodity price indices as per the recycling industry publication specified in the Contract.

Markets

Any person or company that buys (or charges) for recycling of specified materials and may include but are not limited to: end-markets, intermediate processors, brokers, and other recycling material reclaimers.

Materials Recovery Facility (MRF)

A facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

Multi-Unit Dwellings

A building or a portion thereof containing five or more dwelling units.

Multi-Unit Dwelling Recycling Containers

Recycling containers used for multi-unit dwellings, including any bin, cart, dumpster, or other receptacle for temporary storage and collection of designated Recyclables from residents in multi-unit dwellings prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to Recyclables included, and colored differently from other containers for mixed solid waste or trash.

Multi-Unit Dwelling Recycling Service

Recycling collection service, together with related public education and other customer services, provided to multi-unit dwelling residents that utilize multi-unit dwelling recycling containers, defined above, and use multi-unit dwelling recycling stations, defined below.

Multi-Unit Dwelling Recycling Stations

The location of Multi-Unit Dwelling recycling containers will be designated by the City the Contractor and the Multi-Unit Dwelling building owner. Multi-Unit Dwelling recycling stations will likely be a cluster of recycling carts and/or Recycling dumpsters.

Non-Targeted Materials

Non-recyclable materials that are not included in the City's recycling program. Examples of non-targeted items include but are not limited to: pumps on plastic bottles, ceramic materials, heavily coated paper packaging, etc.

Paper

Paper includes the following: newspapers including inserts; household office paper and mail; boxboard; carrier stock cardboard; old corrugated cardboard, including boxes for delivery and take out pizzas; phone books; kraft bags; and magazines/catalogs.

Partial Dumps

When the Contractor tips the recycling cart into the truck, but only a portion of the Recyclables are emptied and the Recyclables were not over-packed into the cart.

Participation Rate

The number of Single Unit Dwellings (SUDs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible SUDs in the City.

Plastic Containers

Rigid plastic containers, lids, and toy and electronic packaging, excluding black plastic, with a resin identification code of: #1 (polyethylene terephthalate [PET or PETE]); #2 (HDPE); and #5 (polypropylene [PP]).

Polyethylene Terephthalate (PET or PETE)

Plastic bottles made from PET (e.g., soft drink, water, and other bottles).

Process Residuals

The material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals include but are not limited to bulky items, contaminants as collected, sorted tailings, floor sweepings, and rejects from specific processing equipment (e.g., materials cleaned from screens, etc.). Process residuals does not include clean, separated products that are normally processed and prepared for shipment to markets as commodities but are of relatively low value because of depressed market demand conditions.

Processing

The sorting, volume reduction, baling, containment, or other preparation of recyclable materials delivered to the processing center for transportation or marketing purposes.

Processing Fee

Agreed-upon unit fee allocated towards Contractor's cost of processing Recyclables.

Recyclables

Acceptable materials for the Roseville Recycling Program as defined herein and in Exhibit F.

Recycled Content Products

Products or goods, including roadbed or other aggregate products that are openly marketed and have positive value. Recycled content products do not include use of any commodity for use at landfills.

Respondent

An organization responding to the City's RFP for Recycling Services.

Set-Out Rate

The number of SUDs that set out recyclable material each week as a percentage of the number of eligible SUDs in the City.

Single Unit Dwelling (SUD)

A building containing up to four dwelling units.

Steel cans

Disposable containers fabricated primarily of steel or tin used for food or beverages.

Walk-Up Service

A service where the driver will walk up to the resident's garage door, stoop, or other designated location to collect recyclable material. The driver returns the carts to the same location.

Waste

Any material that is deemed by the processor to be unable to be marketed into recycled content products. Typical "waste" includes pumps on plastic bottles, ceramic material in glass streams, and other prohibited items. (Also referred to as "Non-Targeted Materials".)

Zero Waste Events

Public events where organizers minimize the amount of waste generated by requiring Recyclable or compostable packaging and products, and recycling or composting those materials.

2 General Requirements for All Collections

2.1 Service Requirements^[RJ2]

The Contractor shall provide comprehensive recycling services described herein and as described in the proposal. Collection shall occur bi-weekly on the day of the week designated in Exhibit A, “Recycling Zones Map.”^[RT3]

2.2 Collection Vehicle Equipment Requirements

All vehicles must be clearly identified on both sides with Contractor’s name and telephone number. In addition, all collection vehicles used in performance of the Contract shall:

- ♦ Be duly licensed and inspected by the State of Minnesota;
- ♦ Operate within the weight allowed by federal and Minnesota statutes and local road weight limits;
- ♦ Be Minnesota Department of Transportation (DOT)-compliant at all times;
- ♦ Be leak-proof;
- ♦ Be maintained to operate within acceptable residential neighborhood noise levels; and
- ♦ Be kept clean and as free from offensive odors as possible.

Each Collection vehicle shall be equipped with the following:

1. Two-way communications device;
2. First aid kit;
3. All safety equipment required by federal, State of Minnesota, and local governing bodies, including federal and State (DOTs);
4. Universal spill kits, or other appropriate equipment for cleaning up spills and/or leaks; and
5. Receptacle for driver’s cigarette or cigar butts, tobacco ashes, and chewing tobacco residue.

2.3 Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of this Contract. The Contractor will provide a route supervisor to oversee the recycling route drivers servicing the City. The route supervisor will be available to respond to

customer complaints by cell phone or voice mail. The route supervisor and all collection vehicles must be equipped with two-way communication devices.

The Contractor's personnel will be trained in: program operations specific to Roseville's recycling program and this Contract and in customer service. The Contractor shall ensure that all personnel maintain a courteous, professional, and positive attitude with the public and in the work place. The Contractor shall notify employees working within the City of its policies to promote racial and socioeconomic diversity, equity, and inclusion (DEI) in all City services and contracted operations.

The Contractor shall ensure that all personnel will adhere to the appropriate personnel conduct including but not limited to the following requirements:

1. Conduct themselves at all times in a courteous manner and use no abusive, discriminatory, or foul language. The Contractor employee actions and communications shall be in compliance with the City's DEI policies.
2. Perform their duties in accordance with all existing laws, ordinances, and regulations; and future amendments thereto of the federal, State of Minnesota, and local governing bodies, including federal and state DOTs.
3. Be clean and presentable in appearance, as so far as possible.
4. Wear a uniform and employee identification badge or name tag.
5. Drive in a safe, legal, and considerate manner.
6. Manage Recycling carts in a careful manner by picking them up, emptying their contents into the collection vehicle, and placing the container back in its curbside location with the lid closed, so as to avoid spillage and littering or damage to the cart.
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Only discard cigarette or cigar butts and tobacco ash in a proper receptacle on the collection vehicle.
10. Not smoke while inside garages or other enclosed buildings.

2.4 Recycling Containers

[THIS SECTION MAY BE AMENDED AS NEEDED AFTER CITY'S DECISION ON CART OWNERSHIP: CONTRACTOR-OWNED VS. CITY-OWNED CARTS.]

The standard cart approximate dimensions shall be:

- ♦ 36-gallon cart (36 inches high by 18.5 inches wide by 23.5 inches deep).
- ♦ 64-gallon cart (39 inches high by 25 inches wide by 31 inches deep).
- ♦ 96-gallon cart (41 inches high by 30 inches wide by 36 inches deep).

[If the Contractor owns the carts,] The cart surface shall be smooth for ease in cleaning. Carts shall be consistent in colors and design. The sides of the carts shall have a Recycling symbol that is at least 4 inches tall on two sides. The lid shall contain a City-approved label with explicit photos and words of acceptable Recyclable materials. The City shall approve the cart, color, and labeling prior to manufacture; final draft plans for these cart designs shall be submitted to the City 30 days prior to the Contractor submitting the final order to the cart manufacturer.

The driver is required to record and report to Contractor dispatch the location of any cart that is damaged and that cart shall be repaired or replaced by the Contractor or designated subcontractor within one week of the report of damage.

Damaged or unusable carts must be recycled. All costs incurred in recycling carts shall be the responsibility of the Contractor, at no additional cost to the City. The Contractor will provide documentation showing the City where the carts were recycled.

2.5 Collection

2.5.1 Curbside Collection

Residents shall place recycling carts at curbside or at the alley on collection day, placing the cart with the handle toward the house and the lid opening toward street. The Contractor shall collect from each participating household all acceptable materials. The driver is required to place the emptied cart back down in the same curbside location as set by the resident. In no case is the cart to be left in the street.

On a rare, occasional basis, a reasonable amount of Recyclables placed outside of and next to the cart shall be collected by the Contractor. The Contractor shall leave an education tag that states that continued overflow Recyclables will necessitate a larger cart and/or a second cart. If a residence continues to have an overflow Recyclable material, after the second or third consecutive collection, the Contractor shall place an additional 95-gallon cart at the residence.

Walk-up service shall be provided at no additional charge for customers with special needs as approved by the City. The City will compile a list of seniors, disabled, and/or other special needs residents who request such service.

The Contractor must, at least once per quarter, or as agreed upon by the City and the Contractor, conduct curbside Recycling “lid lift” cart checks. The objective of these cart checks shall be to measure contamination by frequency, type of contaminant, and participation rates. The Contractor shall audit the contents by visually inspecting the material of carts from at least 100 households and leave education tags if any Non-Targeted Materials are found in the carts. A log shall be kept of all resident addresses where education tags were left, and the addresses shall be

included in the annual report to the City. A summary report of the results of each cart check shall be submitted to the City within one month of the cart check completion.

An alternative to the above “lid lift” cart check procedure may be proposed by the Contractor to measure frequency of carts with observable contaminants as collected. For example, on-board cameras may be used to record an image or video of the contents of the cart as it is tipped into the truck hopper. The Contractor shall submit a proposed alternative means of contaminant and participation measurement for approval by the City.

2.5.2 Multi-Unit Dwellings

Contractor shall empty all acceptable materials from inside the containers and a reasonable amount of acceptable, overflow Recyclable materials that may be set adjacent to the containers. The Contractor shall contact the multi-unit building owner that continued overflow Recyclables will necessitate increased service levels (e.g., more containers, more frequent collections, and/or larger containers). After emptying the containers, the Contractor shall return the containers to their appropriate locations.

Multi-unit dwellings shall receive service once a week unless a different service frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week multi-unit dwellings shall receive service. Contractor shall inform the City and each dwelling owner or manager the day and approximate time the dwelling is scheduled to receive service.

2.5.3 Municipal Facilities

Contractor will provide weekly recycling service at no additional charge to:

1. Cedarholm Community Building – 2395 Hamline Avenue.
2. City Hall – 2660 Civic Center Drive.
3. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street.
4. Lexington Shops – 2719 Lexington Avenue.
5. Roseville Fire Station – 2701 Lexington Avenue.
6. Roseville Maintenance Facility – 1140 Woodhill Drive.
7. Roseville Skating Center – 2661 Civic Center Drive.
8. Other mutually agreed upon City facilities.

1. [RJ4]

2.5.4 City Parks

Contractor shall provide a proposal for recycling services in City Parks. The proposal should include servicing carts adjacent to parking lots and buildings (less than 25 feet from parking lot), and on trails/pathways on a dollar-per-pull basis.

The Contractor shall use a smaller vehicle appropriate for driving on City Parks trails. The Contractor shall comply with the Roseville Parks Safety Plan

(<http://www.cityofroseville.com/436/Recycling>). [RJ5] Contractor shall submit its operating plan, including vehicles, for City review and approval.

The Contractor should also provide a recommended schedule for servicing the parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Exhibit D, City Buildings and Parks Recycling, contains the maps and list of parks and number of carts that will need servicing either weekly or every other week.

Contractor will provide carts, dumpster, or other mutually agreed upon containers to facilitate municipal facility recycling service.

2.5.5 Zero Waste Events

Roseville holds Zero Waste events each year at which Food Scraps are collected for composting:

- ♦ Earth Day Celebration (third Saturday in April).
- ♦ Juneteenth (mid-June)
- ♦ Taste of Rosefest (fourth Thursday in June).
- ♦ Run for the Roses (fourth Saturday in June).
- ♦ Wild Rice Festival (second Saturday in September).
- ♦ Tapped and Uncorked (mid/late September)

The Contractor shall be responsible for attending the events to staff and monitor the Zero Waste collection stations and educate residents. Prior to the event date, the Contractor will also be responsible for educating any vendors that attend and hand out, sell, etc., any goods or services. All material (Food Scraps, Recyclables, trash) collected shall be the responsibility of the Contractor for appropriate processing or disposal. Food Scraps shall be disposed of at a permitted composting facility. After the event, the Contractor shall provide a report to the City, highlighting the amount recycled, composted, and landfilled. The report shall also include ways to improve diversion at the event and any other successes/opportunities that were identified.

2.5.6 Opt-in Program

The City allows small businesses and faith organizations to opt in to the City's recycling program through an application process. To opt in, organizations and businesses need to send in an application to the City, have a similar composition to a SUD, and be able to recycle materials in a 96-gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to Contractor. The Contractor is then responsible to drop off the cart(s) and start collection on the next scheduled service date.

2.5.7 Procedure for Non-Targeted Materials

If the Contractor determines that a resident has set out noticeable and significant Non-Targeted Materials, the driver shall use the following procedures:

2.5.7.1 Curbside

Contractor shall leave the Non-Targeted Materials and leave an “education tag” indicating acceptable materials and the proper method of preparation.

If the Non-Targeted Recyclables have been tipped into the collection truck, the driver shall record the address of the stop. The Contractor shall send a letter to the resident noting the Non-Targeted Recyclables and providing information on what are accepted Recyclables. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses to the City Recycling Coordinator at the end of each month.

Upon request of the City, the Contractor will undertake additional efforts to educate the resident or owner regarding proper materials preparation. These additional education efforts shall be conducted at no additional cost to the City.

2.5.7.2 Multi-Unit Dwellings

Contaminated carts or dumpsters of material **will not be collected**, and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by phone that the material was left and the reason that the material was unacceptable. It will be the responsibility of the Contractor to obtain cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced. The Contractor shall provide the City with a minimum of one month’s notice of any multi-unit education campaign plans.

2.6 City’s Annual Recycling Public Education Flyer

The Contractor will be responsible for publishing and dispersing an annual public education flyer to be sent to all residents that contains the following recycling information:

- ♦ List of materials to be included for recycling.
- ♦ List of materials excluded that cannot be recycled in the City’s program.
- ♦ How to prepare materials.
- ♦ How to receive additional information about the program.
- ♦ Annual calendar of curbside recycling districts.

The flyer shall be delivered to homes no later than January 31 of each year. The City shall review a draft of the flyer and, if necessary, offer comments and edits prior to publishing. The flyer shall be published with language translations, at a minimum: for Spanish, Hmong, Somali, and Karen.

2.7 City Retains Rights to Specify Resident Preparation Instructions

The Contractor shall agree that it is the City's sole right to clearly specify the resident sorting and setout requirements. Such information shall be included in the annual public education flyer as detailed in Section 2.6.

2.8 Collection Zones

By Ordinance, the City of Roseville is divided into five zones, each with its own day of the week for collection of refuse and recycling, as detailed in Exhibit A, Recycling Zones Map. Collection in each zone shall occur on the designated day, except for Holidays. The number of housing units in each collection zone is detailed in Exhibit B, Single Unit and Multi-Unit Dwellings Level of Service.

2.9 Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7 a.m. and are completed by 7 p.m. on the scheduled collection day.

2.10 Non-Completion of Collection and Extension of Collection Hours

If Contractor determines that the collection of Recyclables will not be completed by 7 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4 p.m. and request an extension of the collection hours. Contractor shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will request the Public Works Director. If the Public Works Director cannot be reached, the Contractor shall contact the City Manager.

2.11 Cleanup Responsibilities

Contractor shall immediately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Driver shall take all precautions possible to prevent littering of acceptable Recyclables and Non-Targeted Recyclables.

Contractor shall immediately clean up any spills or leaks from equipment and will follow proper reporting. All spills must be reported to the City, and spills over 5 gallons must also be reported to the Minnesota Pollution Control Agency (MPCA) Duty Officer (651-649-5451).

Each piece of equipment on public property must have a Universal Spill Kit or other appropriate spill kit.

2.12 Missed & Partial Dump Collection Policy & Procedures

Contractor shall have a duty to pick up missed and partially dumped collections. Contractor agrees to pick up all missed and partially dumped collections on the same day that the Contractor receives notice of a missed collection or Partial Dump, provided notice is received by the Contractor before 11 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11 a.m. on a business day, the Contractor agrees to pick up that missed or partially dumped collection before 7 p.m. on the business day immediately following.

2.13 Severe Weather

Recycling collections may be postponed due to severe weather at the sole discretion of the Public Works Director. "Severe Weather" shall include but shall not be limited to those cases where the temperature at 6 a.m. is minus 20 degrees Fahrenheit (°F) or colder. Upon postponement, Collector shall notify the City within two hours, put notice on the Contractor's website, alert the news media, and use other means to contact residents. The City will be responsible for notifying the residents by municipal cable TV, email notification, and any other means identified by the City. Collection will be made the following business day.

2.14 Weighing of Loads

Contractor will keep accurate records consisting of the date, time, collection route, driver's identification, vehicle number, tare weight, gross weight, net weight, and number of recycling stops for each loaded vehicle. Collection vehicles will be weighed empty before collection to obtain a tare weight and weighed after completion of a route or at the end of the day, whichever occurs first. These records shall be maintained on file by the Contractor for at least three years in the event of an audit by the City or County.

2.15 Ownership

Ownership of the Recyclables shall remain with the person placing them for collection until Contractor's personnel physically touches the Recyclables for collection, at which time ownership shall transfer to the Contractor.

2.16 Scavenging Prohibited

Any person or persons taking recyclable materials from a recycling container without explicit permission of the inhabitant of a SUD or the owner or manager of a multi-unit dwelling complex will be in violation of local ordinance (City Code 403.03) and subject to penalty. The Contractor shall report to the City any instances of suspected scavenging or unauthorized removal of recyclable materials from any collection containers.

Contractor will immediately report all witnessed scavenging to Roseville's Police dispatch (651-767-0640.)

2.17 Utilities

The Contractor shall be obligated to protect all public and private utilities, whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under the executed Contract, he/she shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made, and the cost of doing so shall be deducted from payment to be made to the Contractor.

2.18 Damage to Property

The Contractor shall take all necessary precautions to protect public and private property during the performance of this Contract. The Contractor shall repair or replace any private or public property, including but not limited to sod, mailboxes, or recycling bins/carts that are damaged by the Contractor. Such property damage shall be addressed for repair or replacement within 48 hours with property of the same or equivalent value at the time of the damage, at no charge to the property owner.

If the Contractor fails to address the repair or replacement of damaged property within 48 hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within 30 days of receipt of the City's invoice.

2.19 Street Improvements

This Contract is subject to the right of State of Minnesota, Ramsey County, or the City of Roseville to improve its highways and streets. The Contractor accepts the risk that such improvements may prevent the Contractor from traveling its accustomed route or routes for the purpose of collecting Recyclables. The Contractor agrees not to make any claim for compensation against a City for such interference. The City of Roseville shall, whenever possible, advance information and instructions about how the Contractor may best provide services in the improvement area.

3 Annual Reporting and Promotional Activities

3.1 Monthly and Annual Materials Reports

The Contractor will submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected, by recyclable material (in tons).
2. Net amounts of materials marketed, by recyclable material (in tons).
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons).
4. The markets generally used for the sale of Recyclables.
5. Amounts of process residuals disposed (in tons).
6. Revenue share credits back to the City (if any).
7. Total number of stops.
8. End Market Certification as specified in Section 4.6.
9. Monthly reports, due to the City by the 15th day of each month.

Annual reports shall be due by January 31. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education; multi-unit recycling; sustainability planning; diversity, equity and inclusion; etc.). Examples of monthly and annual reports shall be included with the Contractor's proposal.

3.2 Customer Relations Report

Monthly the Contractor shall provide the City with:

1. A list of all customer complaints, including a description of how each complaint was resolved.
2. A list of all addresses where education tags were left for residents and why the tags were left.
3. A list of all missed pickups and partial dumps reported to the Contractor.

3.3 Annual Report to Multi-Unit Dwellings Owners

The City's Contractor shall provide an annual report by January 31 of each year to the multi-unit dwelling owners served by the City's Contractor. A copy of each report to the multi-unit dwelling owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner, building manager, and contact information (mailing address, phone numbers, e-mail, etc.).
2. Street address of each multi-unit dwelling served.
3. Number of dwelling units for each multi-unit dwelling.
4. Description of collection services made available to occupants, including number of multi-unit dwelling recycling stations, number of multi-unit dwelling recycling containers, location of stations, and dates of collection.
5. Description of public education tools and frequency used to inform occupants of availability of services.
6. Tonnage estimates for each building.
7. Recommendations for future improvements (e.g., specific public education tools).

3.4 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

The objectives of this meeting will include (but will not be limited to):

- ♦ Review Contractor's annual report, including trends in recovery rate and participation.
- ♦ Review efforts the Contractor has made to expand recyclable markets.
- ♦ Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- ♦ Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- ♦ Review staff and Committee recommendations for improving Contractor's service.

- ♦ Discuss other opportunities for improvement with the remaining years under the current Contract.
- ♦ Discuss actions Contractor is taking to reduce its carbon footprint.
- ♦ Discuss low performing areas and Contractor's outreach efforts.
- ♦ Compliance with City's DEI initiatives.

3.5 Publicity, Promotion, and Education

The Contractor and the Recycling Coordinator shall work together in the preparation and distribution of educational materials to ensure accurate information and program directions. Contractor shall have the written approval of the City before any material is produced or distributed to the City customers. Contractor shall pay for the annual design, printing, and mailing of at least 9,434 copies of a curbside program flyer/calendar. The Contractor will provide a portable document format (PDF) file or other mutually agreed upon electronic format version of the flyer and 1,000 printed copies of the curbside program flyer to the City. The flyer shall be delivered to homes and the City no later than December 31 of each year with the details for the subsequent year.

Annually, the Contractor will be required to provide a one-page multi-unit dwelling complex recycling flyer to multi-unit dwelling owners, landlords, or other designated contact persons in sufficient number that one copy may be distributed to each tenant. The Contractor will provide a PDF or other mutually agreed upon electronic format version for the City. The Contractor will also be required to provide posters and other educational material for multi-unit dwelling owners, landlords, or other designated contact persons to post in common areas. All known plans and recommendations for multi-unit dwelling public education must be addressed in the annual report. At least one month prior to printing or final design, the Contractor must submit in writing to the City any new draft plans for multi-unit dwelling public education.

The Contractor must be able to provide public education material in multiple languages. At a minimum, the curbside program flyer and multi-unit dwelling flyer must be translated into non-English languages. At a minimum, these flyers shall be translated into selected Spanish, Hmong, Karen and Somali. The City will specify the quantities of each set of materials needed and the locations for distribution.

During the term of the Contract, the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.

Annually the Contractor shall make available three (3) tours throughout the year for the City. Tours would be for staff, City Council, Commissions, and/or others associated with the City.

3.6 City Shall Approve Contractor's Public Education Literature

The Contractor shall submit a draft of any public education literature for approval by the City, at least one month before printing and release of any such literature.

3.7 Contractor's Customer Service Call Center Staff

The Contractor shall have on duty Monday through Friday from 7:00 a.m. to 5:00 p.m. customer service representatives to receive customer calls. In addition, the Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours 24 hours per day, 7 days per week, 365 days per year.

The Contractor's customer service call center staff shall provide accurate and clear answers to Roseville resident's questions customized to the details of the City's Contract. If calls come in from non-English-speaking residents that require a translator, the Contractor's call center staff must at least provide a referral or alternative means of securing translation services.

The Contractor shall keep a log of all calls, including the subject matter, the date and time received, the Contractor's response, and the date and time of response. This information shall be provided to the City in the annual report in summary form. The City may request, and the Contractor shall provide, detailed information by incident as needed.

3.8 Accuracy of Call Center Responses

The City will produce a fact sheet containing frequently asked questions ("FAQs") that are commonly received from residents about the Roseville program. The FAQs fact sheet will also contain the recommended standard responses to be given by the City and Contractor customer service call center staff. Before the FAQs fact sheet is finalized, the City will solicit input and comments from the Contractor, but responsibility for the final document will rest with the City. The City may from time-to-time update the FAQs fact sheet as needed and will notify the Contractor and solicit input on the changes.

The Contractor's call center staff serving the City shall be trained on the use and compliance requirements for following the FAQs fact sheet when answering questions from City residents. The FAQs may be used as a guide for the intended content of responses and does not require the Contractor to use the FAQs as a strict script.

The City will notify the Contractor immediately if the City receives any legitimate complaints about the accuracy of answers given by the Contractor's call center staff. The Contractor shall take corrective action to cure the mistake and notify the City of the actions taken and means to prevent recurrence.

The City may make anonymous phone calls to the Contractor acting as if the call is from the general public to ask selected questions. These anonymous calls may also be made by non-English-speaking persons. If such calls are made, an email report summarizing the accuracy of the customer service representatives' responses will be provided back to the Contractor.

3.9 Annual Work Plan

The City and the Contractor shall develop an Annual Work Plan. The Annual Work Plan shall include initiatives the City and the Contractor will undertake to improve the City's recycling program. These initiatives may include (but are not limited to) expansion of materials collected, voluntary expansion to businesses, and effective education of residents, with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Annual Work Plan shall be approved by the City and the Contractor by December 15 of the preceding year.

3.10 Outreach to Low Participating Communities

Contractor shall include in the Annual Work Plan specific descriptions of engagement efforts to low participating communities. Specifically, the City seeks to engage immigrant, other ethnic communities, and other people of color including Black and Indigenous residents.

3.11 Outreach Using Electronic Communications

Contractor shall identify in the Annual Work Plan engagement efforts using electronic communications, preferably a mobile app supported by the Contractor. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format.

4 Materials Processing and Marketing

4.1 Processing Facilities Must Be Specified

It is intended that all Recyclables collected in the City will go to recycling markets to be manufactured into recycled content goods. The City prefers those markets to be in the Midwest.

The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for City material collected. The Contractor shall provide written notice to the City at least 60 days in advance of any substantial change in these or subsequent plans for receiving and processing Recyclables collected from the City.

Upon collection, the City's Contractor shall deliver the collected Recyclables to a recyclable MRF, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated Recyclables in a mixed municipal solid waste disposal facility.

Contractor shall assure that all Recyclables collected in the City are not landfilled or incinerated except for process residuals, as designated in Section 1, Definitions – "Processing," or with written authorization from the City and the MPCA.

4.2 Lack of Adequate Market Demand

If the Contractor determines that there is no market for a particular recyclable material or that the market has become economically unfeasible, the Contractor shall immediately give written notice to the City. Said notice shall include information demonstrating the effort the Contractor has made to find market sources and the financial information justifying the conclusion that the market is economically unfeasible. Upon receipt of said notice, the Contractor and the City shall have 30 days to attempt to find a feasible market. During this period the Contractor shall continue to pick up the particular recyclable material.

If the Contractor or the City is not able to find a market within 30 days, the City has the option to:

- a) Require the Contractor to continue to collect the particular recyclable material. The Contractor is required to keep accurate records of said fees and provide the City receipts of payment.
- b) Notify the Contractor to cease collection of the particular recyclable material until a feasible market is located, either by the Contractor or by the City. The Contractor would then be responsible for the cost of printing and distributing City-approved educational materials explaining the market situation to residents.

In the event that the parties disagree on the question of whether there is a market for a particular recyclable material or on the economic feasibility of that market, the Contract shall be submitted to binding arbitration. In this case, each party shall name an arbitrator, and the two shall select a third person to serve as chairperson of the arbitration panel. The arbitration panel shall meet and

decide said question within 60 days following Contract by the arbitrators to serve on the panel. The arbitration panel shall operate in accordance with the Rules of the American Arbitration Association to the extent consistent with this section, and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof. Meanwhile, collection of said recyclable material shall continue, pending outcome of arbitration.

4.3 Estimating Materials Composition as Collected

The Contractor shall conduct at least one materials composition analysis of the City's Recyclables each year to estimate the relative amount by weight of each recyclable commodity by grade. The analysis shall include:

1. Percent by weight of each recyclable commodity by grade as collected from the City;
2. Relative change compared to the previous year's composition; and
3. Description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling. The Contractor shall provide the City with a copy of each analysis. The analysis will be conducted no later than March 31 of each year, and a copy of the analysis will be provided to the City no later than April 30 of each year. Upon request of the City, an agent(s) of the City shall attend the composition study.

4.4 Estimating Process Residuals

The Contractor shall provide the City a written description of the means to estimate process residuals, as defined in Section 1, Definitions – "Process Residuals," derived from the City's Recyclables. This written description shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any significant changes to the processing facilities used by the Contractor.

4.5 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the Contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City, the City will initiate the Contract termination procedures.

The City shall have the right, during the term of the Contract, to have a representative on Contractor's premises to monitor the operation of the Contract. Such representative shall only be allowed on Contractor's premises during normal business hours.

4.6 End Market Certification

The Contractor shall provide in its Proposal and by January 31 of each year through the term of the Contract written certification to the City that all recyclable commodities identified are indeed

recycled and not disposed. Such written certification shall identify *all* end markets' manufacturers or processors used for each of the recyclable commodities. The Contractor shall attach written certification from each end market and a list of products manufactured using the recyclable materials collected from the City. The Contractor shall specify the percentage of each material collected that goes to each end market. Contractor must request in writing if it wishes to have the certification be considered proprietary information.

5 Payment and Liquidated Damages

5.1 Term of Contract

The term of the new recycling Contract will be a period of 42 months from January 1, 2022, through June 30, 2025, or a period of 66 months from January 1, 2022 through June 30, 2027. The City is requesting that Contractors provide pricing for both options and also provide an option for two extensions, each for one year.

5.2 Compensation for Services

The City agrees to pay the Contractor for recycling collection services provided to the City as described in the proposal and made part of an executed Contract, based on the number of units certified by the City. For 2025, the City estimates that there are 9,434 curbside units that will receive service (see Attachment D, Project Capability Plan Form). By December 15 of each year, the City will review the number of certified units and notify Contractor of any changes.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit with the monthly bill the monthly documentation and reports. Payment to the Contractor will not be released unless the required paperwork is included in the monthly bill or submitted separately according to the deadlines specified in this Agreement.

5.3 Multi-Unit Dwellings Billing

Contractor will send an itemized bill for the number of pulls designated to receive service that month. For 2025, the City has estimated 6,574 Multi-Unit Dwellings at 102 locations. The City will designate new or additional buildings to receive service with 30 days-notice to Contractor.

5.4 Incident Escalation

The City and the Contractor shall communicate on a regular and as needed basis related to customer complaints, accidents, and other incidents. The use of liquidated damages is intended to be used only after regular communications to resolve complaints or performance issues. The following general incident escalation procedure provides a general guide for managing such communications as efficiently as possible.

- ♦ Simple complaints and incidents may be handled with verbal communications only (e.g., phone calls).
- ♦ Significant complaints and incidents must be recorded via at least email and logged. A proposed cure agreed upon by the City and Contractor and response timeline shall be discussed.

- ♦ If a problem is not cured within the proposed timeline, a second email should be used to communicate a new timeline. Proposed alternative cures shall be agreed upon by both the City and the Contractor.
- ♦ If a problem is still not cured within the new timeline of a second email, the City may send a letter indicating a new cure timeline and warning that liquidated damages may be imposed if the problem is not resolved.
- ♦ If a problem is still not cured with the new timeline of the letter, the City will send a letter and email notifying the Contractor that liquidated damages will be imposed.
- ♦ If a problem remains chronic and uncured, the City may elect to initiate Contract breach procedures to notify the Contractor of the Contract termination process.

5.5 Liquidated Damages

This Contract establishes liquidated damages for failure to meet selected, example performance standards. These liquidated damages are independent of default and breach provisions addressed elsewhere in this Contract. This list of example liquidated damages within this section is not intended to be exhaustive; lack of Contractor performance on other service standards may also result in liquidated damages. This list may be amended by mutual written agreement between the City and Contractor as needed.

The City and Contractor expressly agree that the potential harm or injury to the City or residents caused by the incidents of substandard performance set forth in this Contract are difficult or impossible to accurately estimate. The City and Contractor stipulate that each damage dollar amount in this Contract is a reasonable estimate of the loss to the City and the public.

The existence or recovery of such liquidated damages shall not preclude the City from recovering other damages in addition to the payments made hereunder which the City can document as being attributable to Contractor performance failures. In addition to other costs that may be recouped, the City may include costs of personnel and assets used to coordinate, inspect, and re-inspect items within this Contract as well as attorney fees if applicable.

The Contractor shall agree, in addition to any other remedies available to the City, that the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor fulfilling its obligations:

- A. Failure to respond to legitimate service complaints within twenty-four (24) hours in a reasonable and professional manner – \$50 per incident.
- B. Failure to collect properly notified missed collections – \$250 per incident.
- C. Failure to collect properly notified Partial Dumps – \$250 per incident.
- D. Failure to leave an education tag when Non-Targeted Materials are included and observed in the cart – \$100 each incident.

- E. Failure to collect Walk-Up Service accounts due to severe weather or driveway surface conditions for more than two consecutive collection events after conditions permit access – \$250 per incident.
- F. For each witnessed report of a driver dropping the recycling cart when the bottom of the cart is more than four feet above the ground – \$50 per incident.
- G. For each incident of the Contractor failing to pick up material on a block. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7 a.m., the material was not picked up, and the Recyclables were properly sorted – \$500 per incident.
- H. For each incident of failure to complete collection of a collection zone on its designated day as defined in Exhibit A, Recycling Zones Map, when the Contractor has not received an extension of collection hours from the Recycling Coordinator or designated alternate – \$1,000 per incident.
- I. Failure to complete a fifty percent (50%) of the Recycling Zone – \$2,500 per incident.
- J. Failure to complete the collections within the specified timeframes without proper notice to the City – \$100 per incident.
- K. Recycling carts without recycling symbols or labels that include text and graphics depicting what materials may be placed in the carts, and not replacing torn, dirty, unreadable labels – \$100 per incident.
- L. Failure to maintain recycling carts in proper working order – \$100 per incident.
- M. Failure to provide monthly and annual reports – \$100 per incident.
- N. Failure to clean up from spills immediately or least within 6 hours of an incident – \$250 per incident.
- O. Failure to adequately (within eight hours of the change) notify the City of changes in location of Recyclable processing operations (i.e., the MRF used to process Roseville recyclables) – \$250 per incident.
- P. Making changes to the collection or processing systems 30 days prior to receiving City approval to implement any such change – \$5,000 per incident.
- Q. Failure to conduct and report results of the annual composition analysis – \$1,000 per incident.
- R. **[If City owned carts]** Failure to provide sufficient cart or container inventory information to the City [or failure to provide adequate notification of when new carts and/or containers need to be ordered] – \$500 per incident.

- S. Failure to provide adequate notice (within two hours of Contractor's decision to delay collections) and coordination to prevent mixed public messages about collection delays due to severe weather incidents – \$2,000 per incident.
- T. Failure to accurately and promptly answer a resident's question to the Contractor's customer service call center – \$100 per incident.
- U. Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container or not following general no-smoking rules – \$50 incident.
- V. Failure to provide accurate call center responses to Roseville residents' questions per the City's FAQs guidance document – \$500 per incident.
- W. Failure to follow the federal or state equal opportunity laws and rules - \$1,000 per incident.

The Contractor shall be liable for liquidated damages in the amount(s) upon determination of the City that performance has not occurred consistent with the provisions of the Contract. The City shall notify Contractor in writing or electronically of each act or omission in this Contract reported to or discovered by the City. It shall be the duty of Contractor to take whatever steps or action may be necessary to remedy the cause of the complaint.

The City may deduct the full amount of any damages from any payment due to the Contractor. The remedies available to the City under this paragraph shall be in addition to all other remedies that the City may have under law or at equity.

5.6 Services Not Provided For

No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

6 Insurance and Other Legal Requirements

6.1 Insurance

Each Contractor responsible for providing Services under this Contract shall maintain insurance coverage in the amounts shown below during the entire term of the Contract. Each Contractor and any subcontractor hired may combine the identified underlying coverage with umbrella or excess coverage to meet the minimum limits identified below. The City shall be named as an additional insured on each individual Contractor's commercial general liability, auto, and umbrella policies via blanket-form endorsement. Certificates of said insurance evidencing all of the coverages listed below, as well as evidence that the City has been named as an additional insured on the policies, shall be provided to the City by each Contractor before any work under this Contract may commence. Haulers shall not allow any subcontractor to commence work until all insurance has been obtained and certificates of insurance have been filed and accepted by the City. Each Contractor shall maintain a valid certificate of insurance referencing the limits included below on file with the City.

A. **Commercial General Liability.** Contractor shall maintain Commercial General Liability insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the Contract. Insurance minimum limits are as follows:

- 1) Per occurrence: \$2,000,000
- 2) Annual aggregate: \$4,000,000
- 3) Annual aggregate – Products/Completed Operations: \$2,000,000

The following coverage shall be included:

- 1) Premises and Operations Bodily Injury and Property Damage
- 2) Personal and Advertising Injury
- 3) Blanket Contractual Liability
- 4) Products and Completed Operations Liability

B. **Business Automotive Liability.** Contractor shall maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance, or use of autos which may arise from operations under this Contract, and in case any work is subcontracted the Contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance minimum limits are as follows:

- 1) Per occurrence Combined Single limit for Bodily Injury and Property Damage: \$2,000,000
- 2) Coverage must include: Owned, Hired, and Non-owned Automobile.

- C. **Workers Compensation.** Each Contractor shall provide Workers' Compensation insurance, as required by Minnesota Statutes, Section 176.181 for all its employees. If any work is subcontracted, the Contractor shall require each Subcontractor(s) to provide Workers' Compensation insurance in accordance with the statutory requirements, including Coverage B, Employer's Liability.

The Contractor shall also provide Employer's Liability Insurance with minimum limits as follows:

- 1) \$500,000 – Bodily Injury by Disease per employee
- 2) \$500,000 – Bodily Injury by Disease aggregate
- 3) \$500,000 – Bodily Injury by Accident

D. **Additional Insurance Conditions.**

- 1) The insurance policy(s) required under this Contract shall be primary and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of performance under this Contract.
- 2) The insurance policy(s), excluding worker's compensation and, if applicable umbrella, and Certificate(s) of Insurance required under this Contract shall contain a provision that coverage afforded under the policy(s) shall not be cancelled without at least thirty (30) days advanced written notice to City, or ten (10) days for non-payment of premium. Words modifying the cancellation clause such as "endeavor to" provide notice will be unacceptable and must be stricken.
- 3) The insurance policy(s) required under this Contract shall include legal defense fees in addition to its liability policy limits.
- 4) The insurance policy(s) required under this Contract shall have an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better and authorized to do business in the State of Minnesota.
- 5) Failure to maintain the insurance policy(s) required under this Contract that are not in compliance with the insurance requirements will constitute a material default. The City reserves all rights to pursue any legal remedies against any Contractor.
- 6) Contractor and its subcontractor(s), if any, shall furnish the certificates of insurance naming the City as an additional insured as required above prior to performing any duties on the Contractor's behalf.
- 7) It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the Contract.

6.2 Employee Working Conditions and Respondent's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state, and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation, or safety violations and standard operating procedures documents.

6.3 Equal Opportunity

During the performance of the executed Contract, the Contractor, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor Regulations 41 Code of Federal Regulations (CFR), Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to insure that applicants for employment are qualified and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

Such prohibition against discrimination shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, in addition to other remedies as provided by law.

6.4 Compliance with Laws & Regulations

In providing services hereunder and in the executed Contract, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided hereunder. Any violation shall constitute a material breach of the executed Contract.

6.5 Governing Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence, or incorporation of the Contractor.

6.6 Waiver

Any waiver by either party of a breach of any provisions of the executed Contract shall not affect, in any respect, the validity of the remainder of the executed Contract.

6.7 Termination

The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract, if the default has not been cured within 30 days after written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of the written notice minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other materials prepared by the Contractor under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

6.8 Severability

The provisions of the executed Contract are severable. If any portion hereof and in the executed Contract 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 the same Contract.

6.9 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Contract.

6.10 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.

6.11 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. All Proposals shall be treated as non-public information until a Contract is signed by the City and the Contractor. At that time, the Proposals and their contents become

public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statute (Minn. Stat.) C. 13.

6.12 Inspection of Records and Disclosure

All Contractor records with respect to any matters covered by this Contract shall be made available to the City or its duly authorized agents at any time during normal business hours, as often as the City deems necessary to audit, examine, and make excerpts or transcripts of all relevant data.

Any reports, information, data, etc. given to, prepared, or assembled by the Contractor under a future Contract shall not be made available by the Contractor to any other person or party without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor shall become the property of the City upon termination of the City's Contract with the Contractor.

6.13 Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of the Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or subcontractors of the Contractor only and not of the City; and any and all claims that might arise, including Workers' Compensation claims under the Workers' Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

6.14 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the City. The Contractor shall not subcontract any services under this Contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or subcontract shall be grounds for immediate Contract termination for cause.

6.15 Non-Assignability and Bankruptcy

The parties hereby agree that Contractor shall have no right to assign or transfer its rights and obligations under said Contract without prior written approval from the City. In the event Contractor, its successors, or assigns files for Bankruptcy as provided by federal law, this Contract shall be immediately deemed null and void, relieving all parties of their Contract rights and obligations.

6.16 Indemnification

The Contractor agrees to defend, indemnify, and hold harmless the City, its officers, and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorneys' fees, resulting directly or indirectly from malfeasance, misfeasance, negligence, or an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota. Nothing in this section, or this Contract, shall be deemed a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes Chapter 466 or otherwise.

6.17 Performance & Payment Bond

Contractor shall execute and deliver to the City a Performance Bond and a Payment Bond with the corporate surety in the sum of \$50,000 each, or equal ("equal" may include a Letter of Credit from a banking institution approved by the City). This Contract shall not become effective until such a bond, in a form acceptable to the City, has been delivered to the City and approved by the City Attorney.

The executed Contract shall be subject to termination by the City at any time if said bond shall be cancelled or the surety thereon relieved from liability for any reason. The term of such performance bond shall be for the life of the executed Contract. Extensions or renewals shall require the execution and delivery of a performance bond, and a payment bond, in the above amounts to cover the period of extension or renewal.

6.18 Subcontractor Payment

Pursuant to Minn. Stat. § 471.425, Contractor agrees to pay any Subcontractor within ten (10) days of the Contractor's receipt of payment from the city for undisputed services provided by the Subcontractor, unless otherwise agreed to by contract between the Contractor and a Subcontractor. The Contractor must pay interest of 1-1/2 percent per month or any part of a month to the Subcontractor on any undisputed amount not paid on time to the Subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Contractor shall pay the actual penalty due to the Subcontractor. A Subcontractor who prevails in a civil action to collect interest penalties from a Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

6.19 Audit

All books, records, documents and accounting procedures and practices of the Contractor relevant to the Contract shall, pursuant to Minnesota Statutes, Section 16C.05, subdivision

5, be subject to examination at all times by the City and/or by the Legislative Auditor or State Auditor for a minimum of six (6) years. The Contractor shall maintain such records for a minimum of six (6) years after termination of the Contract.

6.20 Conflict of Interest

Contractor agrees that no member, officer, or employee of the City shall have any interest, direct or indirect, in the executed Contract or the proceeds thereof. Violation of this provision shall cause the executed Contract to be null and void, and the Contractor will forfeit any payments to be made under the executed Contract.

6.21 Entire Contract

The executed Contract supersedes all verbal Contracts and negotiations between the parties relating to the subject matter hereof, as well as any previous Contracts presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of the executed Contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

6.22 Contract Conditions

- a) The City reserves the right to waive minor irregularities in the proposal documents and to reject any or all proposals. The City reserves the right to enter into a Contract with a Contractor who does not submit the lowest cost proposal.
- b) The Bond and Certificate of Insurance shall be provided when the Contract is executed.
- c) No proposal can be withdrawn after three days after the date for submission of proposals.
- d) The Contractor shall review and return signed copies of the Contract within 30 days of receipt of the Contract.

The remainder of page left intentionally blank.

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

CITY OF ROSEVILLE

[CONTRACTOR]

By: _____
Daniel J. Roe, Mayor

By: _____
Its: _____

By: _____
Patrick Trudgeon, City Manager

By: _____
Its: _____

Exhibit A
Recycling Zones Map

Exhibit B
Single Unit and Multi-Unit Dwelling Levels of Service

Exhibit C
Annual Tonnages and Composition Chart

Exhibit D
City Buildings and Parks Recycling

Exhibit E
List of Current Opt-in Program Establishments

Exhibit F

List of Acceptable and Not-Acceptable Recyclables*

(With current resident preparation instructions)

Recycling Services Contract 2022-2025

Comprehensive Recycling Services

City of Roseville, Minnesota

July 26, 2021



Comprehensive Recycling Services

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Exhibits

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Exhibit D	City Buildings and Parks Recycling
Exhibit E	List of Current Opt-In Program Establishments
Exhibit F	List of Acceptable and Not-Acceptable Recyclables
Exhibit G	Annual Costs for Recycling Collection Services

1 Definitions

Aluminum cans

Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water or other beverages.

Annual Work Plan

The Contractor and City shall develop an Annual Work Plan to describe initiatives the City and the Contractor will undertake to improve the City's recycling program.

Aseptic Packaging and Milk Cartons

Containers designed to maintain the sterility of a sterile (aseptic) product such as food. (e.g., gable-top milk cartons, juice boxes, and aseptic packaging used for soup, broth, soy milk, etc.) Aseptic packages are typically a mix of paper, polyethylene (low-density polyethylene [LDPE]), and aluminum.

Carrier Stock

Paper injected with resins in order to resist moisture and used for containers to carry products such as beer and soda pop.

City's Designated Contact Person

The City of Roseville (City) has designated Environmental Specialist Ryan Johnson as the City's sole point of contact for prospective Contractors.

City-Designated Recyclables, or Recyclable Materials, or Recyclables

Acceptable Recyclable materials are listed and defined in Exhibit F, including the explicit list of unacceptable materials.

The City encourages the Contractor to explore markets for additional types of Recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written Contract between the City and the Contractor.

City Buildings and City Parks

Municipal facilities where Recycling services are provided under this Agreement. See Exhibit D for detailed lists and maps.

Clothes and Textiles

Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts, coats, hats, gloves, and shoes and boots that are dry, clean, and free of mold, mildew, and excessive stains.

Collection

The aggregation and transportation of recyclable materials from the place at which they are generated including all activities up to the time when they are delivered to a recycling facility.

Commodity

Any individual material, including specific industrial grade, as defined by this Contract.

Contract

Agreement between the City and Contractor to provide recycling collection services.

Contractor

The City's recycling service Contractor under the new Contract beginning operation on January 1, 2022.

Corrugated Cardboard (Old Corrugated Cardboard)

Cardboard material with double wall construction and corrugated separation between walls including boxes for delivery and take out pizzas. Does not include cardboard heavily coated in plastic or wax.

Curbside

The area of public right-of-way between the property line and the curb or edge of the street but not on the street. The term "curbside" may also include alley collection.

Curbside Recycling Carts

Wheeled carts used as part of a single-stream collection system. If the Contractor owns the carts, carts shall be consistent in colors and design with a recycling symbol that is at least 4 inches tall on two sides and approved instruction label on each lid, so as to be easily identified by the resident/customer and the Contractor driver as the container for recyclable materials collection.

Curbside Recycling Service

The recycling collection services, specified in this RFP and the subsequent Contract, serving customers with recycling pickup at the curb or alley at their residence.

Diversity, Equity and Inclusion (DEI)

The City is dedicated to promoting respectful conduct, equitable service, and diversity in our community. Contractors partnering with the City shall support and abide by the City's commitment to prioritize racial equity in their planning, delivery, and evaluation of programs, policies and services.

Food Scraps

Residential organic materials derived from plant and animal matter including food waste that is collected for composting.

Glass Jars and Bottles

Glass jars, bottles, and containers (lids/caps and pumps removed) that are used for packing and bottling of food and beverages.

High-Density Polyethylene (HDPE) - Colored

Plastic bottles and thermoforms made from high density polyethylene resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

High-Density Polyethylene (HDPE) – Natural

Plastic bottles and thermoforms made from high density polyethylene resin without pigment or coloring (e.g., milk jugs, gallon water jugs, and ice cream pails).

Holidays

Days on which recycling service is deferred one calendar day, including January 1, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Market Indicator

Commodity price indices as per the recycling industry publication specified in the Contract.

Markets

Any person or company that buys (or charges) for recycling of specified materials and may include but are not limited to: end-markets, intermediate processors, brokers, and other recycling material reclaimers.

Materials Recovery Facility (MRF)

A facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

Multi-Unit Dwellings

A building or a portion thereof containing five or more dwelling units.

Multi-Unit Dwelling Recycling Containers

Recycling containers used for multi-unit dwellings, including any bin, cart, dumpster, or other receptacle for temporary storage and collection of designated Recyclables from residents in multi-unit dwellings prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to Recyclables included, and colored differently from other containers for mixed solid waste or trash.

Multi-Unit Dwelling Recycling Service

Recycling collection service, together with related public education and other customer services, provided to multi-unit dwelling residents that utilize multi-unit dwelling recycling containers, defined above, and use multi-unit dwelling recycling stations, defined below.

Multi-Unit Dwelling Recycling Stations

The location of Multi-Unit Dwelling recycling containers will be designated by the City the Contractor and the Multi-Unit Dwelling building owner. Multi-Unit Dwelling recycling stations will likely be a cluster of recycling carts and/or Recycling dumpsters.

Non-Targeted Materials

Non-recyclable materials that are not included in the City's recycling program. Examples of non-targeted items include but are not limited to: pumps on plastic bottles, ceramic materials, heavily coated paper packaging, etc.

Paper

Paper includes the following: newspapers including inserts; household office paper and mail; boxboard; carrier stock cardboard; old corrugated cardboard, including boxes for delivery and take out pizzas; phone books; kraft bags; and magazines/catalogs.

Partial Dumps

When the Contractor tips the Recycling cart into the truck, but only a portion of the Recyclables are emptied and the Recyclables were not over-packed into the cart.

Participation Rate

The number of Single Unit Dwellings (SUDs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible SUDs in the City.

Plastic Containers

Rigid plastic containers, lids, and toy and electronic packaging, excluding black plastic, with a resin identification code of: #1 (polyethylene terephthalate [PET or PETE]); #2 (HDPE); and #5 (polypropylene [PP]).

Polyethylene Terephthalate (PET or PETE)

Plastic bottles made from PET (e.g., soft drink, water, and other bottles).

Process Residuals

The material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals include but are not limited to bulky items, contaminants as collected, sorted tailings, floor sweepings, and rejects from specific processing equipment (e.g., materials cleaned from screens, etc.). Process residuals does not include clean, separated products that are normally processed and prepared for shipment to markets as commodities but are of relatively low value because of depressed market demand conditions.

Processing

The sorting, volume reduction, baling, containment, or other preparation of recyclable materials delivered to the processing center for transportation or marketing purposes.

Processing Fee

Agreed-upon unit fee allocated towards Contractor's cost of processing Recyclables.

Recyclables

Acceptable materials for the Roseville Recycling program as defined herein and in Exhibit E.

Recycled Content Products

Products or goods, including roadbed or other aggregate products that are openly marketed and have positive value. Recycled content products do not include use of any commodity for use at landfills.

Respondent

An organization responding to the City's RFP for Recycling Services.

Set-Out Rate

The number of SUDs that set out recyclable material each week as a percentage of the number of eligible SUDs in the City.

Single Unit Dwelling (SUD)

A building containing up to four dwelling units.

Steel cans

Disposable containers fabricated primarily of steel or tin used for food or beverages.

Walk-Up Service

A service where the driver will walk up to the resident's garage door, stoop, or other designated location to collect recyclable material. The driver returns the carts to the same location.

Waste

Any material that is deemed by the processor to be unable to be marketed into recycled content products. Typical "waste" includes pumps on plastic bottles, ceramic material in glass streams, and other prohibited items. (Also referred to as "Non-Targeted Materials".)

Zero Waste Events

Public events where organizers minimize the amount of waste generated by requiring Recyclable or compostable packaging and products, and Recycling or composting those materials.

2 General Requirements for All Collections

2.1 Service Requirements

The Contractor shall provide comprehensive recycling services described herein and as described in the proposal. Collection shall occur bi-weekly on the day of the week designated in Exhibit A, "Recycling Zones Map." Contractor may submit an alternate bid for weekly collection.

2.2 Collection Vehicle Equipment Requirements

All vehicles must be clearly identified on both sides with Contractor's name and telephone number. In addition, all collection vehicles used in performance of the Contract shall:

- ♦ Be duly licensed and inspected by the State of Minnesota;
- ♦ Operate within the weight allowed by federal and Minnesota statutes and local road weight limits;
- ♦ Be Minnesota Department of Transportation (DOT)-compliant at all times;
- ♦ Be leak-proof;
- ♦ Be maintained to operate within acceptable residential neighborhood noise levels; and
- ♦ Be kept clean and as free from offensive odors as possible.

Each Collection vehicle shall be equipped with the following:

1. Two-way communications device;
2. First aid kit;
3. All safety equipment required by federal, State of Minnesota, and local governing bodies, including federal and State (DOTs);
4. Universal spill kits, or other appropriate equipment for cleaning up spills and/or leaks; and
5. Receptacle for driver's cigarette or cigar butts, tobacco ashes, and chewing tobacco residue.

2.3 Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of this Contract. The Contractor will provide a route supervisor to oversee the recycling route drivers servicing the City. The route supervisor will be available to respond to

customer complaints by cell phone or voice mail. The route supervisor and all collection vehicles must be equipped with two-way communication devices.

The Contractor's personnel will be trained in: program operations specific to Roseville's recycling program and this Contract and in customer service. The Contractor shall insure that all personnel maintain a courteous, professional, and positive attitude with the public and in the work place. The Contractor shall notify employees working within the City of its policies to promote racial and socioeconomic diversity, equity, and inclusion (DEI) in all City services and contracted operations.

The Contractor shall ensure that all personnel will adhere to the appropriate personnel conduct including but not limited to the following requirements:

1. Conduct themselves at all times in a courteous manner and use no abusive, discriminatory, or foul language. The Contractor employee actions and communications shall be in compliance with the City's DEI policies.
2. Perform their duties in accordance with all existing laws, ordinances, and regulations; and future amendments thereto of the federal, State of Minnesota, and local governing bodies, including federal and state DOTs.
3. Be clean and presentable in appearance, as so far as possible.
4. Wear a uniform and employee identification badge or name tag.
5. Drive in a safe, legal, and considerate manner.
6. Manage Recycling carts in a careful manner by picking them up, emptying their contents into the collection vehicle, and placing the container back in its curbside location with the lid closed, so as to avoid spillage and littering or damage to the cart.
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Only discard cigarette or cigar butts and tobacco ash in a proper receptacle on the collection vehicle.
10. Not smoke while inside garages or other enclosed buildings.

2.4 Recycling Containers

The standard cart approximate dimensions shall be:

- ♦ 36-gallon cart (36 inches high by 18.5 inches wide by 23.5 inches deep).
- ♦ 64-gallon cart (39 inches high by 25 inches wide by 31 inches deep).
- ♦ 96-gallon cart (41 inches high by 30 inches wide by 36 inches deep).

The cart surface shall be smooth for ease in cleaning. Carts shall be consistent in colors and design. The sides of the carts shall have a Recycling symbol that is at least 4 inches tall on two sides. The lid shall contain a City-approved label with explicit photos and words of acceptable Recyclable materials. The City shall approve the cart, color, and labeling prior to manufacture; final draft plans for these cart designs shall be submitted to the City 30 days prior to the Contractor submitting the final order to the cart manufacturer.

The driver is required to record and report to Contractor dispatch the location of any cart that is damaged and that cart shall be repaired or replaced by the Contractor or designated subcontractor within one week of the report of damage.

Damaged or unusable carts must be recycled. All costs incurred in recycling carts shall be the responsibility of the Contractor, at no additional cost to the City. The Contractor will provide documentation showing the City where the carts were recycled.

2.5 Collection

2.5.1 Curbside Collection

Residents shall place recycling carts at curbside or at the alley on collection day, placing the cart with the handle toward the house and the lid opening toward street. The Contractor shall collect from each participating household all acceptable materials. The driver is required to place the emptied cart back down in the same curbside location as set by the resident. In no case is the cart to be left in the street.

On a rare, occasional basis, a reasonable amount of Recyclables placed outside of and next to the cart shall be collected by the Contractor. Extra materials outside the cart is limited to 4 paper grocery bags of extra materials, or one bundle of cardboard that is broken down small enough to fit into the resident's cart so that the driver can utilize cart tipper to load material into the truck. The Contractor shall leave an education tag that states that continued overflow Recyclables will necessitate a larger cart and/or a second cart. If a residence continues to have an overflow Recyclable material, after the second or third consecutive collection, the Contractor shall place an additional 95-gallon cart at the residence.

Walk-up service shall be provided at no additional charge for customers with special needs as approved by the City. The City will compile a list of seniors, disabled, and/or other special needs residents who request such service.

On-board cameras will be used by drivers to monitor carts for contamination as they are being emptied into the truck hopper. If a driver notices contamination, they will report it using the onboard computer on their truck, and then will leave an educational tag on the cart for the resident.

If the driver sees that there is contamination before tipping the cart, such as plastic bags sticking out, the driver will not empty the cart and will leave an educational tag and report the contamination using the on-board computer on their truck. A summary of these contamination reports will be submitted to the City on a monthly basis (see Attachment R).

Contractor will calculate the city's contamination rate annually through a composition study. Material collected from the City will be held aside for one week and run through our MRF separately from other material, and each category that the material is sorted into will be weighed separately, including contamination. During this study, contractor will also take note of common contamination issues to aid future education efforts.

Contractor will calculate the city's participation rate annually through a participation study. In this study, data from the on-board computers on the recycling trucks will be pulled for a six week study period and analyzed to calculate the city's set-out rate, or the average number of households that set out material for recycling collection on a given day, and the city's participation rate, which is the number of households that set out recycling at least once within the six-week study period.

2.5.2 Multi-Unit Dwellings

Contractor shall empty all acceptable materials from inside the containers and a reasonable amount of acceptable, overflow Recyclable materials that may be set adjacent to the containers. The Contractor shall contact the multi-unit building owner that continued overflow Recyclables will necessitate increased service levels (e.g., more containers, more frequent collections, and/or larger containers). After emptying the containers, the Contractor shall return the containers to their appropriate locations.

Multi-unit dwellings shall receive service once a week unless a different service frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week multi-unit dwellings shall receive service. Contractor shall inform the City and each dwelling owner or manager the day and approximate time the dwelling is scheduled to receive service.

2.5.3 Municipal Facilities

Contractor will provide weekly recycling service at no additional charge to:

1. City Hall – 2660 Civic Center Drive.
2. Roseville Skating Center – 2661 Civic Center Drive.
3. Roseville Maintenance Facility – 1140 Woodhill Drive.
4. Roseville Fire Station – 2701 Lexington Avenue.
5. Cedarholm Community Building – 2395 Hamline Avenue.
6. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street.
7. Other mutually agreed upon City facilities.

Contractor will provide on-call recycling service to:

1. License Center – 2737 Lexington Avenue.

2.5.4 City Parks

Contractor shall provide a proposal for recycling services in City Parks. The proposal should include servicing carts adjacent to parking lots and buildings (less than 25 feet from parking lot), and on trails/pathways on a dollar-per-pull basis.

The Contractor shall use a smaller vehicle appropriate for driving on City Parks trails. The Contractor shall comply with the Roseville Parks Safety Plan (<http://www.cityofroseville.com/436/Recycling>). Contractor shall submit its operating plan, including vehicles, for City review and approval.

The Contractor should also provide a recommended schedule for servicing the parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Exhibit D, City Buildings and Parks Recycling, contains the maps and list of parks and number of carts that will need servicing either weekly or every other week.

Contractor will provide carts, dumpster, or other mutually agreed upon containers to facilitate municipal facility recycling service.

2.5.5 Zero Waste Events

Roseville holds four Zero Waste events each year at which Food Scraps are collected for composting:

- ♦ Earth Day Celebration (third Saturday in April).
- ♦ Taste of Rosefest (fourth Thursday in June).
- ♦ Run for the Roses (fourth Saturday in June).
- ♦ Wild Rice Festival (second Saturday in September).

The Contractor shall be responsible for attending the events to staff and monitor the Zero Waste collection stations and educate residents. Prior to the event date, the Contractor will also be responsible for educating any vendors that attend and hand out, sell, etc., any goods or services. All material (Food Scraps, Recyclables, trash) collected shall be the responsibility of the Contractor for appropriate processing or disposal. Food Scraps shall be disposed of at a permitted composting facility. After the event, the Contractor shall provide a report to the City, highlighting the amount recycled, composted, and landfilled. The report shall also include ways to improve diversion at the event and any other successes/opportunities that were identified.

2.5.6 Curbside Collection of Residential Food Scraps

The City may consider the option to offer curbside Food Scraps (food waste and non-recyclable paper) collection during the term of the Contract. The City retains the rights to initiate negotiations with the Contractor to implement curbside Food Scraps collection.

2.5.7 Opt-in Program

The City allows small businesses and faith organizations to opt in to the City's recycling program through an application process. To opt in, organizations and businesses need to send in an application to the City, have a similar composition to a SUD, and be able to recycle materials in a 96-gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to Contractor. The Contractor is then responsible to drop off the cart(s) and start collection on the next scheduled service date.

2.5.8 Procedure for Non-Targeted Materials

If the Contractor determines that a resident has set out noticeable and significant Non-Targeted Materials, the driver shall use the following procedures:

2.5.8.1 Curbside

Contractor shall leave the Non-Targeted Materials and leave an "education tag" indicating acceptable materials and the proper method of preparation.

If the Non-Targeted Recyclables have been tipped into the collection truck, the driver shall record the address of the stop, and leave an education tag on the cart. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses to the City Recycling Coordinator at the end of each month.

Upon request of the City, the Contractor will undertake additional efforts to educate the resident or owner regarding proper materials preparation. These additional education efforts shall be conducted at no additional cost to the City.

2.5.8.2 Multi-Unit Dwellings

Contaminated carts or dumpsters of material **will not be collected**, and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by email that the material was left and the reason that the material was unacceptable. It will be the responsibility of the Contractor to obtain cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced. The Contractor shall provide the City with a minimum of one month's notice of any multi-unit education campaign plans.

2.6 City's Annual Recycling Public Education Flyer

The Contractor will be responsible for publishing and dispersing an annual public education flyer to be sent to all residents that contains the following recycling information:

- ♦ List of materials to be included for recycling.
- ♦ List of materials excluded that cannot be recycled in the City's program.
- ♦ How to prepare materials.
- ♦ How to receive additional information about the program.
- ♦ Annual calendar of curbside recycling districts.

The flyer shall be delivered to homes no later than January 31 of each year. The City shall review a draft of the flyer and, if necessary, offer comments and edits prior to publishing. The flyer shall be published with language translations, at a minimum: for Spanish, Hmong, Somali, and Karen.

2.7 City Retains Rights to Specify Resident Preparation Instructions

The City and the Contractor shall negotiate any changes to the resident sorting and setout requirements. Any changes made to the instructions shall be included in the annual public education flyer as detailed in Section 2.6.

2.8 Collection Zones

By Ordinance, the City of Roseville is divided into five zones, each with its own day of the week for collection of refuse and recycling, as detailed in Exhibit A, Recycling Zones Map. Collection in each zone shall occur on the designated day, except for Holidays. The number of housing units in each collection zone is detailed in Exhibit B, Single Unit and Multi-Unit Dwellings Level of Service.

2.9 Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7 a.m. and are completed by 6 p.m. on the scheduled collection day.

2.10 Non-Completion of Collection and Extension of Collection Hours

If Contractor determines that the collection of Recyclables will not be completed by 6 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4 p.m. and request an extension of the collection hours. Contractor shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will request the Public Works Director. If the Public Works Director cannot be reached, the Contractor shall contact the City Manager.

2.11 Cleanup Responsibilities

Contractor shall immediately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Driver shall take all precautions possible to prevent littering of acceptable Recyclables and Non-Targeted Recyclables.

Contractor shall immediately clean up any spills or leaks from equipment and will follow proper reporting. All spills must be reported to the City, and spills over 5 gallons must also be reported to the Minnesota Pollution Control Agency (MPCA) Duty Officer (651-649-5451).

Each piece of equipment on public property must have a Universal Spill Kit or other appropriate spill kit.

2.12 Missed & Partial Dump Collection Policy & Procedures

Contractor shall have a duty to pick up missed and partially dumped collections. Contractor agrees to pick up all missed and partially dumped collections on the same day that the Contractor receives notice of a missed collection or Partial Dump, provided notice is received by the Contractor before 11 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11 a.m. on a business day, the Contractor agrees to pick up that missed or partially dumped collection before 6 p.m. on the business day immediately following.

2.13 Severe Weather

Recycling collections may be postponed due to severe weather upon mutual agreement between the contractor and the Public Works Director. If a decision to postpone is outside of normal operational hours, contractor will attempt to reach the Public Works Director by phone and email. If a response is not received, and due to safety a decision needs to be made, the contractor will postpone collections.

“Severe Weather” shall include but shall not be limited to those cases where the temperature at 6 a.m. is minus 20 degrees Fahrenheit (°F) or colder. Upon postponement, Collector shall notify the City within two hours, put notice on the Contractor’s website, alert the news media, and use other means to contact residents. The City will be responsible for notifying the residents by municipal cable TV, email notification, and any other means identified by the City. Collection will be made the following business day.

2.14 Weighing of Loads

Contractor will keep accurate records consisting of the date, time, collection route, driver’s identification, vehicle number, tare weight, gross weight, net weight, and number of recycling stops for each loaded vehicle. Collection vehicles will be weighed empty before collection to obtain a tare weight and weighed after completion of a route or at the end of the day, whichever occurs first. These records shall be maintained on file by the Contractor for at least three years in the event of an audit by the City or County.

2.15 Ownership

Ownership of the Recyclables shall remain with the person placing them for collection until Contractor’s personnel physically touches the Recyclables for collection, at which time ownership shall transfer to the Contractor.

2.16 Scavenging Prohibited

Any person or persons taking recyclable materials from a recycling container without explicit permission of the inhabitant of a SUD or the owner or manager of a multi-unit dwelling complex will be in violation of local ordinance (City Code 403.03) and subject to penalty. The Contractor

shall report to the City any instances of suspected scavenging or unauthorized removal of recyclable materials from any collection containers.

Contractor will immediately report all witnessed scavenging to Roseville's Police dispatch (651-767-0640.)

2.17 Utilities

The Contractor shall be obligated to protect all public and private utilities, whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under the executed Contract, he/she shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made, and the cost of doing so shall be deducted from payment to be made to the Contractor.

2.18 Damage to Property

The Contractor shall take all necessary precautions to protect public and private property during the performance of this Contract. The Contractor shall repair or replace any private or public property, including but not limited to sod, mailboxes, or recycling bins/carts that are damaged by the Contractor. Such property damage shall be addressed for repair or replacement within 48 hours with property of the same or equivalent value at the time of the damage, at no charge to the property owner.

If the Contractor fails to address the repair or replacement of damaged property within 48 hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within 30 days of receipt of the City's invoice.

2.19 Street Improvements

This Contract is subject to the right of State of Minnesota, Ramsey County, or the City of Roseville to improve its highways and streets. The Contractor accepts the risk that such improvements may prevent the Contractor from traveling its accustomed route or routes for the purpose of collecting Recyclables. The Contractor agrees not to make any claim for compensations against a City for such interference. The City of Roseville shall, whenever possible, advance information and instructions about how the Contractor may best provide services in the improvement area.

3 Annual Reporting and Promotional Activities

3.1 Monthly, Quarterly, and Annual Materials Reports

The Contractor will submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected, by recyclable material (in tons).
2. Net amounts of materials marketed, by recyclable material (in tons).
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons).
4. The markets generally used for the sale of Recyclables.
5. Amounts of process residuals disposed (in tons).
6. Quarterly reports of the basket value from the sale of the material processed based on the City's annual composition.
7. Total number of stops.
8. End Market Certification as specified in Section 4.6.
9. Monthly reports, due to the City by the 15th day of each month.

Annual reports shall be due by January 31. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education; multi-unit recycling; sustainability planning; diversity, equity and inclusion; etc.). Examples of monthly and annual reports shall be included with the Contractor's proposal.

3.2 Customer Relations Report

Monthly the Contractor shall provide the City with:

1. A list of all customer complaints, including a description of how each complaint was resolved.
2. A list of all addresses where education tags were left for residents and why the tags were left.
3. A list of all missed pickups and partial dumps reported to the Contractor.

3.3 Annual Report to Multi-Unit Dwellings Owners

The City's Contractor shall provide an annual report by January 31 of each year to the multi-unit dwelling owners served by the City's Contractor. A copy of each report to the multi-unit dwelling owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner, building manager, and contact information (mailing address, phone numbers, e-mail, etc.).

2. Street address of each multi-unit dwelling served.
3. Number of dwelling units for each multi-unit dwelling.
4. Description of collection services made available to occupants, including number of multi-unit dwelling recycling stations, number of multi-unit dwelling recycling containers, location of stations, and dates of collection.
5. Description of public education tools and frequency used to inform occupants of availability of services.
6. Tonnage estimates for each building.
7. Recommendations for future improvements (e.g., specific public education tools).

3.4 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

The objectives of this meeting will include (but will not be limited to):

- ◆ Review Contractor's annual report, including trends in recovery rate and participation.
- ◆ Review efforts the Contractor has made to expand recyclable markets.
- ◆ Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- ◆ Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- ◆ Review staff and Committee recommendations for improving Contractor's service.
- ◆ Discuss other opportunities for improvement with the remaining years under the current Contract.
- ◆ Discuss actions Contractor is taking to reduce its carbon footprint.
- ◆ Discuss low performing areas and Contractor's outreach efforts.
- ◆ Compliance with City's DEI initiatives.

3.5 Publicity, Promotion, and Education

The Contractor and the Recycling Coordinator shall work together in the preparation and distribution of educational materials to ensure accurate information and program directions.

Contractor shall have the written approval of the City before any material is produced or distributed to the City customers. Contractor shall pay for the annual design, printing, and mailing of at least 9,434 copies of a curbside program flyer/calendar. The Contractor will provide a portable document format (PDF) file or other mutually agreed upon electronic format version of the flyer and 1,000 printed copies of the curbside program flyer to the City. The flyer shall be delivered to homes and the City no later than December 31 of each year with the details for the subsequent year.

Annually, the Contractor will be required to provide a one-page multi-unit dwelling complex recycling flyer to multi-unit dwelling owners, landlords, or other designated contact persons in sufficient number that one copy may be distributed to each tenant. The Contractor will provide a PDF or other mutually agreed upon electronic format version for the City. The Contractor will also be required to provide posters and other educational material for multi-unit dwelling owners, landlords, or other designated contact persons to post in common areas. All known plans and recommendations for multi-unit dwelling public education must be addressed in the annual report. At least one month prior to printing or final design, the Contractor must submit in writing to the City any new draft plans for multi-unit dwelling public education.

The Contractor must be able to provide public education material in multiple languages. At a minimum, the curbside program flyer and multi-unit dwelling flyer must be translated into non-English languages. At a minimum, these flyers shall be translated into selected Spanish, Hmong, Karen and Somali. The City will specify the quantities of each set of materials needed and the locations for distribution.

During the term of the Contract, the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.

3.6 City Shall Approve Contractor's Public Education Literature

The Contractor shall submit a draft of any public education literature for approval by the City, at least one month before printing and release of any such literature.

3.7 Contractor's Customer Service Call Center Staff

The Contractor shall have on duty Monday through Friday from 8:00 a.m. to 5:00 p.m. customer service representatives to receive customer calls. In addition, the Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours 24 hours per day, 7 days per week, 365 days per year.

The Contractor's customer service call center staff shall provide accurate and clear answers to Roseville resident's questions customized to the details of the City's Contract. If calls come in from non-English-speaking residents that require a translator, the Contractor's call center staff must at least provide a referral or alternative means of securing translation services.

The Contractor shall keep a log of all calls, including the subject matter, the date and time received, the Contractor's response, and the date and time of response. This information shall be provided to the City in the annual report in summary form. The City may request, and the Contractor shall provide, detailed information by incident as needed.

3.8 Accuracy of Call Center Responses

The City will produce a fact sheet containing frequently asked questions ("FAQs") that are commonly received from residents about the Roseville program. The FAQs fact sheet will also contain the recommended standard responses to be given by the City and Contractor customer service call center staff. Before the FAQs fact sheet is finalized, the City will solicit input and comments from the Contractor, but responsibility for the final document will rest with the City. The City may from time-to-time update the FAQs fact sheet as needed and will notify the Contractor and solicit input on the changes.

The Contractor's call center staff serving the City shall be trained on the use and compliance requirements for following the FAQs fact sheet when answering questions from City residents. The FAQs may be used as a guide for the intended content of responses and does not require the Contractor to use the FAQs as a strict script.

The City will notify the Contractor immediately if the City receives any legitimate complaints about the accuracy of answers given by the Contractor's call center staff. The Contractor shall take corrective action to cure the mistake and notify the City of the actions taken and means to prevent recurrence.

The City may make anonymous phone calls to the Contractor acting as if the call is from the general public to ask selected questions. These anonymous calls may also be made by non-English-speaking persons. If such calls are made, an email report summarizing the accuracy of the customer service representatives' responses will be provided back to the Contractor.

3.9 Annual Work Plan

The City and the Contractor shall develop an Annual Work Plan. The Annual Work Plan shall include initiatives the City and the Contractor will undertake to improve the City's recycling program. These initiatives may include (but are not limited to) expansion of materials collected, voluntary expansion to businesses, and effective education of residents, with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Annual Work Plan shall be approved by the City and the Contractor by December 15 of the preceding year.

3.10 Outreach to Low Participating Communities

Contractor shall include in the Annual Work Plan specific descriptions of engagement efforts to low participating communities. Specifically, the City seeks to engage immigrant, other ethnic communities, and other people of color including Black and Indigenous residents.

3.11 Outreach Using Electronic Communications

Contractor shall identify in the Annual Work Plan engagement efforts using electronic communications, preferably a mobile app supported by the Contractor. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format.

4 Materials Processing and Marketing

4.1 Processing Facilities Must Be Specified

It is intended that all Recyclables collected in the City will go to recycling markets to be manufactured into recycled content goods. The City prefers those markets to be in the Midwest.

The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for City material collected. The Contractor shall provide written notice to the City at least 60 days in advance of any substantial change in these or subsequent plans for receiving and processing Recyclables collected from the City.

Upon collection, the City's Contractor shall deliver the collected Recyclables to a recyclable MRF, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated Recyclables in a mixed municipal solid waste disposal facility.

Contractor shall assure that all Recyclables collected in the City are not landfilled or incinerated except for process residuals, as designated in Section 1, Definitions – "Processing," or with written authorization from the City and the MPCA.

4.2 Lack of Adequate Market Demand

If the Contractor determines that there is no market for a particular recyclable material or that the market has become economically unfeasible, the Contractor shall immediately give written notice to the City. Said notice shall include information demonstrating the effort the Contractor has made to find market sources and the financial information justifying the conclusion that the market is economically unfeasible. Upon receipt of said notice, the Contractor and the City shall have 30 days to attempt to find a feasible market. During this period the Contractor shall continue to pick up the particular recyclable material.

If the Contractor or the City is not able to find a market within 30 days, the City has the option to:

- a) Require the Contractor to continue to collect the particular recyclable material. The Contractor is required to keep accurate records of said fees and provide the City receipts of payment.

- b) Notify the Contractor to cease collection of the particular recyclable material until a feasible market is located, either by the Contractor or by the City. The Contractor would then be responsible for the cost of printing and distributing City-approved educational materials explaining the market situation to residents.

In the event that the parties disagree on the question of whether there is a market for a particular recyclable material or on the economic feasibility of that market, the Contract shall be submitted to binding arbitration. In this case, each party shall name an arbitrator, and the two shall select a third person to serve as chairperson of the arbitration panel. The arbitration panel shall meet and decide said question within 60 days following Contract by the arbitrators to serve on the panel. The arbitration panel shall operate in accordance with the Rules of the American Arbitration Association to the extent consistent with this section, and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof. Meanwhile, collection of said recyclable material shall continue, pending outcome of arbitration.

4.3 Estimating Materials Composition as Collected

The Contractor shall conduct at least one materials composition analysis of the City's Recyclables each year to estimate the relative amount by weight of each recyclable commodity by grade. The analysis shall include:

1. Percent by weight of each recyclable commodity by grade as collected from the City;
2. Relative change compared to the previous year's composition; and
3. Description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling. The Contractor shall provide the City with a copy of each analysis. The analysis will be conducted no later than March 31 of each year, and a copy of the analysis will be provided to the City no later than April 30 of each year. Upon request of the City, an agent(s) of the City shall attend the composition study.

4.4 Estimating Process Residuals

The Contractor shall provide the City a written description of the means to estimate process residuals, as defined in Section 1, Definitions – "Process Residuals," derived from the City's Recyclables. This written description shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any significant changes to the processing facilities used by the Contractor.

4.5 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the Contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City, the City will initiate the Contract termination procedures.

The City shall have the right, during the term of the Contract, to have a representative on Contractor's premises to monitor the operation of the Contract. Such representative shall only be allowed on Contractor's premises during normal business hours.

4.6 End Market Certification

The Contractor shall provide in its Proposal and by January 31 of each year through the term of the Contract written certification to the City that all recyclable commodities identified are indeed recycled and not disposed. Such written certification shall identify *all* end markets' manufacturers or processors used for each of the recyclable commodities. The Contractor shall attach written certification from each end market and a list of products manufactured using the recyclable materials collected from the City. The Contractor shall specify the percentage of each material collected that goes to each end market. Contractor must request in writing if it wishes to have the certification be considered proprietary information.

5 Payment and Liquidated Damages

5.1 Term of Contract

The term of the new recycling Contract will be a period of 42 months from January 1, 2022, through June 30, 2025.

5.2 Compensation for Services

The City agrees to pay the Contractor for recycling collection services provided to the City as described in Exhibit G of this agreement.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit with the monthly bill the monthly documentation and reports. Payment to the Contractor will not be released unless the required paperwork is included in the monthly bill or submitted separately according to the deadlines specified in this Agreement.

5.3 Multi-Unit Dwellings Billing

The City agrees to pay the Contractor for recycling collection services provided to the City as described in Exhibit G of this agreement. The City will designate new or additional buildings to receive service with 30 days-notice to Contractor.

5.4 Incident Escalation

The City and the Contractor shall communicate on a regular and as needed basis related to customer complaints, accidents, and other incidents. The use of liquidated damages is intended to be used only after regular communications to resolve complaints or performance issues. The

following general incident escalation procedure provides a general guide for managing such communications as efficiently as possible.

- ♦ Simple complaints and incidents may be handled with verbal communications only (e.g., phone calls).
- ♦ Significant complaints and incidents must be recorded via at least email and logged. A proposed cure agreed upon by the City and Contractor and response timeline shall be discussed.
- ♦ If a problem is not cured within the proposed timeline, a second email should be used to communicate a new timeline. Proposed alternative cures shall be agreed upon by both the City and the Contractor.
- ♦ If a problem is still not cured within the new timeline of a second email, the City may send a letter indicating a new cure timeline and warning that liquidated damages may be imposed if the problem is not resolved.
- ♦ If a problem is still not cured with the new timeline of the letter, the City will send a letter and email notifying the Contractor that liquidated damages will be imposed.
- ♦ If a problem remains chronic and uncured, the City may elect to initiate Contract breach procedures to notify the Contractor of the Contract termination process.

5.5 Liquidated Damages

This Contract establishes liquidated damages as an exclusive remedy for failure to meet the performance standards set forth in this Section 5.5. These liquidated damages are independent of provisions governing other defaults and breaches of the parties addressed elsewhere in this Contract. This list may be amended by mutual written agreement between the City and Contractor as needed.

The City and Contractor expressly agree that the potential harm or injury to the City or residents caused by the incidents of substandard performance set forth in this Section 5.5 are difficult or impossible to accurately estimate. The City and Contractor stipulate that each damage dollar amount in this Section 5.5 is a reasonable estimate of the loss to the City and the public. The Contractor shall agree, in addition to any other remedies available to the City, that the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor fulfilling its obligations listed in subsequent A through Y below:

- A. Failure to respond to legitimate service complaints within twenty-four (24) hours in a reasonable and professional manner – \$50 per incident.
- B. Failure to collect properly notified missed collections – \$250 per incident.
- C. Failure to collect properly notified Partial Dumps – \$250 per incident.

- D. Failure to leave an education tag when Non-Targeted Materials are included and observed in the cart – \$100 each incident.
- E. Failure to collect Walk-Up Service accounts due to severe weather or driveway surface conditions for more than two consecutive collection events after conditions permit access – \$250 per incident.
- F. For each witnessed report of a driver dropping the Recycling cart when the bottom of the cart is more than four feet above the ground – \$50 per incident.
- G. For each incident of the Contractor failing to pick up material on a block. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7 a.m., the material was not picked up, and the Recyclables were properly sorted – \$500 per incident.
- H. For each incident of failure to complete collection of a collection zone on its designated day as defined in Exhibit A, Recycling Zones Map, when the Contractor has not received an extension of collection hours from the Recycling Coordinator or designated alternate – \$1,000 per incident.
- I. Failure to complete fifty percent (50%) of the Recycling Zone –\$2,500 per incident.
- J. Failure to complete the collections within the specified timeframes without proper notice to the City – \$100 per incident.
- K. Recycling carts without recycling symbols or labels that include text and graphics depicting what materials may be placed in the carts, and not replacing torn, dirty, unreadable labels – \$100 per incident.
- L. Failure to maintain recycling carts in proper working order – \$100 per incident.
- M. Failure to provide monthly and annual reports – \$100 per incident.
- N. Failure to clean up from spills immediately or least within 6 hours of an incident – \$250 per incident.
- O. Failure to adequately (within eight hours of the change) notify the City of changes in location of Recyclable processing operations (i.e., the MRF used to process Roseville recyclables) – \$250 per incident.
- P. Making changes to the collection or processing systems 30 days prior to receiving City approval to implement any such change – \$5,000 per incident.
- Q. Failure to conduct and report results of the annual composition analysis – \$1,000 per incident.

- R. Failure to provide sufficient cart or container inventory information for customer use— \$500 per incident.
- S. Failure to provide adequate notice (within two hours of Contractor’s decision to delay collections) and coordination to prevent mixed public messages about collection delays due to severe weather incidents – \$2,000 per incident.
- T. Failure to accurately and promptly answer a resident’s question to the Contractor’s customer service call center – \$100 per incident.
- U. Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container or not following general no-smoking rules – \$50 incident.
- V. Failure to provide accurate call center responses to Roseville residents’ questions per the City’s FAQs guidance document – \$500 per incident.
- W. Failure to follow the federal or state equal opportunity laws and rules - \$1,000 per incident.
- X. Failure to clean up hydraulic leaks or other fluid spills - \$250 per incident
- Y. Failure to clean up trash left behind after collection - \$100 per incident

The Contractor shall be liable for liquidated damages in the amount(s) set forth above upon reasonable determination of the City that performance has not occurred consistent with the provisions of the Contract. The City shall notify Contractor in writing or electronically of each act or omission in this Contract reported to or discovered by the City. It shall be the duty of Contractor to take steps or action reasonably necessary to remedy the cause of the complaint.

The City may deduct the full amount of any liquidated damages from any payment due to the Contractor.

5.6 Services Not Provided For

No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

6 Insurance and Other Legal Requirements

6.1 Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Contractor shall provide a Certificate of Insurance as proof of general liability coverage for bodily injury or death in the amount specified by state law. The Certificate of Insurance shall name the City as an additional insured and state that the Contractor's coverage shall be the primary coverage in the event of a loss.

The Contractor shall also provide a Certificate of Vehicle Liability Insurance in the amount of at least \$1,000,000.

The Contractor shall further provide a Certificate of Professional Liability Insurance or Errors & Omissions Insurance providing coverage for:

1. The claims that arise from the errors or omissions of the Contractor or its subcontractors; and
2. The negligence or failure to render a professional service by the Contractor or its subcontractors.

The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work. Acceptance of the insurance by the City shall not relieve, limit, or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate.

Contractor agrees that it shall obtain and maintain environmental liability insurance in compliance with local, state, and federal regulations for all matters related to in this Recycling Services Contract. Contractor shall add the City as an additional insured under said insurance policy(ies). The policy coverage shall include Environmental Impairment Liability. Contractor shall provide the City with appropriate documentation of said environmental liability insurance for verification upon written request from the City. Contractor further indemnifies the City, its employees, agents, and licensees from all liability related to hazardous contamination/pollution resulting from the acts of the City, its employees or agents.

A 30-day written notice is required if the policy is canceled, not renewed or materially changed.

The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this contract, to comply with these provisions.

6.2 Workers' Compensation

The Contractor shall provide evidence of Workers' Compensation insurance covering all employees of the Contractor and subcontractors engaged in the performance of the Contract, in accordance with the Minnesota Workers' Compensation Law.

6.3 Employee Working Conditions and Respondent's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state, and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation, or safety violations and standard operating procedures documents.

6.4 Equal Opportunity

During the performance of the executed Contract, the Contractor, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor Regulations 41 Code of Federal Regulations (CFR), Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to insure that applicants for employment are qualified and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

Such prohibition against discrimination shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, in addition to other remedies as provided by law.

6.5 Compliance with Laws & Regulations

In providing services hereunder and in the executed Contract, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided hereunder. Any violation shall constitute a material breach of the executed Contract.

6.6 Governing Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence, or incorporation of the Contractor.

6.7 Waiver

Any waiver by either party of a breach of any provisions of the executed Contract shall not affect, in any respect, the validity of the remainder of the executed Contract.

6.8 Termination

The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract, if the default has not been cured within 30 days after written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of the written notice minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other materials prepared by the Contractor under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

6.9 Severability

The provisions of the executed Contract are severable. If any portion hereof and in the executed Contract 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 the same Contract.

6.10 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Contract.

6.11 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.

6.12 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. All Proposals shall be treated as non-public information until a Contract is signed by the City and the Contractor. At that time, the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statute (Minn. Stat.) C. 13.

6.13 Inspection of Records and Disclosure

All Contractor records with respect to any matters covered by this Contract shall be made available to the City or its duly authorized agents at any time during normal business hours, as often as the City deems necessary to audit, examine, and make excerpts or transcripts of all relevant data.

Any reports, information, data, etc. given to, prepared, or assembled by the Contractor under a future Contract shall not be made available by the Contractor to any other person or party without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor shall become the property of the City upon termination of the City's Contract with the Contractor.

6.14 Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of the Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or subcontractors of the Contractor only and not of the City; and any and all claims that might arise, including Workers' Compensation claims under the Workers' Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

6.15 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the City. The Contractor shall not subcontract any services under this Contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or subcontract shall be grounds for immediate Contract termination for cause.

6.16 Non-Assignability and Bankruptcy

The parties hereby agree that Contractor shall have no right to assign or transfer its rights and obligations under said Contract without prior written approval from the City. In the event Contractor, its successors, or assigns files for Bankruptcy as provided by federal law, this Contract shall be immediately deemed null and void, relieving all parties of their Contract rights and obligations.

6.17 Indemnification

The Contractor agrees to defend, indemnify, and hold harmless the City, its officers, and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorneys' fees, for which it may be held liable, resulting directly or indirectly from claims or

assertations by third parties against the City arising out of (i) malfeasance, misfeasance, negligence, or an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided under this Contract (ii) the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

6.18 Performance & Payment Bond

Contractor shall execute and deliver to the City a Performance Bond and a Payment Bond with the corporate surety in the sum of \$50,000 each, or equal ("equal" may include a Letter of Credit from a banking institution approved by the City). This Contract shall not become effective until such a bond, in a form acceptable to the City, has been delivered to the City and approved by the City Attorney.

The executed Contract shall be subject to termination by the City at any time if said bond shall be cancelled or the surety thereon relieved from liability for any reason. The term of such performance bond shall be for the life of the executed Contract. Extensions or renewals shall require the execution and delivery of a performance bond, and a payment bond, in the above amounts to cover the period of extension or renewal.

6.19 Conflict of Interest

Contractor agrees that no member, officer, or employee of the City shall have any interest, direct or indirect, in the executed Contract or the proceeds thereof. Violation of this provision shall cause the executed Contract to be null and void, and the Contractor will forfeit any payments to be made under the executed Contract.

6.20 Entire Contract

The executed Contract supersedes all verbal Contracts and negotiations between the parties relating to the subject matter hereof, as well as any previous Contracts presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of the executed Contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

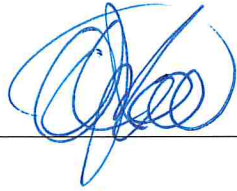
6.21 Contract Conditions

- a) The City reserves the right to waive minor irregularities in the proposal documents and to reject any or all proposals. The City reserves the right to enter into a Contract with a Contractor who does not submit the lowest cost proposal.
- b) The Bond and Certificate of Insurance shall be provided when the Contract is executed.

- c) No proposal can be withdrawn after three days after the date for submission of proposals.
- d) The Contractor shall review and return signed copies of the Contract within 30 days of receipt of the Contract.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of July 26, 2021.

CITY OF ROSEVILLE

By: 
Mayor

By: 
City Manager

THE NEIGHBORHOOD RECYCLING
CORPORATION D.B.A. EUREKA
RECYCLING

By: 

Its: Co President

Exhibit A
Recycling Zones Map

Exhibit B
Single Unit and Multi-Unit Dwelling Levels of Service

Exhibit C

Annual Tonnages and Composition Chart

Exhibit D
City Buildings and Parks Recycling

Exhibit E
List of Current Opt-in Program Establishments

Exhibit F

List of Acceptable and Not-Acceptable Recyclables*

(With current resident preparation instructions)

Exhibit G
Annual Costs for Recycling Collection Services

Exhibit G
Annual Costs for Recycling Collection Services

Single Unit & Multi-Unit Dwellings (\$/unit/month)

2022: \$3.98

2023: \$4.12

2024: \$4.26

2025: \$4.41

Parks Collection Costs (\$/cart/month)

	Parking Lot	Walk-Up	Pathway
2022:	\$3.98	\$3.98	\$17.26
2023:	\$4.12	\$4.12	\$17.87
2024:	\$4.26	\$4.26	\$18.49
2025:	\$4.41	\$4.41	\$19.14

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

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

1. Introduction / Roll Call

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

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

Absent: Member Sarah Rudolf (Excused)

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

5. Recycling RFP Discussion

Environmental Manager Ryan Johnson made a presentation on the 2024 Recycling RFP.

Chair Ficek indicated the City's current contract has a one or two-year extension and he wondered if that has been ruled out.

Environmental Manager Johnson explained the City would not want to extend this contract because the City is looking at getting the savings out of getting the carts out. Staff is not ruling out for certain, if there is a big push to extend then the City will do that.

Member Fergus explained the information states there is an approximate fifty-thousand-dollar maintenance cost for the carts and if the carts were to get stolen or destroyed, the Voss memo mentioned RFID tags, which he assumed has an additional cost, but he suspected someone is looking at the cost of RFID tags versus what is saved.

Environmental Manager Johnson explained they have actually gone away with the RFID tags. Residents thought this was very big brotherish that they knew the carts were actually there and residents thought by reading the RFID tag that people would be found to have not put out recyclables of things like that. What the contractors are doing now is using cameras that are rolling the entire time to protect the driver and City and even a resident from missed pickups, damage, etc.

Member Fergus explained the pickup in the park, Environmental Manager Johnson was talking about the amount picked up and from his own observations it did not seem like recycling in the park was not well separated which he would assume is then adding more contamination so he wondered if there was any discussion or thought given to whether the park bins are adding more contamination to the whole stream and maybe not a good thing to do.

Environmental Manager Johnson explained that always comes up and Park staff actually does a very nice job with keying in on the recycling areas that are problematic and actually help staff out a lot by going to the cart and pulling out some of the materials to clean it up.

Vice Chair Mueller indicated she was looking at the costs and units of the 2024 RFP and she was trying to remember what the fees are for residents and how much it increased as well as what is expected this next round potentially. She was trying to anticipate how this rolls out to residents.

Environmental Manager Johnson explained the rate right now is \$14.05 a quarter for the recycling fee on the utility bill. That fee has all of the curbside recycling in it and obviously the parks is part of it, but it also includes cleanup day, shredding day, and staff. It covers everything and obviously the big driver in this case is the collection cost. Staff has already been talking about the next round and he did not think there is a big increase.

Vice Chair Mueller asked how a multi-unit fee schedule compares to a single-family household.

Environmental Manager Johnson explained every apartment in a multi-family unit is \$14.05.

Public Works Director Freihammer noted the proposed 2024 cost is \$14.50 a unit which is about a 3.2 percent increase. This is mainly increased costs due to the contract and general overall staff costs. There are not any major overall changes.

Chair Ficek thanked Environmental Manager Johnson for the presentation. He thought there was a lot of good information in there and looked forward to more information in the first quarter of 2024.

2024 Recycling RFP Discussion



City Council
July 22, 2024

2024 Recycling RFP Discussion

Current Contract

- Term:
 - 3.5 year (Jan 1, 2022 – June 30, 2025)
- Revenue/Risk Share:
 - None
- Cart Ownership:
 - Contractor
- Service Level
 - Every other week (SDUs) & every week (MDUs)
- Park Recycling:
 - 23 parks w/ a total of 124 carts
- Zero Waste Events:
 - Earth Day, Taste of Rosefest, Run for the Roses, Wild Rice Festival
- Contract Extensions:
 - Up to two, one-year extensions

Recycling Services Contract 2022-2025

Comprehensive Recycling Services

City of Roseville, Minnesota

July 26, 2021



2024 Recycling RFP Discussion

2024 Considerations

- General updates
- Contract Term: 3 or 5 Year
- Revenue/Risk Share
- Cart Ownership: city vs. contractor (Draft RFP assumes city owned)
- Service Level: weekly or every other week
- Park Recycling
- Zero Waste Events
- Educational (ex. MRF tours, posters, handouts, flyers, etc.)
- Costs

2024 Recycling RFP Discussion

2024 Considerations

➤ Base Proposal

- Community Values
 - Equity
 - Other community values
- Value Added
- Contract Term: 3 or 5 Year
- Cart Ownership (city vs. contractor – Draft RFP assumes city owned)
- Biweekly servicing
- Zero Waste Event Staffing
- Collection within Roseville Parks
- No revenue share

➤ Alternate Proposal (Optional)

- Revenue Share
- Alternate servicing schedules (weekly)

2024 Recycling RFP Discussion

Updates

➤ Equity and Inclusion

2 Equity and Inclusion

The City strongly values equity and inclusion. All proposals should reflect this in how services are proposed to be performed. All Respondents must state how their organization's values, policies, programs and practices reflect Roseville's values. The City's policy statement states:

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn discrimination by or against residents, visitors, workers, City employees or City businesses. In all that we do as a City government, we pledge to treat everyone fairly, respectfully, and without bias, regardless of their color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.

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

Strategic Racial Equity Action Plan 2021

Roseville City Government
Minnesota, USA

Version date: 6/1/21

Initiated by Lisa Tabor, CultureBrokers® LLC

Completed by: Thomas Brooks/Rebecca Olson

Mission

To provide ethical, efficient, and responsive local government, in support of community aspirations, guided by policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations.

Aspirations

As a community, we aspire to be:

- Welcoming, inclusive, and respectful
- Safe and law-abiding
- Economically prosperous, with a stable and broad tax base
- Secure in our diverse and quality housing and neighborhoods
- Environmentally responsible, with well-maintained natural assets
- Physically and mentally active and healthy
- Well-connected through transportation and technology infrastructure
- Engaged in our community's success as citizens, neighbors, volunteers, leaders, and business people

Inclusion and Respect Statement¹

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn

¹ <https://www.cityofroseville.com/3480/Racial-Equity-and-Inclusion>

Community Values

Proposed Community Values Plan

Respondents must identify their proposal to meet Roseville’s community values, including but not limited to the questions and specific examples below. Additional sheets may be added as needed (no page limit).

Equity and Inclusion

Have you read Roseville’s DEI policies (as stated in RFP Section 2) and the Roseville Racial Equity Action Plan (Attachment E)? ☐ Yes ☐ No

Does your organization have your own DEI policy statement? ☐ Yes ☐ No
If yes, please include your DEI policy statement here: [Click or tap here to enter text.](#)

Does your organization have your own DEI action plan? ☐ Yes ☐ No
If yes, please summarize your DEI action plan here: [Click or tap here to enter text.](#)

Scoring

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
Relevant experience, references and capacity	Pass/Fail
Category	Weight
Project Capability	20%
How Well Proposal Meets Community Values:	
Equity	15%
Other community values elements	15%
Price*	40%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:
*The City will use the following formula to score the proposed price:
Lowest proposed total annual cost estimate divided by Respondent’s price multiplied by the maximum score of 40 points.

2024 Recycling RFP Discussion

Contract Term

➤ Costs & Units

Location		2022	2023	2024	2025	2024 Unit Count
Curbside	SDU	\$3.98	\$4.12	\$4.26	\$4.41	9,487
	MDU	\$3.98	\$4.12	\$4.26	\$4.41	7,486
Parks	Parking Lot	\$3.98	\$4.12	\$4.26	\$4.41	29
	Walk-up	\$3.98	\$4.12	\$4.26	\$4.41	55
	Pathway	\$17.26	\$17.87	\$18.49	\$19.14	40

➤ 2014-2016 Eureka Pricing

- 2014: \$2.22/unit (~\$412,000 annually)
- 2015: \$2.26/unit (~\$420,000 annually)
- 2016: \$2.31/unit (~\$429,000 annually)

➤ 2017-2021 Eureka Pricing

- 2017: \$2.36/unit (~\$446,000 annually)
- 2018: \$2.41/unit (~\$455,500 annually)
- 2019: \$2.46/unit (~\$465,000 annually)
- 2020: \$2.51/unit (~\$474,500 annually)
- 2021: \$2.55/unit (~\$482,000 annually)

➤ 2022 – 2025 Eureka Pricing

- Avg collection cost ~\$850,000 annually

2024 Recycling RFP Proposal Review

Revenue Share

➤ Revenue Share Example (as proposed in 2021)

Summary	Tons	%						
Curbside Tons	204.43	80.47%						
Multifamily Tons	49.61	19.53%						
Total Tons	254.04	100.00%						
Material	Composition	Gross Collected (tons)	Curbside (tons)	Multi-unit (tons)	Index Value	Gross Revenue	Processing Fee (\$/Ton)	Processing Fee
News Mix	29.76%	75.60	60.84	14.76	\$70.00	\$5,292.16	\$75.00	\$5,670.17
Cardboard	15.81%	40.16	32.32	7.84	\$100.00	\$4,016.37	\$75.00	\$3,012.28
Mixed Paper	17.37%	44.13	35.51	8.62	\$45.00	\$1,985.70	\$75.00	\$3,309.51
Textiles	0.00%	0.00	0.00	0.00	\$80.00	\$0.00	\$75.00	\$0.00
Aluminum Cans	2.23%	5.67	4.56	1.11	\$1,350.00	\$7,647.87	\$75.00	\$424.88
Steel Cans	1.91%	4.85	3.90	0.95	\$181.50	\$880.67	\$75.00	\$363.91
HDPE NAT	0.94%	2.39	1.92	0.47	\$1,752.00	\$4,183.73	\$75.00	\$179.10
HDPE Col	0.80%	2.02	1.63	0.39	\$722.00	\$1,458.49	\$75.00	\$151.51
PET	4.79%	12.16	9.78	2.37	\$261.67	\$3,181.32	\$75.00	\$911.83
Tubs & Lids	0.68%	1.72	1.38	0.34	\$0.00	\$0.00	\$75.00	\$128.99
Mix Glass	16.91%	42.96	34.57	8.39	-\$29.37	-\$1,261.68	\$75.00	\$3,221.86
Milk Cartons/Juice Boxes	0.38%	0.95	0.77	0.19	\$0.00	\$0.00	\$75.00	\$71.45
Residual	8.44%	21.43	17.24	4.18	-\$85.00	-\$1,821.40	\$75.00	\$1,607.12
Subtotal	100.00%	254.03	204.43	49.61		\$25,563.25		\$19,052.61

Gross Revenue	\$25,563.25
Revenue Share	80%
Gross Revenue	\$20,452.20
Processing Fee	\$19,052.61
Net Revenue	\$1,399.59

2024 Recycling RFP Discussion

Revenue Share - Historic

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total (sum if >0)	Monthly Avg
2006	\$7,328	\$6,471	\$7,366	\$7,371	\$8,276	\$7,756	\$5,903	\$7,226	\$6,354	\$6,310	\$8,541	\$7,811	\$86,714	\$7,226
2007	\$7,834	\$6,635	\$9,384	\$9,850	\$9,225	\$8,917	\$10,027	\$10,471	\$9,503	\$11,017	\$12,656	\$10,878	\$116,398	\$9,700
2008	\$11,027	\$9,870	\$12,262	\$12,625	\$13,752	\$12,713	\$15,192	\$16,252	\$16,484	\$10,667	\$3,503	\$631	\$134,980	\$11,248
2009	\$147	\$546	\$1,728	\$1,740	\$1,893	\$2,087	\$2,777	\$3,258	\$4,421	\$5,036	\$4,793	\$6,935	\$35,362	\$2,947
2010	\$6,548	\$6,425	\$8,138	\$9,457	\$8,986	\$9,699	\$7,829	\$7,694	\$7,522	\$8,606	\$11,081	\$12,762	\$104,747	\$8,729
2011	\$11,229	\$12,281	\$15,044	\$16,597	\$16,933	\$16,570	\$15,312	\$16,594	\$15,330	\$13,842	\$12,191	\$10,422	\$172,345	\$14,362
2012	\$8,667	\$8,475	\$11,005	\$11,053	\$9,202	\$8,325	\$6,481	\$5,485	\$4,197	\$3,838	\$4,322	\$5,884	\$86,935	\$7,245
2013	\$5,740	\$4,813	\$5,254	\$6,857	\$6,292	\$5,195	\$4,936	\$5,020	\$4,748	\$5,200	\$5,238	\$6,543	\$65,837	\$5,486
2014	\$6,165	\$2,560	\$3,629	\$5,814	\$6,509	\$5,834	\$6,467	\$6,139	\$6,528	\$5,908	\$3,823	\$3,178	\$62,554	\$5,213
2015	\$985	(\$1,455)	(\$2,248)	(\$2,213)	(\$3,506)	(\$3,417)	(\$2,465)	(\$2,875)	(\$3,287)	(\$3,839)	(\$3,965)	(\$4,715)	\$985	\$985
2016	(\$4,413)	(\$3,228)	(\$3,224)	(\$2,511)	\$611	\$2,258	\$2,127	\$2,679	\$2,875	\$2,837	\$2,286	\$2,238	\$17,912	\$2,239
2017	\$3,297	\$4,118	\$7,018	\$6,347	\$3,865	\$4,100	\$3,914	\$4,035	\$3,391	(\$1,643)	(\$1,788)	(\$1,793)	\$34,861	\$2,905
2018	(\$984)	(\$1,325)	(\$1,418)	(\$2,550)	(\$3,640)	(\$3,960)	(\$2,755)	(\$3,336)	(\$3,240)	(\$4,210)	(\$4,281)	(\$3,978)	(\$35,677)	(\$2,973)
2019	(\$4,140)	(\$4,621)	(\$5,423)	(\$7,280)	(\$8,137)	(\$5,959)	(\$6,526)	(\$6,850)	(\$6,914)	(\$7,048)	(\$6,321)	(\$6,289)	(\$75,508)	(\$6,292)
2020	(\$6,298)	(\$5,016)	(\$6,254)	(\$6,568)	(\$3,791)	(\$5,390)	(\$5,518)	(\$4,476)	(\$3,741)	(\$1,821)	(\$1,073)	(\$190)	(\$50,137)	(\$4,178)
2021	\$472	\$1,060	\$3,819	\$5,716	\$6,924	\$11,991	\$15,212	\$19,762	\$21,072	\$20,589	\$18,507	\$15,548	\$140,672	\$11,723
2022	\$10,050	\$10,359	\$15,795	\$15,372	\$15,163	\$13,989	\$9,319	\$4,078	(\$51)	(\$4,523)	(\$5,716)	(\$5,773)	\$78,061	\$6,505
2023	(\$5,456)	(\$3,432)	(\$3,654)	(\$2,696)	(\$2,751)	(\$3,814)	(\$5,512)	(\$6,797)	(\$5,306)	(\$4,675)	(\$3,659)	(\$2,775)	(\$50,526)	(\$4,211)

NOTES:

2002 - 2005: No Revenue Share offered

2006-2013: Revenue share was 50% to Roseville

2014: Revenue share changed to 100% to Roseville (w/ \$74/ton processing fee) and had a floor price (Roseville didn't have to pay negative revenue share charges)

Nov 2014 thru current: Ecullet (Glass MRF) shut down and now all glass in metro is going to Chicago (material went from \$15/ton to -\$20/ton due to \$35/ton shipping)

2017-2021: \$58/ton processing fee calculated after 80% Revenue Share

Oct 2017 thru current: China was not accepting dirty recycling materials

2022-2025 No Revenue Share (Potential RS shown)

2024 Recycling RFP Discussion

Revenue Share – 2022 & 2023

Year	Potential service charge (with revenue share)	Revenue Share	Actual service charge	Net to City*
2022	\$643,196	\$78,061	\$768,649	-\$203,515
2023	\$686,702	-\$50,526	\$821,155	-\$83,927
	\$1,329,898	\$27,535	\$1,589,804	-\$287,442

*Net to City:

Positive number means we paid less than we would have with a revenue share option

Negative number means we paid more with the standard contract than with revenue share option

Council Approved					
Location		2022	2023	2024	2025
Curbside	SDU	\$3.98	\$4.12	\$4.26	\$4.41
	MDU	\$3.98	\$4.12	\$4.26	\$4.41
Parks	Parking Lot	\$3.98	\$4.12	\$4.26	\$4.41
	Walk-up	\$3.98	\$4.12	\$4.26	\$4.41
	Pathway	\$17.26	\$17.87	\$18.49	\$19.14

[Reference Only: w/ Revenue Share Option]					
Location		2022	2023	2024	2025
Curbside	SDU	\$3.33	\$3.45	\$3.57	\$3.69
	MDU	\$3.33	\$3.45	\$3.57	\$3.69
Parks	Parking Lot	\$3.98	\$4.12	\$4.26	\$4.41
	Walk-up	\$3.98	\$4.12	\$4.26	\$4.41
	Pathway	\$17.26	\$17.87	\$18.49	\$19.14

2024 Recycling RFP Discussion

Cart Ownership

➤ City Owned Carts vs. Contractor Owned Carts

Capital Cost				Ramsey County Grant		
Number of carts	Avg \$/Cart	Cart Assembly (\$/Cart)	Total Capital Cost	Total Capital Cost	Grant %	Reimbursement Amount
11,815	\$48.00	\$6.57	\$644,047	\$644,047	16%	\$100,000

Number of carts assumes number in service now + 10% for on hand
\$/Cart is cost for cart, shipping, and stickers
Cart Assembly is putting carts together and delivery to homes

Replacement/Maintenance Cost						
Number of carts	Est. Service Life	Avg. Replacement /year	Carts/Year	Carts/Year	\$/Cart	Annual Maintenance Cost
11,815	15	7%	828	828	\$54.57	\$45,132

Assuming no grant reimbursement, the city would pay ~\$1,131,000 over 15 years for initial capital outlay + maintenance costs starting year 1.

➤City Owned Carts vs. Contractor Owned Carts

2017 Price Comparison			
	Vendor Owned	City Owned	Difference
Proposer 1	\$570,000	\$421,500	\$148,500
Proposer 2	\$524,000	\$450,000	\$74,000
Proposer 3	\$453,000	\$480,000	-\$27,000
Proposer 4	\$770,000	\$800,000	-\$30,000

2021 Price Comparison			
	Vendor Owned	City Owned	Difference
Proposer 1	\$1,290,000	\$940,000	\$350,000
Proposer 2	\$910,000	\$1,080,000	-\$170,000

Vendor owned and city owned carts were calculated by taking the average cost per year for both 3 and 5-year terms (2017 price comparison)

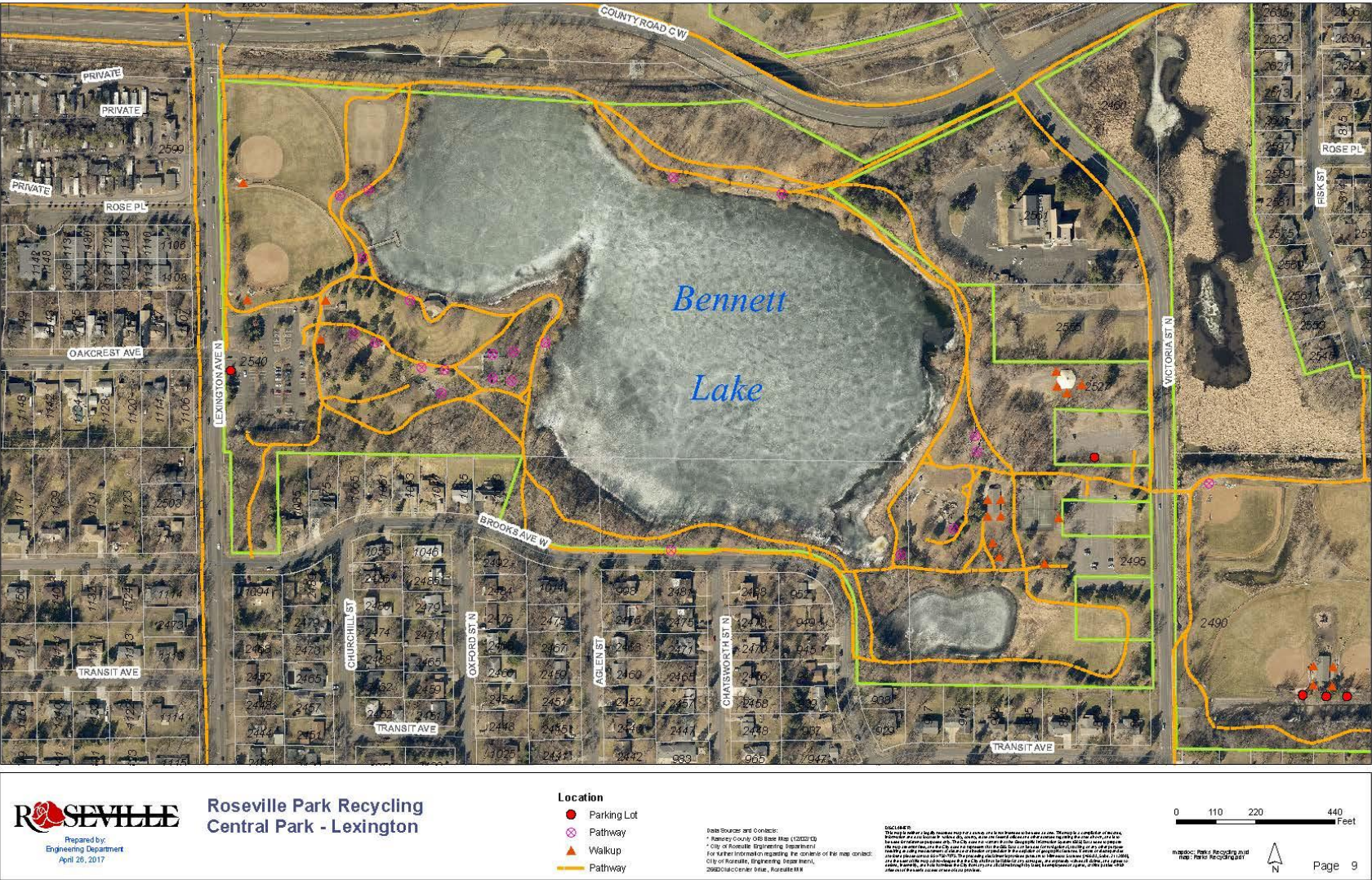
Avg Savings/year	Est. Service Life	15 Year savings on service
\$111,000	15	\$1,665,000

Average savings/year was based on average price difference for proposer 1 & 2 (2017 price comparison)

With the grant from Ramsey County, the 15-year capital cost plus cart maintenance (starting year 1) would be ~\$1,031,000. This is an **estimated savings of ~\$534,000** over 15 years. This savings does not include an average cost of \$100,000 for any additional cart swaps needed (\$40,000 for removal and \$60,000 for deployment), if we were to switch Recycling Service providers over the 15-year period.

2024 Recycling RFP Discussion

Park Recycling



124 carts in parks

Year	Tons	Cost	\$/Ton
2018	2.89	\$10,154	\$3,513
2019	2.77	\$10,154	\$3,666
2020	2.81	\$10,154	\$3,613
2021	6.63	\$15,003	\$2,263
2022	9.11	\$10,320	\$1,133
2023	8.71	\$12,699	\$1,458

2024 Recycling RFP Discussion

Timeline

- November 2023 – PWETC RFP Discussion #1 (November 28, 2023)
- December 2023 – RFP Updates
- July 2024 – City Council Overview (for RFP Release)
- September 6 – RFP responses due
- September 9 – 20 – RFP scoring
- October 7 – City Council approval to enter negotiations
- October 21 – Contract execution
- May/June 2025– Cart Rollout (if needed)
- July 1, 2025 – New contract begins

NOTE: Timeline subject to change

2024 Recycling RFP Discussion

PWETC Comments

- PWETC comments from November 28, 2023
 - General comments (Attachment E)

Q & A

Questions?



THANK YOU

Public Works Department

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 7.h.

Department Approval

City Manager Approval



Item Description: Consider Approval of Sales Tax Referendum Ballot Questions

Background

On November 5, 2024, Roseville voters will consider two referendum questions on the ballot regarding the creation of a local sales tax of 0.5% that will be used to cover the costs of constructing a Public Works and Parks Operations Facility and License and Passport Center. State Statutes require the City to provide the County Auditor with written notice of a ballot question, including the title and language of the question(s) on or before August 13, 2024.

At the July 15, 2024, work session, the City Council reviewed draft questions prepared by the City Attorney. Based on that conversation, the City Attorney has drafted a resolution (Attachment 1) to adopt the ballot language for the two sales tax referendum questions. The resolution contains the following language for the two questions:

Sales Tax for Public Works and Parks Operations Facility

Shall the City of Roseville impose a one-half of one percent (0.5%) sales and use tax for up to 20 years to collect \$64,200,000, plus the costs of interest and of issuing the bonds, to build a public works and parks operations facility? By voting "yes" on this question, you are voting to increase the sales tax in Roseville.

If one or both questions are approved by the voters, the City is only authorized to impose a single one-half of one percent (0.5%) sales and use tax for the lesser of 20 years or until enough sales tax revenue has been raised to pay for the costs of one or both of the proposed projects.

Sales Tax for License and Passport Center

Shall the City of Roseville impose a one-half of one percent (0.5%) sales and use tax for up to 20 years to collect \$12,700,000, plus the costs of interest and of issuing the bonds, to build a license and passport center? By voting "yes" on this question, you are voting to increase the sales tax in Roseville.

If one or both questions are approved by the voters, the City is only authorized to impose a single one-half of one percent (0.5%) sales and use tax for the lesser of 20 years or until enough sales tax revenue has been raised to pay for the costs of one or both of the proposed projects.

Policy Objectives

The City Council is required to approve referendum ballot questions regarding the creation of a local sales tax.

Equity Impact Summary

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

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

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

Budget Implications

There are no direct costs to have Ramsey County place the sales tax referendum questions on the ballot.

Staff Recommendations

Staff recommends approval of the resolution included as Attachment 1 that adopts ballot language for the two sales tax referendum questions.

Requested Council Action

Motion to approve the resolution included as Attachment 1 that adopts ballot language for the two sales tax referendum questions.

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

Attachments: 1. Resolution

**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 ____ day of _____ 202__, 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 ADOPTING THE BALLOT LANGUAGE, INCLUDING THE TITLE AND
QUESTION, PERTAINING TO THE IMPLEMENTATION OF A ONE-HALF OF ONE
PERCENT SALES AND USE TAX FOR A PUBLIC WORKS AND PARKS OPERATIONS
FACILITY AND A LICENSE AND PASSPORT CENTER**

WHEREAS, Minnesota Statutes, Section 297A.99 (the “Local Tax Act”), provides the City of Roseville, Minnesota (the “City”), with the authority to impose a local sales tax if the State of Minnesota (the “State”) Legislature (the “Legislature”) has approved, and the Governor has signed, the local sales tax through the creation of a special law, the special law is approved by the City Council and such approval is reported to the secretary of state, and if that tax is approved by the voters at a general election; and

WHEREAS, the Legislature passed, and the Governor of the State signed, Minnesota Laws 2023, Chapter 64, Article 12, Section 45 (the “Special Law”) which authorizes the City to, among other things, impose a sales and use tax one-half of one percent for certain Projects as further defined herein, if approved by the voters as required by the Local Tax Act; and

WHEREAS, the Special Law is effective upon approval by a majority vote of the City Council of the City (the “Council”) and the filing of a certificate (the “Certificate”) with the Secretary of State, all in accordance with Minnesota Statutes, Section 645.021, subdivisions 2 and 3, and

WHEREAS, the Council approved the Special Law on, June 5, 2023 and the City filed the Certificate with the Secretary of State in June of 2023; and

WHEREAS, Minnesota law requires that the ballot language to be voted on must have a title consisting of 10 words or less which has been approved by City legal counsel, and must have a ballot question that fairly expresses the issue to be voted on and is in a manner as required or as may be allowed pursuant to standards set forth in applicable state law; and

WHEREAS, in order for the question to appear on the Tuesday, November 5, 2024, ballot, which is the date of the next state general election, the ballot title and question must be submitted to the County within 84 days of the election.

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

1. The Council proposes to submit to electors two questions regarding whether to impose a local sales and use tax of one-half of one percent (the “Taxes”) on items that are taxable by the State in order to raise revenues to finance (i) the construction of a new maintenance facility (the “Public Works and Parks Facility Project”) and (ii) the construction of a new license and passport center (the “License Center Project”, together the “Projects”), including the costs of collecting and administering the tax and securing and paying debt service on bonds issued to finance all or part of the Projects.

2. The Taxes are proposed to be collected for up to 20 years after the tax is first imposed or when the city council determines that the amount received from the tax is sufficient to pay for the amounts equal to \$64,200,000 related to the Public Works and Parks Facility Project and/or \$12,700,000 related to the License Center Project, plus the costs of collecting and administering the tax and an amount sufficient to pay the costs related to issuance of any bonds for the Projects, including interest on the bonds is collected, in accordance with the Special Law.

3. The questions set forth in **Exhibit A** shall be submitted to the qualified electors of the City at an election which is hereby called and directed to be held in conjunction with the general election on Tuesday, November 5, 2024. The titles to the questions meet the requirements of Minnesota Rules, part 8250.1810, subpart 10, and have been approved by the City’s legal counsel.

5. Pursuant to Minnesota Statutes, Section 204D.24, the precincts and polling places for this special election are those precincts which have been established by the City for its municipal elections. The voting hours at those polling places shall be the same as those for municipal general elections.

6. The City Clerk is directed to cause a sample ballot in substantially the form attached as **Exhibit A** and a notice of election in substantially the form attached as **Exhibit B** to be posted, published, printed, and delivered as required by law.

7. The City Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this election and generally to cooperate with election authorities conducting other elections on that date. The City Clerk is authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements with appropriate county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

9. Election judges shall be appointed for this special election shall be the election judges appointed for the city general election. The election judges shall act as clerks of the election, count the ballots cast, and submit the results to the Council for canvass in the manner provided for other City elections.

10. The special election shall be held, and the returns made and canvassed in the manner prescribed by law, and the Council shall meet between November 8 and November 15, 2024 (a date between three and ten days after the election) for the purpose of canvassing the results thereof.

92 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
93 and upon a vote being taken thereon, the following voted in favor thereof: , , , ,
94 and Mayor .
95 and the following voted against the same: .
96

97 WHEREUPON said resolution was declared duly passed and adopted.
98

99
100
101
102 STATE OF MINNESOTA)
103) SS
104 COUNTY OF RAMSEY)
105
106
107 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State
108 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes
109 of a regular meeting of said City Council held on the day of, , 20 with the original thereof
110 on file in my office.
111
112 WITNESS MY HAND officially as such Manager this day of , 20
113
114
115
116 SEAL
117
118
119 _____
Patrick J. Trudgeon, City Manager

EXHIBIT A**CITY BALLOT QUESTIONS****CITY OF ROSEVILLE
STATE OF MINNESOTA
SPECIAL ELECTION**

November 5, 2024

To vote for a question, fill in the oval next to the word “YES” for that question.

To vote against a question, fill in the oval next to the word “NO” for that question.

Sales Tax for Public Works and Parks Operations Facility

Shall the City of Roseville impose a one-half of one percent (0.5%) sales and use tax for up to 20 years to collect \$64,200,000, plus the costs of interest and of issuing the bonds, to build a public works and parks operations facility? By voting “yes” on this question, you are voting to increase the sales tax in Roseville.

If one or both questions are approved by the voters, the City is only authorized to impose a single one-half of one percent (0.5%) sales and use tax for the lesser of 20 years or until enough sales tax revenue has been raised to pay for the costs of one or both of the proposed projects.

☐ YES

☐ NO

Sales Tax for License and Passport Center

Shall the City of Roseville impose a one-half of one percent (0.5%) sales and use tax for up to 20 years to collect \$12,700,000, plus the costs of interest and of issuing the bonds, to build a license and passport center? By voting “yes” on this question, you are voting to increase the sales tax in Roseville.

If one or both questions are approved by the voters, the City is only authorized to impose a single one-half of one percent (0.5%) sales and use tax for the lesser of 20 years or until enough sales tax revenue has been raised to pay for the costs of one or both of the proposed projects.

☐ YES

☐ NO

EXHIBIT B**NOTICE OF SPECIAL ELECTION**

CITY OF ROSEVILLE
STATE OF MINNESOTA
SPECIAL ELECTION

November 5, 2024

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in conjunction with the state general election in the City of Roseville, Minnesota (the “City”), on Tuesday, November 5, 2024, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

Sales Tax for Public Works and Parks Operations Facility

Shall the City of Roseville impose a one-half of one percent (0.5%) sales and use tax for up to 20 years to collect \$64,200,000, plus the costs of interest and of issuing the bonds, to build a public works and parks operations facility? By voting “yes” on this question, you are voting to increase the sales tax in Roseville.

If one or both questions are approved by the voters, the City is only authorized to impose a single one-half of one percent (0.5%) sales and use tax for the lesser of 20 years or until enough sales tax revenue has been raised to pay for the costs of one or both of the proposed projects.

☐ YES

☐ NO

Sales Tax for License and Passport Center

Shall the City of Roseville impose a one-half of one percent (0.5%) sales and use tax for up to 20 years to collect \$12,700,000, plus the costs of interest and of issuing the bonds, to build a license and passport center? By voting “yes” on this question, you are voting to increase the sales tax in Roseville.

If one or both questions are approved by the voters, the City is only authorized to impose a single one-half of one percent (0.5%) sales and use tax for the lesser of 20 years or until enough sales tax revenue has been raised to pay for the costs of one or both of the proposed projects.

☐ YES

☐ NO

The precincts and polling places for this special election are those precincts which have been established by the City for state general elections. These polling places are as follows:

Precinct 1:	Centennial United Methodist Church, 1524 County Road C2 West
Precinct 2:	Roseville Covenant Church, 2865 Hamline Avenue North
Precinct 3:	Advent Lutheran Church, 3000 Hamline Ave North
Precinct 4:	North Heights Lutheran Church, 2701 Rice Street North
Precinct 5:	St. Christopher's Episcopal Church, 2300 Hamline Avenue North
Precinct 6:	Prince of Peace Lutheran Church, 2561 Victoria Street North
Precinct 7:	Central Park Elementary, 535 County Road B2 West
Precinct 8:	Anpétu Téča Education Center, 1910 County Road B West
Precinct 9:	Ramsey County Library, 2180 Hamline Avenue North
Precinct 10:	Roseville Lutheran Church, 1215 Roselawn Avenue West
Precinct 11:	Galilee Evangelical Lutheran Church, 145 North McCarrons Boulevard North

Any eligible voter residing in the City may vote at said election at the polling place designated above. The polls for said election will be open between 7:00 a.m. and 8:00 p.m. on the date of said election.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling places on election day.

Dated: _____, 2024

BY ORDER OF THE CITY COUNCIL

/s/ _____
City Clerk

1 STATE OF MINNESOTA)
 2) SS
 3 COUNTY OF POLK)
 4
 5
 6
 7

8 I, the undersigned, being the duly qualified and acting City Clerk of the City of Roseville,
 9 Minnesota (the "City"), hereby certify that the attached and foregoing is a full, true, and correct transcript
 10 of the minutes of a meeting of the City Council of said City duly called and held on the date therein
 11 indicated, so far as such minutes relate to the calling of an election on the imposition of a sales and use tax
 12 to finance (i) the reconstruction and remodeling of, and upgrades and additions to, the City's Civic Center
 13 Sports Complex, and (ii) the reconstruction and remodeling of, and upgrades and additions to, the City's
 14 VFW Memorial Arena, and that the resolution included therein is a full, true, and correct copy of the original
 15 thereof.
 16

17 WITNESS MY HAND officially as such City Clerk this __ day of _____, 2024.
 18
 19
 20

21 _____
 22 City Clerk
 23 City of Roseville
 24 State of Minnesota

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of Payments

Background

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

Check Series #	Amount
ACH Payments	\$712,627.32
110031 – 110112	\$799,891.16
Total	\$1,512,518.48

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.

Equity Impact Summary

Local governments play an important role in building racially equitable and inclusive regional economies. Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports the broader goals of reducing racial economic disparities as well as Roseville's aspiration to have a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

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

Staff Recommendations

Staff recommends approval of all payment of claims.

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Requested Council Action

Motion to approve the payment of claims as submitted.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

38

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210500	Life Ins. Employee	LINA	JUNE NEW YORK LIFE PREMIUMS	3,162.88	1267
100-00-00-210500	Life Ins. Employee	LINA	JUNE NEW YORK LIFE PREMIUMS	134.20	1267
100-00-00-210502	Employer Life Insurance	LINA	JUNE NEW YORK LIFE PREMIUMS	614.40	1267
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,031.50	1296
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	141.00	1296
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	564.00	1296
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	70.50	1296
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	1,050.00	110095
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,144.98	1303
100-00-00-210900	Long Term Disability	LINA	JUNE NEW YORK LIFE PREMIUMS	5,566.62	1267
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	1300
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,972.00	1300
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	938.31	1300
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,567.00	1300
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	1300
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	7,200.00	1295
Total Department 00-00 GENERAL				33,557.39	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	RAPP STRATEGIES INC.	SALES TAX REFERENDUM COMMUNICATION	4,000.00	110104
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	RECORDING SERVICES	381.75	1281
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	571.00	1281
100-01-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING	71.44	110078
100-01-00-432000	Transportation	Robin Schroeder	REIMBURSEMENT FOR CONFERENCE EXPENSES	107.42	110106
100-01-00-433000	Advertising	St. Paul Pioneer Press	LEGAL NOTICES	146.12	110073
100-01-00-440000	Conferences	Robin Schroeder	REIMBURSEMENT FOR CONFERENCE EXPENSES	582.78	110106
Total Department 01-00 CITY COUNCIL				5,860.51	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	155.24	1266
100-02-00-430000	Professional Services	Metro-INET	JUNE IT SERVICES	74,971.00	1271
100-02-00-430000	Professional Services	Metro-INET	JULY IT SERVICES	74,971.00	1271
100-02-00-430000	Professional Services	OFFICE OF SECRETARY OF STA	NOTARY COMMISSION FEE - A. SERTICH	120.00	110063
Total Department 02-00 ADMINISTRATION				150,217.24	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	JUNE CIVIL RETAINER	16,592.56	110053
Total Department 06-00 LEGAL DEPARTMENT				16,592.56	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK Services	COFFEE	103.13	110031
100-08-00-424000	Operating Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	645.01	1266
Total Department 08-00 CENTRAL SERVICES				748.14	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	207.38	1266
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE VEST CARRIER VANDANACKER	387.94	1305
100-10-00-424000	Operating Supplies	John Alan Roberto	BALLISTIC SHIELD PROTECTIVE COVERING	150.00	110094
100-10-00-430000	Professional Services	AT&T	LEA TRACKING #6554 DET. KAHL	175.00	110081
100-10-00-430000	Professional Services	University of Minnesota Ve	VET CARE MED ROOSTER	11.72	110112
100-10-00-430004	Police Explorer Program	STREICHER'S	EXPLORERS UNIF	246.00	1305
Total Department 10-00 POLICE DEPARTMENT				1,178.04	
Department: 13-00 FIRE DEPARTMENT					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 13-00 FIRE DEPARTMENT					
100-13-00-410008	Workers Comp Indemnity	SFM RISK SOLUTIONS	ESCROW REPLENISHMENT	248.50	1277
100-13-00-422000	Clothing	Aspen Mills Inc.	HONG	130.75	110032
100-13-00-422000	Clothing	Aspen Mills Inc.	ALI	56.95	110032
100-13-00-423000	Vehicle Supplies & Mainten	HANSEN INTERNATIONAL, INC	DOOR SPRINGS	56.44	110091
100-13-00-424000	Operating Supplies	Fikes, Inc.	PAPER TOWELS	341.65	1263
100-13-00-430000	Professional Services	Masa Consulting, Inc.	JUNE	2,100.00	1270
100-13-00-439000	CONTRACT MAINTENANCE	Fire Loss Management, LLC	PLAN REVIEW	125.00	110047
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	568.56	110055
100-13-00-439000	CONTRACT MAINTENANCE	Pediatric Emergency Standa	ANNUAL SUBSCRIPTION	4,189.50	110065
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	JUNE	305.76	110103
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	VALVE REPLACEMENT	864.58	1308
100-13-00-441000	Training	Ramsey County Fire Chiefs	FF I AND II	3,450.00	110066
Total Department 13-00 FIRE DEPARTMENT				12,437.69	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	CAR WASH	110.50	110042
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				110.50	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	(28.91)	1266
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	6.40	1274
100-20-20-424000	Operating Supplies	Hardwood Creek Lumber, Inc	STAKES	298.00	110050
100-20-20-442000	Memberships & Subscription	The MN Transportation Alli	ANNUAL MEMBERSHIP - JENNIFER LOWRY	825.00	110076
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				1,100.49	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	Cintas Corporation	UNIFORM RENTALS SHOP	44.11	110041
100-20-21-422000	Clothing	Cintas Corporation	UNIFORM RENTAL SHOP	44.11	110041
100-20-21-422000	Clothing	Cintas Corporation	UNIFORM RENTAL SHOP	44.11	110041
100-20-21-423000	Vehicle Supplies & Mainten	Cintas Corporation	GLOVES	90.00	110041
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	ALTERNATOR	387.72	1262
100-20-21-423000	Vehicle Supplies & Mainten	MacQueen Equipment	PTO FIX	1,710.85	1269
100-20-21-423000	Vehicle Supplies & Mainten	MCMaster-CARR	THREAD REPAIRING DIE	67.12	110057
100-20-21-423000	Vehicle Supplies & Mainten	Minneapolis Saw Company, I	BATTERY	33.00	110098
100-20-21-423000	Vehicle Supplies & Mainten	Rigid Hitch Incorporated	REPLACEMENT BULB	27.79	1275
100-20-21-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	4 TIRES	514.08	110075
100-20-21-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	2 TIRES	626.64	110075
100-20-21-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	8 TIRES	1,128.00	110075
100-20-21-424000	Operating Supplies	Diamond Vogel	ROAD PAINT	525.00	110086
100-20-21-424000	Operating Supplies	Fra-Dor Inc.	DISPOSIAL ASPHALT/CONCRETE	170.00	110087
100-20-21-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT MATERIAL	645.50	110096
100-20-21-424000	Operating Supplies	Minneapolis Saw Company, I	SAW SPRING	7.79	110098
100-20-21-424000	Operating Supplies	Precise MRM, LLC	CREDIT MEMO	(450.00)	1273
100-20-21-424000	Operating Supplies	PRECISE MRM, LLC	1121751 REVA 10 MB FLAT DATA PLAN US	768.00	1273
100-20-21-437000	Contract Maint. - Vehicles	Minnesota Hoist Inspection	HOIST INSPECTION	1,470.12	110061
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	PLT STUMP GRINDING	36.00	110102
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	PLT TREE REMOVAL	399.50	110102
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	PLT TREE REMOVAL	117.00	110102
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	PLT TREE REMOVAL	1,457.00	110102
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	PLT TREE REMOVAL	1,592.00	110102
Total Department 20-21 STREET DEPARTMENT				11,455.44	
Department: 20-22 STREET LIGHTING					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,108.62	1284
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	13,547.15	1284
Total Department 20-22 STREET LIGHTING				15,655.77	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	7,601.84	110034
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	10,877.39	110034
Total Department 20-30 VEHICLE MAINTENANCE				18,479.23	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	GRAINGER	FLOOR SCRUBBER	4,585.45	110089
100-23-00-424000	Op Supplies-City Hall	GRAINGER	HANDHELD SPRAYER	42.98	110049
100-23-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	7,817.70	110055
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE JULY	3,700.00	1298
100-23-00-436001	Utilities-City Hall	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - MAY 2024	4,471.78	1288
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	NEW KEYPAD LOWER POLICE GARAGE	1,369.06	1289
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	CITY HALL RUGS/MATS	169.39	110092
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	RUGS/MATS POLICE DEPT.	151.68	110092
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	ANNUAL LOG ME IN REMOTE ACCESS 5/1/24	85.00	1285
Total Department 23-00 BUILDING MAINTENANCE				22,393.04	
Total Fund 100 General Fund				289,786.04	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	JOSHUA NEWHOUSE	ESCROW REFUND	850.00	110052
103-00-00-230000	Deposits	KRJ	RETURN ESCROW - EC23-007	1,000.00	110054
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	CIVIC CENTER TMO GENERATOR	343.45	1278
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	CIVIC CENTER TMO NETWORK	1,841.25	1278
Total Department 00-00 GENERAL				4,034.70	
Total Fund 103 Contracted Engineering Svcs				4,034.70	
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-373000	Ice Rental	GREG WHEATON	REFUND FOR UNW SOCCER CAMP FIELD PERM	676.24	110090
200-40-41-424000-PR0290	Operating Supplies	Mike's Pro Shop	KIDS FUN RUN MEDALS FOR RACE	375.25	110060
200-40-41-424000-PR0290	Operating Supplies	Taho Sportswear, Inc.	RUN FOR ROSES T-SHIRTS	2,840.00	1280
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL UMPIRE PAYMENT	2,449.00	1283
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL UMPIRE PAYMENT	3,168.00	1307
200-40-41-430000-PR0239	Professional Services	Angel Benes	TAP FOR ADULTS PAYMENT	394.00	1259
200-40-41-430000-PR0248	Professional Services	Ingina, LLC	MINECRAFT POKEMON ADVENTURES AND MINE	1,924.00	110093
200-40-41-430000-PR0255	Professional Services	CITY OF ARDEN HILLS	MINNESOTA ZOO	210.00	110043
200-40-41-430000-PR0270	Professional Services	Elizabeth Fletcher	YOGA CLASS PAYMENT	392.70	1290
200-40-41-430000-PR0270	Professional Services	Lois Cunningham	MAY-JUNE CLASS PAYMENTS	268.80	1268
Total Department 40-41 RECREATION FEE PROGRAMS				12,697.99	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0298	Operating Supplies	Rosetown Playhouse	SUPERHERO COSTUME RENTALS - DYP	325.00	110068
200-40-42-430000-PR0102	Professional Services	Bob Nielsen	BIG BAND PAYMENT	90.00	110082
200-40-42-430000-PR0115	Professional Services	Friends of MN Sinfonia	MN SINFONIA LIVE AT THE ROG PERFORMAN	1,000.00	110088
200-40-42-430000-PR0115	Professional Services	LUCIS LUIS CARDONA	LOS REBELDES LIVE AT THE ROG PERFORMA	800.00	110056
200-40-42-430000-PR0115	Professional Services	The Bavarian Musikmeisters	BAVARIAN MUSIKMEISTERS LIVE AT THE RO	375.00	110111
200-40-42-430000-PR0299	Professional Services	WACONIA H.S. MARCHING BAND	MARCHING BAND 2ND PLACE \$500	500.00	110080

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-438000	Rental	On Site Companies-OSSTC	TASTE OF ROSEFEST PORTABLE	740.00	110100
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE RENTAL	74.00	110099
200-40-42-438000-PR0122	Rental	On Site Companies-OSSTC	PARTY IN THE PARK PORTABLES	592.00	110100
200-40-42-438000-PR0299	Rental	On Site Companies-OSSTC	PARADE PORTABLES	592.00	110064
Total Department 40-42 RECREATION NON FEE PROGRAMS				5,088.00	
Department: 40-53 SKATING CENTER					
200-40-53-372300-PR5512	Concession Sales	Roseville Figure Skating C	REIMBURSEMENT FOR CONCESSIONS SHARE-C	409.91	110069
200-40-53-424000	Operating Supplies	Certified Laboratories, In	CLEANING SUPPLIES	276.90	1261
200-40-53-424000	Operating Supplies	MIDC Enterprises	REDUCERS BUSHING	80.79	110097
200-40-53-424000	Operating Supplies	ROBERT BROOKE & ASSOCIATES	PARTS FOR BATHROOM PARTITIONS	57.65	110067
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT	47.72	110072
200-40-53-436000	Utilities	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - MAY 2024	1,371.61	1288
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	1,471.30	1284
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,296.00	110055
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,137.12	110055
200-40-53-442000	Memberships & Subscription	Metro-INET	MOBILITY SERVICES LICENSE	213.00	1299
200-40-53-442000	Memberships & Subscription	UNITED STATES ICE RINK ASS	MEMBERSHIP DUES	350.00	110079
Total Department 40-53 SKATING CENTER				8,712.00	
Total Fund 200 Recreation Fund				26,497.99	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	561.35	110055
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	4,783.13	1284
Total Department 40-43 RECREATION MAINTENANCE				5,344.48	
Total Fund 204 PARK MAINTENANCE				5,344.48	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	BIG BAND DIRECTOR PAY	125.00	1293
221-40-45-430000	Professional Services	Glen Newton	BIG BAND DIRECTOR PAY	125.00	1294
Total Department 40-45 BIG BAND ACTIVITIES				250.00	
Total Fund 221 Municipal Jazz Band				250.00	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230130-CD1235	Development Escrow	Kennedy & Graven, Chartere	COSTS FOR REVISING TIF AGREEMENT	1,083.90	110053
260-00-00-230130-CD1240	Development Escrow	Kennedy & Graven, Chartere	ATTORNEY FEES FOR CONVERSION TO PERMA	4,150.83	110053
Total Department 00-00 GENERAL				5,234.73	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-321034	Short-Term Rental License	ROBERT ZUPANCICH	REFUND OF SHORT TERM RENTAL LICENSE	515.00	110105
260-56-17-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	166.76	1266
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				681.76	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	RECORDING SERVICES	167.00	1281
Total Department 56-57 PLANNING DEPARTMENT				167.00	
Total Fund 260 Community Development				6,083.49	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	116.14	1266
265-05-00-424000	Operating Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	479.80	1266
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,421.40	110055
265-05-00-431000	Telephone	CenturyLink	SERVICE 6/10 - 7/9/24, ACCT 333531455	50.49	110038
265-05-00-432000	Transportation	Steven Bickel	MILEAGE REIMBURSEMENT	150.08	1279
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	SHREDDING THRU 6/30 - LICENSE CENTER	144.93	110107
Total Department 05-00 DEPUTY REGISTER				2,362.84	
Total Fund 265 License Center				2,362.84	
Fund: 271 Special "10" Fund					
Department: 67-00 CHARITABLE GAMBLING					
271-67-00-430000	Professional Services	Roseville Community Founda	LAWFUL GAMBLING PROCEEDS FIRST HALF 2	41,639.64	1302
Total Department 67-00 CHARITABLE GAMBLING				41,639.64	
Total Fund 271 Special "10" Fund				41,639.64	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-453000	Other Improvements	STREICHER'S	HOLSTERS NEW HIRES (4)	779.96	1305
Total Department 10-00 POLICE DEPARTMENT				779.96	
Total Fund 400 Equipment Revolving				779.96	
Fund: 403 Public Works Vehicle Revolving					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
403-20-20-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	SEAT COVER#102	116.06	1291
403-20-20-452000	Vehicles / Equipment	TOWMASTER	VariTech Brine System - MN State Cont	20,047.00	110077
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				20,163.06	
Total Fund 403 Public Works Vehicle Revolving				20,163.06	
Fund: 410 Permanent Improvements					
Department: 64-00 IMPROVEMENTS - GENERAL					
410-64-00-450000	Buildings & Structures	Schwab vollhaber	Lubratt S ROOFTOP AIR CONDITIONING UNIT	144,380.00	110071
Total Department 64-00 IMPROVEMENTS - GENERAL				144,380.00	
Total Fund 410 Permanent Improvements				144,380.00	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	STREETSCAPE MAINTENANCE - MAY 2024	2,787.50	1276
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	Streetscape Maintenance	7,500.00	1304
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				10,287.50	
Total Fund 417 STREETSCAPE				10,287.50	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	AMERICAN ENGINEERING	TESTI SAP - 2024 PMP	4,518.30	1286
Total Department 20-23 STREET CONSTRUCTION				4,518.30	
Total Fund 590 Special Assmt. Construction				4,518.30	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	Barbara Elwood	UB refund for account: 003467-000	35.10	110033
600-00-00-202000	Accounts Payable	CHRISTINE HAMON WATERS	UB refund for account: 026432-000	20.10	110040
600-00-00-202000	Accounts Payable	HPA BORROWER 2017-1 LLC	UB refund for account: 021128-000	23.03	110051
600-00-00-202000	Accounts Payable	MICHAEL STOLTZ	UB refund for account: 025469-000	98.08	110059
600-00-00-202000	Accounts Payable	RYAN SATROM	UB refund for account: 019906-000	3.57	110070
Total Department 00-00 GENERAL				179.88	
Department: 50-00 SANITARY SEWER					
600-50-00-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	180.75	1266
600-50-00-424000	Operating Supplies	BYTESPEED, LLC.	CRADLEPOINT AND ANTENNAS	1,026.00	110036
600-50-00-430000	Professional Services	Ehlers & Associates, Inc.	2024 UTILITY RATE STUDY UPDATE	2,677.50	110046
600-50-00-439000	CONTRACT MAINTENANCE	Cummins Sales and Service	GALTIER L/S GENERATOR PM	409.36	110085
600-50-00-439000	CONTRACT MAINTENANCE	Cummins Sales and Service	LOUNGE L/S GENERATOR PM	409.36	110085
600-50-00-439000	CONTRACT MAINTENANCE	MacQueen Equipment	SEWER CAMERA REPAIR	5,214.85	1297
600-50-00-453000-PW2302	Other Improvements	Bolton & Menk, Inc.	DALE/OWASSO LFT STATION	8,442.00	110035
600-50-00-453000-PW2406	Other Improvements	Hydro Klean	2024 SEWER LINING - PAY REQUEST 2	166,882.51	1265
600-50-00-490000-PW2111	Contractor Payments	Pember Companies, Inc.	PAY ESTIMATE #2	116,338.90	1301
Total Department 50-00 SANITARY SEWER				301,581.23	
Total Fund 600 Sanitary Sewer				301,761.11	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	Barbara Elwood	UB refund for account: 003467-000	20.37	110033
610-00-00-202000	Accounts Payable	CHRISTINE HAMON WATERS	UB refund for account: 026432-000	20.95	110040
610-00-00-202000	Accounts Payable	HPA BORROWER 2017-1 LLC	UB refund for account: 021128-000	24.03	110051
610-00-00-202000	Accounts Payable	MICHAEL GARRETT	UB refund for account: 013647-000	202.45	110058
610-00-00-202000	Accounts Payable	MICHAEL STOLTZ	UB refund for account: 025469-000	46.55	110059
610-00-00-202000	Accounts Payable	RYAN SATROM	UB refund for account: 019906-000	4.16	110070
Total Department 00-00 GENERAL				318.51	
Department: 51-00 WATER FUND					
610-51-00-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	180.75	1266
610-51-00-424000	Operating Supplies	CL Bensen Company, Inc.	16X24X2 FILTERS	244.80	110044
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	BLACK DIRT FOR WATER TOWER SITE	194.40	110048
610-51-00-439000	CONTRACT MAINTENANCE	Metro-INET	CISCO SWITCH - WATER TOWER	586.01	1272
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL	517,114.97	110074
Total Department 51-00 WATER FUND				518,320.93	
Total Fund 610 Water Fund				518,639.44	
Fund: 620 Golf Course					
Department: 52-51 VEHICLES & EQUIPMENT					
620-52-51-382100	Building Rental	CARLEY BAKER	CEDARHOLM RENTAL DEPOSIT REFUND	200.00	110083
620-52-51-382100	Building Rental	MONICA HUDDLESTON	CEDARHOLM ROOM DEPOSIT REFUND	200.00	110062
620-52-51-382100	Building Rental	PEG DONAHUE	CEDARHOLM RENTAL DEPOSIT REFUND	200.00	110101
620-52-51-424000	Operating Supplies	Uline	GLASS CLEANER TABLETS, WINDOW SQUEEGE	168.95	1306
620-52-51-424000	Operating Supplies	Uline	COIN ENVELOPES, GLOVES	156.30	1282
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEVERAGES - VARIOUS	311.50	110037
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEVERAGES FOR RESALE	586.90	1287
620-52-51-425000	Merchandise for Sale	Hornungs Pro Golf Sales, I	MIDSIZE "NO HEADACHE" VISOR	137.75	1264
620-52-51-425000	Merchandise for Sale	Small Lot MN	BEVERAGE TRAY PACKS, VARIOUS	144.28	110108
620-52-51-425000	Merchandise for Sale	Small Lot MN	BEVERAGES FOR RESALE	274.67	110108
620-52-51-433000	Advertising	St. Paul Pioneer Press	MAY 1-31, 2024 ADVERTISING	100.00	110073

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 52-51 VEHICLES & EQUIPMENT					
620-52-51-439000	CONTRACT MAINTENANCE	On Site Companies-OSSTC	STD CONSTRUCTION RESTROOM	142.00	110099
620-52-51-439000	CONTRACT MAINTENANCE	Summit Fire Protection	SPRINKLER SYSTEM INSPECTIONS	706.29	110110
Total Department 52-51 VEHICLES & EQUIPMENT				3,328.64	
Total Fund 620 Golf Course				3,328.64	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	Barbara Elwood	UB refund for account: 003467-000	12.16	110033
640-00-00-202000	Accounts Payable	CHARLES THELEN	UB refund for account: 007508-000	19.36	110039
640-00-00-202000	Accounts Payable	CHRISTINE HAMON WATERS	UB refund for account: 026432-000	11.49	110040
640-00-00-202000	Accounts Payable	HPA BORROWER 2017-1 LLC	UB refund for account: 021128-000	13.11	110051
640-00-00-202000	Accounts Payable	MICHAEL STOLTZ	UB refund for account: 025469-000	27.82	110059
640-00-00-202000	Accounts Payable	RYAN SATROM	UB refund for account: 019906-000	1.36	110070
Total Department 00-00 GENERAL				85.30	
Department: 54-00 STORM WATER					
640-54-00-420000	Office Supplies	Innovative Office Solution	MAY INNOVATIVE OFFICE SUPPLIES	180.75	1266
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	RECORDING SERVICES	246.00	1281
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	2,290.58	1284
640-54-00-436000	Utilities	Xcel Energy	51-0012990252.6	20.50	1284
640-54-00-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	PLT TREE LIMB REMOVAL ALAMEDA POND	2,400.00	110102
640-54-00-439000-PW2408	CONTRACT MAINTENANCE	Clean-Flo International	AERATION FILTERS & REPAIR KITS	1,153.06	110045
640-54-00-453000	Other Improvements	Cummins Sales and Service	LABOR HMI FAILED ON 6-17-24	136.62	110084
640-54-00-453000	Other Improvements	Cummins Sales and Service	ST CROIX L/S GENERATOR PM	1,009.78	110085
640-54-00-453000-PW2409	2024 BMP Maintenance	SANDSTROM LAND MANAGEMENT,	BMP MAINTENANCE - MAY 2024	4,442.00	1276
Total Department 54-00 STORM WATER				11,879.29	
Total Fund 640 Storm Drainage				11,964.59	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	Barbara Elwood	UB refund for account: 003467-000	6.59	110033
650-00-00-202000	Accounts Payable	CHARLES THELEN	UB refund for account: 007508-000	10.50	110039
650-00-00-202000	Accounts Payable	CHRISTINE HAMON WATERS	UB refund for account: 026432-000	6.23	110040
650-00-00-202000	Accounts Payable	HPA BORROWER 2017-1 LLC	UB refund for account: 021128-000	7.11	110051
650-00-00-202000	Accounts Payable	MICHAEL STOLTZ	UB refund for account: 025469-000	15.09	110059
650-00-00-202000	Accounts Payable	RYAN SATROM	UB refund for account: 019906-000	0.74	110070
Total Department 00-00 GENERAL				46.26	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Eureka Recycling	RECYCLING SERVICES THRU 6/30	74,921.67	1292
Total Department 65-00 SOLID WASTE RECYCLE				74,921.67	
Total Fund 650 ENVIRONMENTAL				74,967.93	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	ADMIN SERVICES	77.00	1277
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	ESCROW REPLENISHMENT	452.47	1277
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	ADMIN SERVICES	235.00	1277
700-60-00-430015	Fire Department Claims	SFM RISK SOLUTIONS	ESCROW REPLENISHMENT	2,547.80	1277
700-60-00-430015	Fire Department Claims	SFM RISK SOLUTIONS	ADMIN SERVICES	235.00	1277
Total Department 60-00 WORKERS COMPENSATION				3,547.27	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 700 Workers Compensation					
			Total Fund 700 Workers Compensation	3,547.27	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	309.90	110109
			Total Department 61-00 RISK MANAGEMENT	309.90	
			Total Fund 710 Risk Management	309.90	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119119	GMHC Revolving Home Imprv	Center for Energy and Envi	LOANS AND ADMINISTRATION	39,008.60	1260
			Total Department 00-00 GENERAL	39,008.60	
			Total Fund 723 Housing & Redevelopment Agency	39,008.60	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	EDA ATTORNEY FEES	113.00	110053
			Total Department 57-00 EDA - GENERAL	113.00	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	LOANS AND ADMINISTRATION	2,750.00	1260
			Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM	2,750.00	
			Total Fund 725 EDA Operating Fund	2,863.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210500	Life Ins. Employee	3,297.08	
		100-00-00-210502	Employer Life Insurance	614.40	
		100-00-00-210600	Union Dues Deduction	7,001.98	
		100-00-00-210900	Long Term Disability	5,566.62	
		100-00-00-211100	ICMA Def Comp	9,627.31	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-00-00-211202	HRA Employer	7,200.00	
		100-01-00-430000	Professional Services	5,024.19	
		100-01-00-432000	Transportation	107.42	
		100-01-00-433000	Advertising	146.12	
		100-01-00-440000	Conferences	582.78	
		100-02-00-420000	Office Supplies	155.24	
		100-02-00-430000	Professional Services	150,062.00	
		100-06-00-430000	Professional Services	16,592.56	
		100-08-00-424000	Operating Supplies	748.14	
		100-10-00-420000	Office Supplies	207.38	
		100-10-00-422000	Clothing	387.94	
		100-10-00-424000	Operating Supplies	150.00	
		100-10-00-430000	Professional Services	186.72	
		100-10-00-430004	Police Explorer Program	246.00	
		100-13-00-410008	Workers Comp Indemnity	248.50	
		100-13-00-422000	Clothing	187.70	
		100-13-00-423000	Vehicle Supplies & Maintenance	56.44	
		100-13-00-424000	Operating Supplies	341.65	
		100-13-00-430000	Professional Services	2,100.00	
		100-13-00-439000	CONTRACT MAINTENANCE	6,053.40	
		100-13-00-441000	Training	3,450.00	
		100-13-13-437000	Contract Maint. - Vehicles	110.50	
		100-20-20-420000	Office Supplies	(22.51)	
		100-20-20-424000	Operating Supplies	298.00	
		100-20-20-442000	Memberships & Subscriptions	825.00	
		100-20-21-422000	Clothing	132.33	
		100-20-21-423000	Vehicle Supplies & Maintenance	4,585.20	
		100-20-21-424000	Operating Supplies	1,666.29	
		100-20-21-437000	Contract Maint. - Vehicles	1,470.12	
		100-20-21-439000	CONTRACT MAINTENANCE	3,601.50	
		100-20-22-436000	Utilities	15,655.77	
		100-20-30-421000	Motor Fuel	18,479.23	
		100-23-00-424000	Op Supplies-City Hall	4,628.43	
		100-23-00-430000	Professional Services	11,517.70	
		100-23-00-436001	Utilities-City Hall	4,471.78	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	1,690.13	
		100-23-00-439010	Contract Mani. - HVAC	85.00	
		103-00-00-230000	Deposits	1,850.00	
		103-00-00-230150	Cell Tower Escrow	2,184.70	
		200-40-41-373000	Ice Rental	676.24	
		200-40-41-424000-PR0290	Operating Supplies	3,215.25	
		200-40-41-430000-PR0212	Professional Services	5,617.00	
		200-40-41-430000-PR0239	Professional Services	394.00	
		200-40-41-430000-PR0248	Professional Services	1,924.00	
		200-40-41-430000-PR0255	Professional Services	210.00	
		200-40-41-430000-PR0270	Professional Services	661.50	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-42-424000-PR0298	Operating Supplies	325.00	
		200-40-42-430000-PR0102	Professional Services	90.00	
		200-40-42-430000-PR0115	Professional Services	2,175.00	
		200-40-42-430000-PR0299	Professional Services	500.00	
		200-40-42-438000	Rental	814.00	
		200-40-42-438000-PR0122	Rental	592.00	
		200-40-42-438000-PR0299	Rental	592.00	
		200-40-53-372300-PR5512	Concession Sales	409.91	
		200-40-53-424000	Operating Supplies	463.06	
		200-40-53-436000	Utilities	2,842.91	
		200-40-53-439000	CONTRACT MAINTENANCE	4,433.12	
		200-40-53-442000	Memberships & Subscriptions	563.00	
		204-40-43-424000	Operating Supplies	561.35	
		204-40-43-436000	Utilities	4,783.13	
		221-40-45-430000	Professional Services	250.00	
		260-00-00-230130-CD1235	Development Escrow	1,083.90	
		260-00-00-230130-CD1240	Development Escrow	4,150.83	
		260-56-17-321034	Short-Term Rental License	515.00	
		260-56-17-420000	Office Supplies	166.76	
		260-56-57-430000	Professional Services	167.00	
		265-05-00-420000	Office Supplies	116.14	
		265-05-00-424000	Operating Supplies	479.80	
		265-05-00-430000	Professional Services	1,421.40	
		265-05-00-431000	Telephone	50.49	
		265-05-00-432000	Transportation	150.08	
		265-05-00-448000	Miscellaneous	144.93	
		271-67-00-430000	Professional Services	41,639.64	
		400-10-00-453000	Other Improvements	779.96	
		403-20-20-452000	Vehicles / Equipment	20,163.06	
		410-64-00-450000	Buildings & Structures	144,380.00	
		417-20-20-439000	CONTRACT MAINTENANCE	10,287.50	
		590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	4,518.30	
		600-00-00-202000	Accounts Payable	179.88	
		600-50-00-420000	Office Supplies	180.75	
		600-50-00-424000	Operating Supplies	1,026.00	
		600-50-00-430000	Professional Services	2,677.50	
		600-50-00-439000	CONTRACT MAINTENANCE	6,033.57	
		600-50-00-453000-PW2302	Other Improvements	8,442.00	
		600-50-00-453000-PW2406	Other Improvements	166,882.51	
		600-50-00-490000-PW2111	Contractor Payments	116,338.90	
		610-00-00-202000	Accounts Payable	318.51	
		610-51-00-420000	Office Supplies	180.75	
		610-51-00-424000	Operating Supplies	439.20	
		610-51-00-439000	CONTRACT MAINTENANCE	586.01	
		610-51-00-444000	St.Paul Water	517,114.97	
		620-52-51-382100	Building Rental	600.00	
		620-52-51-424000	Operating Supplies	325.25	
		620-52-51-425000	Merchandise for Sale	1,455.10	
		620-52-51-433000	Advertising	100.00	
		620-52-51-439000	CONTRACT MAINTENANCE	848.29	
		640-00-00-202000	Accounts Payable	85.30	
		640-54-00-420000	Office Supplies	180.75	
		640-54-00-430000	Professional Services	246.00	
		640-54-00-436000	Utilities	2,311.08	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		640-54-00-439000	CONTRACT MAINTENANCE	2,400.00	
		640-54-00-439000-PW2408	CONTRACT MAINTENANCE	1,153.06	
		640-54-00-453000	Other Improvements	1,146.40	
		640-54-00-453000-PW2409	2024 BMP Maintenance	4,442.00	
		650-00-00-202000	Accounts Payable	46.26	
		650-65-00-430000	Professional Services	74,921.67	
		700-60-00-430000	Professional Services	77.00	
		700-60-00-430011	Police Patrol Claims	687.47	
		700-60-00-430015	Fire Department Claims	2,782.80	
		710-61-00-430000	Professional Services	309.90	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	39,008.60	
		725-57-00-430000-ED0006	Professional Services	113.00	
		725-57-73-430000	Professional Services	2,750.00	
--- TOTALS BY FUND ---					
	100	General Fund		289,786.04	
	103	Contracted Engineering Svcs		4,034.70	
	200	Recreation Fund		26,497.99	
	204	PARK MAINTENANCE		5,344.48	
	221	Municipal Jazz Band		250.00	
	260	Community Development		6,083.49	
	265	License Center		2,362.84	
	271	Special "10" Fund		41,639.64	
	400	Equipment Revolving		779.96	
	403	Public Works Vehicle Revolving		20,163.06	
	410	Permanent Improvements		144,380.00	
	417	STREETSCAPE		10,287.50	
	590	Special Assmt. Construction		4,518.30	
	600	Sanitary Sewer		301,761.11	
	610	Water Fund		518,639.44	
	620	Golf Course		3,328.64	
	640	Storm Drainage		11,964.59	
	650	ENVIRONMENTAL		74,967.93	
	700	Workers Compensation		3,547.27	
	710	Risk Management		309.90	
	723	Housing & Redevelopment Agency		39,008.60	
	725	EDA Operating Fund		2,863.00	
	Total For All Funds:			1,512,518.48	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve 1 Temporary Gambling License, 1 THC Retail License, and 1 Cigarette/Tobacco Products License

Background

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

Temporary Gambling Permit

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

Saint Rose is holding a raffle fundraiser at Cedarholm Golf Course, 2323 Hamline Ave N on September 15, 2024.

Tetrahydrocannabinol (THC) Retail License

Spirits and More, LLC (dba) MGM Wine & Spirits
1149 Larpenteur Ave W
Roseville, MN 55113

(License transfer from Lustrous Spirits, LLC (dba) MGM Wine & Spirits)

Cigarette/Tobacco Product License

Spirits and More, LLC (dba) MGM Wine & Spirits
1149 Larpenteur Ave W
Roseville, MN 55113

(License transfer from Lustrous Spirits, LLC (dba) MGM Wine & Spirits)

Policy Objectives

Required by City Code

Equity Impact Summary

Staff has not researched any potential equity impacts at this time.

Budget Implications

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

Staff Recommendations

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

40
41 **Requested Council Action**

42 Motion to approve the Temporary Gambling Permit for Saint Rose and THC and Cigarette/Tobacco
43 Products Licenses for Spirits and More, LLC (dba) MGM Wine & Spirits

44
45 **Prepared by:** Allie Sertich, Deputy City Clerk

- Attachments:**
- 1. St. Rose Temporary Gambling Application
 - 2. MGM Wine & Spirits THC Application
 - 3. MGM Wine & Spirits Tobacco Application

46

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit11/17
Page 1 of 2

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Saint Rose of Lima Catholic Church

Previous Gambling Permit Number: X-62002-21-038

Minnesota Tax ID Number, if any: 8570281

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

Mailing Address: 2048 Hamline Ave North

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

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

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

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☒ Religious

☐ Veterans

☐ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Cederholm Golf Course

Physical Address (do not use P.O. box): 2323 Hamline Ave N

Check one:

☒ City: Roseville Zip: 55113 County: Ramsey

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Sept. 15, 2024

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

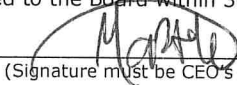
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 7/11/2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Father Marc Paveglio

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions? *check mailed on 7/11/24*
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

An equal opportunity employer



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

Tetrahydrocannabinol (THC) Retail Application

Business Name Spirits And More LLC, (dba) MGM Wine & Spirits
Business Address 1149 Larpenteur Ave W, Roseville, MN 55113
Business Phone _____
Email Address _____

Business Owner:

Name Mo Inthisone
Address [REDACTED]
Phone [REDACTED]
Email [REDACTED]

MN Tax ID Number 9613832 Federal Tax ID 99-3916731

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

Name _____
Address _____
Phone _____
Email _____

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

Yes _____ No X If yes, license Number(s) pending transfer

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

License Required	Annual Fee
*Tetrahydrocannabinol (THC) Retailer	\$300

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

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue §151.72. More information can be found here, [MN Department of Health Cannabinoid Products](#).

Minnesota requires sellers of hemp derived cannabinoid products (including exclusive liquor stores) to register with the State of Minnesota. [Hemp Derived Cannabinoid Products Business Registration Form](#)

Signature M. Is

Date 7/10/2024

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



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

Cigarette/Tobacco Products License Application

Note: All applicants are subject to a background check as a part of the license approval process. Background check procedures may take up to 30 days to complete.

Business Name Spirits And More LLC
 Business Address 1149 Larpenteur Ave W, Roseville, MN 55113
 Business Phone _____
 Email Address [REDACTED]

Person to Contact in Regard to Business License:

Name Mo Inthisone
 Address [REDACTED]
 Phone (612) 226-4630

I hereby apply for the following license(s) for the term of one year, beginning July 1, ____ and ending June 30, ____ in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	Cigarette/Tobacco Products	<u>Fee</u>	\$200.00
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Ordinance 1597 was adopted February 8, 2021. This Ordinance prohibits the sale of flavored tobacco products, including flavored vaping products in all locations other than in Age-Restricted Tobacco Retail Establishments.

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

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature 
 Date 7/15/2024

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Receive City Grant Applications Update

Background

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

Grant dollars awarded (not including city contribution) in 2024 have so far totaled \$1,025,832.89

Grant dollars awarded (not including city contribution) in 2023 have so far totaled \$2,103,617.23

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Receive the report.

Requested Council Action

Receive the report.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

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

	A	B	C	D	E	F	G	H	I
1	2024								
2		Organization/Agency	Purpose	Date of Application	Department	City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
3		Ramsey-Washington Metro Watershed District	Street Sweeping Grant	2/1/2024	PW	\$0	\$3,000	\$3,000	\$3,000
4		Ramsey County	SCORE- Recycling Funds	10/26/2023	PW	\$0	\$89,291	\$89,291	\$1,027,420
5		Ramsey County Comm Dev	Marion Street Pathway Construction	3/10/2022	PW	Staff time for construction admin	\$292,400	\$292,400	\$292,400
6		Ramsey County Comm Dev	CR B - Snelling Pedestrian Study	9/28/2022	PW	\$20,000	\$50,000.00	\$25,000.00	\$70,000.00
7		Metropolitan Council	22 Water Efficiency Grant Amendme	9/8/2023	PW	\$2,000	\$8,000.00	\$8,000.00	\$10,000.00
8		MnDOT	Active Transportation Bike Plan	11/29/2023	PW	Staff time to administer program	\$100,000 worth of consultant work	\$100,000.00	\$100,000 worth of consultant work
9		Metropolitan Council	I&I Repair for Private Homeowners	12/13/2023	PW	Staff time to administer program	\$50,000	\$40,000	\$40,000
10		Metropolitan Council	I&I Repair for City Sanitary Sewer	1/25/2024	PW	\$1,537,500	\$675,000	\$212,500	\$1,750,000
11		U.S. Department of Energy	Climate Action Planning - Energy Efficiency Conservation Block Grant	1/30/2024	PW	Staff time to administer program	\$76,370.00	\$76,370.00	\$76,370.00
12		MN Dep of Public Safety	Pathways to Policing	1/31/2024	PD	50% Match (CSO/Cadet Salary Cost	\$50,000	\$50,000	\$100,000
13		MN Dep of Public Safety	Intensive Comprehensive Peace Officer Education and Training (ICPOET) for two trainees	1/31/2024	PD	none	\$100,000.00	\$100,000.00	\$100,000.00
14		MN Dep of Public Safety	Firearms Storage Grant	1/31/2024	PD	none	\$33,683.47	\$12,804.71	\$33,683.47
15		MN Dep of Public Safety	ARMER Equipment (radios)	6/18/2024	PD	5% Match	\$71,082.40	\$3,741.18	\$74,823.58
16		Department of Justice	Supporting LE Agencies Seeking Accreditation	6/3/2024	PD	none	\$250,000.00	TBD	\$250,000.00
17		Office of Justice Programs	Bulletproof Vest Replacement Progr	6/7/2024	PD	50% Match	\$21,900	TBD	\$43,800
18		AARP	2024 AARP Community Challenge	3/6/2024	PD	none	\$4,300	\$0	\$4,300
19		Ramsey County	North Central High Intensity Drug Trafficking Area (HIDTA) overtime reimbursement	Quarterly	PD	None- reimbursement	TBD	TBD	TBD
20		Americorps	Forrestry Support - requesting threee staff for the summer to support the EAB Program including two for watering/pruning and one adminstrative support	2/1/2024	Parks and Recreation	Office space and staff support	(\$39,800 in value)	\$0.00	\$39,800.00
21		FEMA-Staffing for Adequate Fire and Emergency Response	To add six additional full-time firefighters	5/25/2020	Fire	Match requirement waived, FEMA will pay in full for 3 years	\$1,875,050	\$12,726	\$1,875,050
22								(Amt. remaining to be reimbursed)	
23									
24									
25									
26									
27									
28									
29									
30									
31		New Information					Total amount awarded	\$1,025,832.89	

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

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

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

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

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

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

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

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

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

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

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

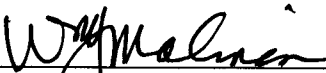
The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Roe, Johnson, Ihlan, Pust and Klausing
and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 18th day of May, 2009 with the original thereof on file in my office.

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



William J Malinen, City Manager

(Seal)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve Resolution of Approval of Letter of Concurrence for
Watershed District Boundary Change/Adjustment

Background

The City of Roseville works closely and partners with our watershed districts on stormwater projects that improve and protect water quality of local resources, and also manage the rate and volume of stormwater to reduce drainage and flooding issues. A watershed is the area of land that collects and transports rainfall and snowmelt to a given lake, stream or wetland. A watershed district is a special purpose unit of local government whose area is based on watershed boundaries and its purpose is to manage water resources. There are three watershed districts within the City of Roseville: Capitol Region Watershed District, Ramsey-Washington Metro Watershed District and Rice Creek Watershed District.

The Rice Creek Watershed District (RCWD) shares a boundary with four Watershed Management Organizations (WMOs) within Ramsey and Hennepin Counties: Capitol Region Watershed District (CRWD), Ramsey-Washington Metro Watershed District (RWMWD), Vadnais Lake Area Water Management Organization (VLAWMO), and Mississippi Watershed Management Organization (MWMO). The overarching purpose of any watershed management organization boundary change is to facilitate the WMO's ability to manage water draining to its surface water resources.

Agreement has been reached with all neighboring WMOs/WDs regarding the accurate location of the hydrologic boundary between the WD/WMO's, as described within the memorandum Hydrologic Boundary Review dated July 7, 2022, by Houston Engineering, Inc.

Partnering cities and WMOs have reviewed and commented on the process of the proposed legal boundary and small adjustments were made to the hydrologic boundary. RCWD intends to initiate the boundary change process under MS 103B.215, which includes written statement of concurrence from each underlying city and affected WMO. This eventually will result in an update to Ramsey, Hennepin, and Anoka County's tax assignments to reflect enacted changes.

Policy Objectives

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

systems operating in a safe condition, and to partner with our local agencies to improve and protect the local water resources within the city of Roseville.

Equity Impact Summary

There are no racial equity impacts associated with this watershed boundary change. The analysis focused on the hydraulic boundary of the watershed districts.

Budget Implications

There are no budget implications associated with this watershed district boundary change.

Staff Recommendations

Staff recommends approval of the Letter of Concurrence that will allow the RCWD to change/modify their boundary.

Requested Council Action

Approve resolution approving the Letter of Concurrence for the legal boundary change of the Rice Creek Watershed District.

Prepared by: Ryan Johnson, Environmental Manager

- Attachments:**
- 1. Resolution
 - 2. Letter of Concurrence
 - 3. Recommended Legal Boundary Revisions Memo
 - 4. Map of Recommended Legal Boundary Revisions for Roseville

**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 22nd day of July, 2024, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING LETTER OF CONCURRENCE FOR THE RICE
CREEK WATERSHED DISTRICT BOUNDARY CHANGE/ADJUSTMENT**

WHEREAS, Rice Creek Watershed District (“RCWD”) has analyzed and identified certain discrepancies in the common boundary between the Capitol Region Watershed District and the Ramsey Washington Metro Watershed District, and the RCWD. The discrepancies arise because of differences between the boundaries as established by State order and the hydrologic boundaries as determined by modern mapping information; and

WHEREAS, RCWD has developed a revised boundary for inclusion in a petition to the Board of Water and Soil Resources for boundary change; and

WHEREAS, RCWD has presented the revised boundary for consideration by the City of Roseville; and

WHEREAS, the RCWD Engineer has prepared a revised watershed district boundary map and affected parcel listing which have been considered by the City of Roseville; and

WHEREAS, Minnesota Statute § 103B.215, requires a petition for boundary change to be accompanied by a written statement of concurrence in the petition from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred; and

WHEREAS, RCWD has requested concurrence from the City of Roseville in the proposed boundary change and in the filing of a petition for boundary change with the Board of Water and Soil Resources that reflects the boundary changes described in the attached map and parcel listing.

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

The City of Roseville in accordance with Minnesota Statute § 103B.215, concurs with the proposed boundary changes found in the attached map and parcel listing, and authorizes its

32 City Council to execute the attached concurrence letter for inclusion with the RCWD petition
33 to the Board of Water and Soil Resources for boundary change.

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

37 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 22nd day of July, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 22nd day of July, 2024.

Patrick Trudgeon, City Manager

(SEAL)



July 22, 2024

Rice Creek Watershed District
ATTN: Nick Tomczik
4325 Pheasant Ridge Dr NE, Suite 611
Blaine, MN 55449

Re: Petition for Boundary Change, Rice Creek Watershed District: Letter of Concurrence

Dear Mr. Tomczik,

The City of Roseville has reviewed and considered the proposal to change the common boundary between the Rice Creek Watershed District and the Capitol Region Watershed District, and the Ramsey Washington Metro Watershed District. Pursuant to Resolution # [REDACTED], the City of Roseville authorized concurrence with the proposed petition to change the common boundary between the Rice Creek Watershed District and the Capitol Region Watershed District and the Ramsey Washington Metro Watershed District.

Your point of contact regarding this concurrence is Patrick Trudgeon, City Manager, at pat.trudgeon@cityofroseville.com or 651-792-7021.

Sincerely,

Patrick Trudgeon
City Manager



Technical Memorandum

To: Nick Tomczik, Administrator
Rice Creek Watershed District

Cc: Catherine Nester

From: Timothy Erickson PE

Through: Chris Otterness PE

Subject: RCWD/MWMO/CRWD/RWMWD/VLAMWO
Recommended Legal Boundary Revisions

Date: June 18, 2024

Project #: R005555-0344

INTRODUCTION

The purpose of this memorandum is to recommend modification of the RCWD legal boundary based on the corrected hydrologic boundary within Ramsey and Hennepin Counties and a small portion of Anoka County¹ and to identify parcels that would be impacted by a change in jurisdiction as a result of the legal boundary change. The RCWD or its neighboring watershed management organizations (WMOs) may petition the Minnesota Board of Water and Soil Resources (BWSR) for a change in the legal boundary, as described under Minnesota Statute 103B.215.

The RCWD shares a boundary with four WMOs within Ramsey and Hennepin Counties: Capitol Region Watershed District (CRWD), Ramsey-Washington Metro Watershed District (RWMWD), Vadnais Lake Area Water Management Organization (VLAWMO), and Mississippi Watershed Management Organization (MWMO). Agreement has been reached with all neighboring WMOs/WDs regarding the accurate location of the hydrologic boundary between the WD/WMO's, as described within the memorandum *Hydrologic Boundary Review* dated July 7, 2022, by Houston Engineering, Inc. From the cities and WMOs reviewed process of the proposed legal boundary, small adjustments were made to the hydrologic boundary, beyond the above agreement, and are noted in the comment section of this TM where those changes were warranted. A Mapbook showing the changes to the legal boundary, and the effects on impacted parcels, accompanies this memorandum.

¹ The portion of RCWD's boundary within Anoka County reviewed in this memorandum is adjoining VLAWMO, within the City of Lino Lakes.



GUIDING PRINCIPALS

The overarching purpose of any watershed management organization (WMO) boundary change is to facilitate the WMOs' ability to manage water draining to its surface water resources. Generally, this means attempting to match the current hydrologic boundary of the WMO. However, there are a few statutory and practical limitations to matching the hydrologic boundary:

Statutory Limitations:

1. All land parcels within the metro area must be in one and only one WMO.
2. All land parcels within a watershed district must be contiguous (parcels separated only by a roadway are considered contiguous).

Practical Limitations

3. Determining the hydrologic boundary is inexact, particularly with respect to small (<1 acre) parcels. Many site-level features (for example, rain gutters) cannot be known, but potentially can affect the direction of flow enough to switch what is the "majority direction."
4. A boundary change should not place an undue burden on a landowner; for example, creating unusual limitations for the development, redevelopment, or sale of parcels.
5. Physical features (e.g., roadways) and political features (city/county boundaries) may provide a more logical WMO boundary location than the approximated hydrologic boundary in isolated locations (see #3 above).
6. Buildings or structures may occupy multiple parcels that may drain to different watersheds. Assigning multiple WMOs to a single building would put an undue burden on the landowners (see #4 above). All parcels of a building or structure should be assigned to a single WMO, based on 50% rule.

ANALYSIS AND METHODOLOGY

Using the updated hydrologic boundary and the Ramsey, Hennepin and Anoka Counties parcel shapefiles, an analysis of the parcels along the hydrologic boundary was completed, to determine the correct WMO to which a parcel pertains.

The following steps were used to evaluate the legal boundary and parcel WMO assignment:

- (1) Using the updated RCWD hydrologic boundary, parcels were determined to be mostly inside or outside of the RCWD's hydrologic boundary if more than 50 percent of the parcel's areas was inside or outside the hydrologic boundary, respectively.
- (2) Once the parcels were determined to be mostly inside or outside of the RCWD hydrologic boundary, a list of parcels needing additional review were selected. These parcels were selected if more than 50% area was within RCWD but the listed WMO in County's parcel

data was not RCWD; or if less than 50% area was within the RCWD but RCWD was listed as the WMO.

- (3) Parcels were added to the list for review in areas where major discrepancies between boundaries were found.
- (4) The parcels adjoining the boundary were reviewed with respect to the statutory and practical considerations noted above. This review is described in detail in the *Special Considerations* section below.

Through the review process, 1,469 parcels were found to need watershed management organization reassignment. **Tables 1** summarizes the number of parcels that are inappropriately assigned to a WMO. A list of the impacted parcels is provided in accompanying GIS files and shown in the accompanying **Mapbook**.

Table 1: Recommended Parcel Reassignments for Reviewed Area.

Adjoining WMO	Parcels to be Reassigned to RCWD	Parcels to be Reassigned From RCWD	County
Mississippi WMO	131	176	
	131	4	Hennepin
	0	172	Ramsey
Capitol Region WD	67	190	Ramsey
Ramsey-Washington Metro WD	55	404	Ramsey
Vadnais Lake Area WMO	177	269	
	151	257	Ramsey
	26	12	Anoka
TOTAL	430	1,039	

NOTABLE CONSIDERATIONS

Once the proposed legal boundary was created based on the hydrologic boundary and using the methodology above, a review of the parcels that would change from one management organization to another was completed, to check for continuity in the boundary. In a few instances, parcels were orphaned or separated from its neighboring parcels. Since MS 103B.215 requires that a boundary be contiguous, orphaned parcels were reassigned accordingly to ensure a contiguous boundary. Likewise, given that there is a measure of anticipated error in the hydrologic boundary and to attempt consistency of WMO assignment in a given neighborhood, some parcels were assigned to a WMO for which a little less than half of the parcel is in that hydrologic boundary. Parcels that are recommended specifically to be assigned jurisdiction under a WMO that does not correspond to their hydrology are described below:

Area 1 Mapbook Page 11: A large park parcel owned by the University of Minnesota is currently being split, with one of the parcels being transferred to the City of Falcon Heights. The park area drains to the RCWD and the remaining area drains to CRWD. We anticipate that the parcel split will be finalized prior to submittal of a boundary change petition to BWSR. We have indicated a rough approximation of the parcel split location. Mapping will need to be updated to align with the actual parcel boundary when the parcel transfer is complete. In addition, one parcel along Summer St, west of Prior Avenue is >50% area in RCWD but the neighboring 2 parcels are within CRWD. It was determined to the split was close enough to 50% to leave the parcel within CRWD for a clean, less confusing boundary in the immediate area.

Area 2, Mapbook Page 12: One parcel north of Roselawn Ave W, along Simpson St drains >50% of area to RCWD but is close enough to transfer to CRWD because both neighboring parcels are being transferred and will result in a cleaner, less confusing boundary in the immediate area.

Area 3, Mapbook Page 14: One parcel along Sextant Ave W, west of Hamline Ave N drains >50% of area to RWMWD but is close enough to remain in RCWD because both neighboring parcels are remaining in the RCWD and will result in a cleaner, less confusing boundary in the immediate area.

Area 4, Mapbook Page 17: Two parcels along Victoria St N, south of Edgewater Ave drain >50% of area to RWMWD but is close enough to remain in RCWD because neighboring parcels are remaining in the RCWD and will result in a cleaner, less confusing boundary in the immediate area.

Area 5, Mapbook Page 18: Two parcels along the north side of Arbogast St, east of Richmond Ave drain >50% of area to RWMWD but is close enough to remain in RCWD because neighboring parcels are remaining in the RCWD and will result in a cleaner, less confusing boundary in the immediate area.

Area 6, Mapbook Page 20: Multiple parcels along the hydrologic boundary in this area are >50% draining to the RCWD but transferring the parcels would result in buildings being split between WMOs. The boundary was adjusted to account for the buildings and parcel assignment was determined based on the majority of area for all parcels belonging to the buildings.

Area 7, Mapbook Page 24: The parcel south of adjust legal boundary is close to a 50/50 split between RCWD and VLAWMO but is along a lake that drains to RCWD. It was determined that the parcel should remain in RCWD because the lake is within RCWD and since a substantial (but not greater than 50%) portion of these parcels drains to the lake. The parcels north will transfer to VLAWMO because the majority of area drained by each is substantially greater than 50%.

Area 8, Mapbook Page 33: One parcel along Lorane Ave, west of Parker Ave drains >50% of area to VLAWMO but is close enough to remain in RCWD because both neighboring parcels are remaining in the RCWD and will result in a cleaner, less confusing boundary in the immediate area.

Area 9, Mapbook Page 34: One parcel along Le Mire Ln drains >50% of area to RCWD but is close enough to remain in VLAWMO because both neighboring parcels are remaining in the VLAWMO and will result in a cleaner, less confusing boundary in the immediate area.

Area 10, Mapbook Page 37: Multiple parcels along the shoreline drain >50% area to VLAWMO but the lake itself is within the RCWD. It was determined to keep the parcels along the shoreline in the RCWD since a substantial (but not greater than 50%) portion of these parcels drains to the lake.

Area 11, Mapbook Page 39: Multiple parcels along Gisella Blvd E, west of Bellaire Ave drains >50% of area to RWMWD but is close enough to remain in RCWD because both neighboring parcels are remaining in the RCWD and will result in a cleaner, less confusing boundary in the immediate area.

SPECIAL CONSIDERATIONS

There are two locations in this proposed boundary revision that require special consideration:

- 1) The recommended boundary would result in the RCWD Board of Managers' primary meeting location (Shoreview City Hall) to be reassigned to the Ramsey Washington Metro Watershed District. If this were to occur, RCWD would no longer be able to utilize Shoreview City Hall as a meeting location.
- 2) If the hydrologic boundary were strictly followed in modifying the RCWD boundary, two new cities (Minneapolis and North Oaks) would be added to the RCWD, a new city (Roseville) to MWMO, and a new city (Shoreview) to VLAWMO. This may add additional logistical challenges for the respective Cities/WMOs that are proportionally significant to the relatively small number of parcels added/affected.

Due to the administrative burden of adding a new City to a WMO (and a new WMO to a City), the relatively few parcels that would be engaged, and comments from Cities/WMOs affected, we have removed any boundary changes that would add Minneapolis or North Oaks to RCWD, Roseville to MWMO, or Shoreview to VLAWMO. See *City/WMO Comments* below.

CITY / WMO COMMENTS

Comments were solicited and received from impacted watershed management organizations and cities on the draft legal boundary modification. Material sent for comment include an initial draft of this legal boundary review technical memorandum (dated January 20, 2023) and the draft legal boundary update mapbook. The following are comments and responses to those comments.

COMMENTS FROM WATERSHED MANAGEMENT ORGANIZATIONS

VLAWMO

Comments were received through a technical memorandum from Phil Belfiori and Brian Corcoran dated March 21, 2023.

Comment 1: Mapbook Page 24: See attached letter dated Jan 27, 2023. *Letter refers to VLAWMO not willing to add the City of Shoreview as a new city within their water management organization.*

Comment 3: Page 26: See attached letter dated Jan 27, 2023

Comment 2: Page 25: See attached letter dated Jan 27, 2023.

Response to Comments 1, 2, & 3: Recommended boundary has been modified to reflect no changes within the City of Shoreview

Comment 4: Mapbook Page 27: the “L” shaped parcel is >50% in VLAWMO and also includes regional drainage conveyance to Wilkinson Lake and therefore should remain in VLAWMO. This comment was also discussed with City of Lino Lakes Staff.

Response 4: HEI concurs as the parcel includes part of their drainage network. Recommended boundary has been revised to reflect no change with this parcel.

Comment 5: Page 28: Long parcel with SW corner touching Amelia Lake is pretty close to 50/50 and given that the lake is in VLAWMO should stay in VLAWMO. This comment was also discussed with City of Lino staff.

Response 5: HEI concurs as the parcel touches a lake draining to their watershed. Recommended boundary has been revised to reflect no change with this parcel.

Comment 6: Page 30: Per the comment made in SEH's April 12, 2022 memo (identified as VLAWMO Comment 8 in that memo), below is a follow-up comment from SEH:

"it appears that the culvert shown beneath 35E is flowing to the west. The boundary doesn't match this. RCWD's response did not specifically mention this culvert. I am unsure if this was taken into consideration for the boundary revisions or if there is additional information about the culvert that would suggest otherwise."

Response 6: HEI double checked hydrologic information (i.e., culvert information) and adjusted the boundary accordingly to match comment's description.

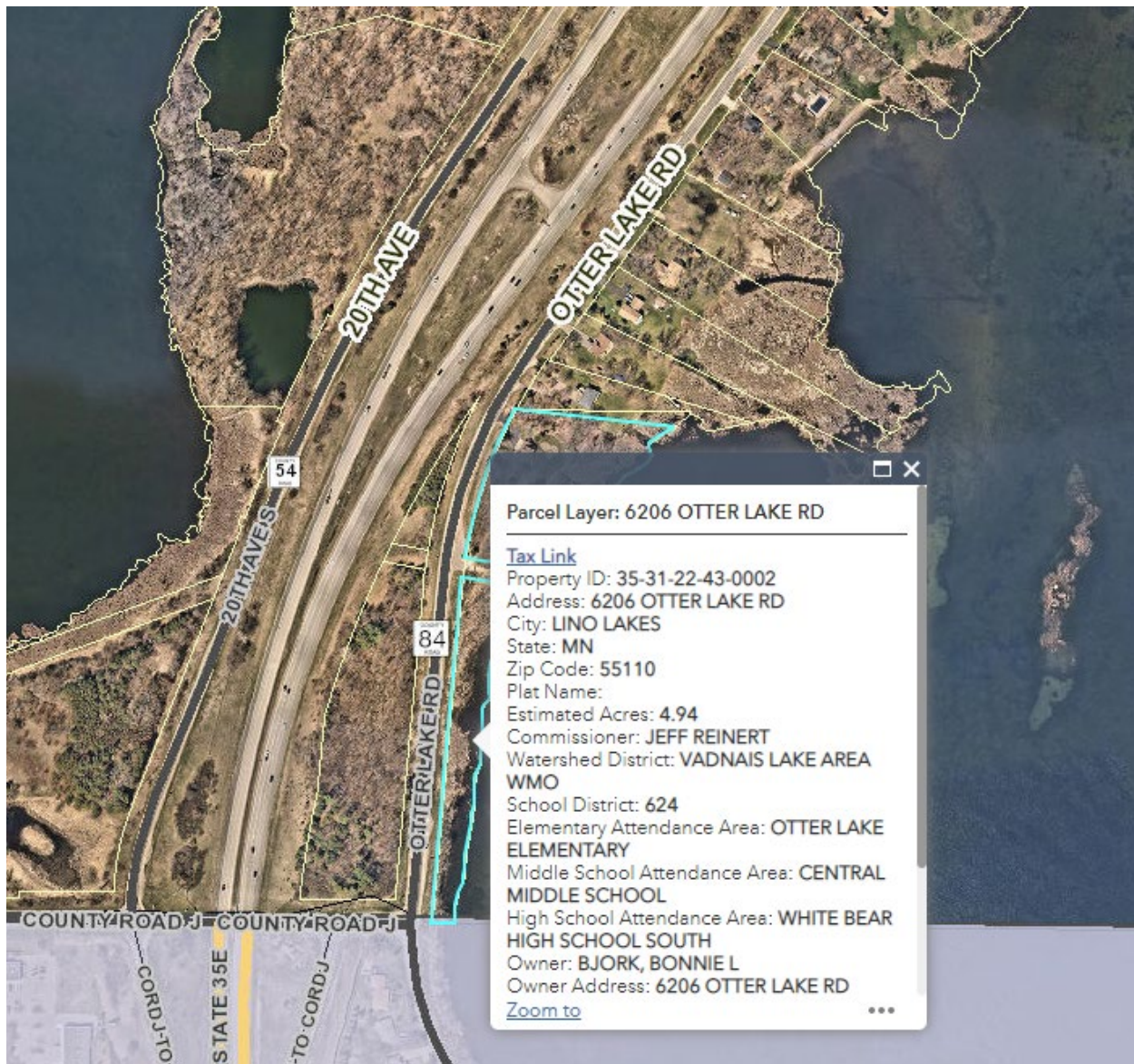
Comment 7: Page 32: VLAWMO engineer identified to staff that additional investigation on where the FES's are coming from is warranted in the drainage area of the square shaped MNDOT pond on the east side of the freeway.

Response 7: HEI Double checked hydrologic information (i.e., culvert information). Connection of the pond to the west side of the freeway could not be confirmed, so hydrologic boundary adjusted accordingly (removed square-shaped pond area) and the legal boundary adjusted to follow the freeway.

Comment 8: Page 37: Properties in circled area should be analyzed closer by RCWD and follow 50% rule.

Response 8: HEI double checked percentages and drainage and adjusted the boundary accordingly to match City of White Bear Lake's description (see City of WBL comments). In addition, the Boundary was also adjusted to remove riparian parcel, NW of circle area along WBL, errant parcel that was included but identified as not changing.

Comment 9: Comment provided via email from C. Nester (RCWD), dated May 31, 2023, relaying discussions with VLAWMO. Email read "See below from Phil at VLAWMO (image provided below). This comment relates to "Area 10" called out in the hydrologic boundary review memo and shown on page 38 of the hydrologic boundary review mapbook (I think that is what he is referring to as "the 2022 maps you sent out"). The Anoka County Parcel Viewer lists several of the parcels along both sides of Otter Lake Rd north of County Road J as in VLAWMO, but it looks like our legal boundary shows them within RCWD (see screenshot below). Can you investigate this?"

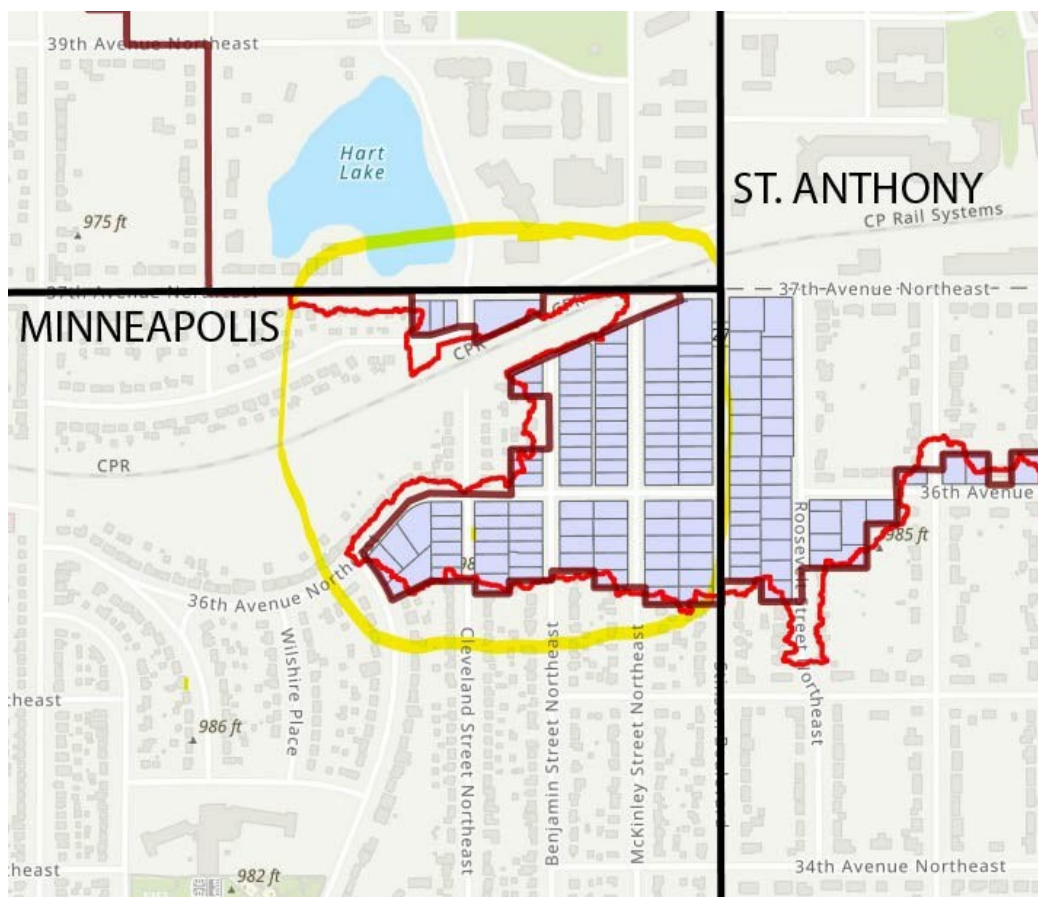


Response 9: Review of the area showed a few parcels where the watershed district was errant. The above parcel was added to the changing parcel list to transfer to RCWD, while the parcel just west, between I35 and CR84 was previously identified as a VLAWMO parcel in error but now will be in VLAWMO, so no change to the watershed is needed. The legal boundary was changed in the area to follow CR84 in the area (see page 31 of the mapbook).

MWMO

Comments received via email from Shawn James (MWMO), dated April 5, 2023.

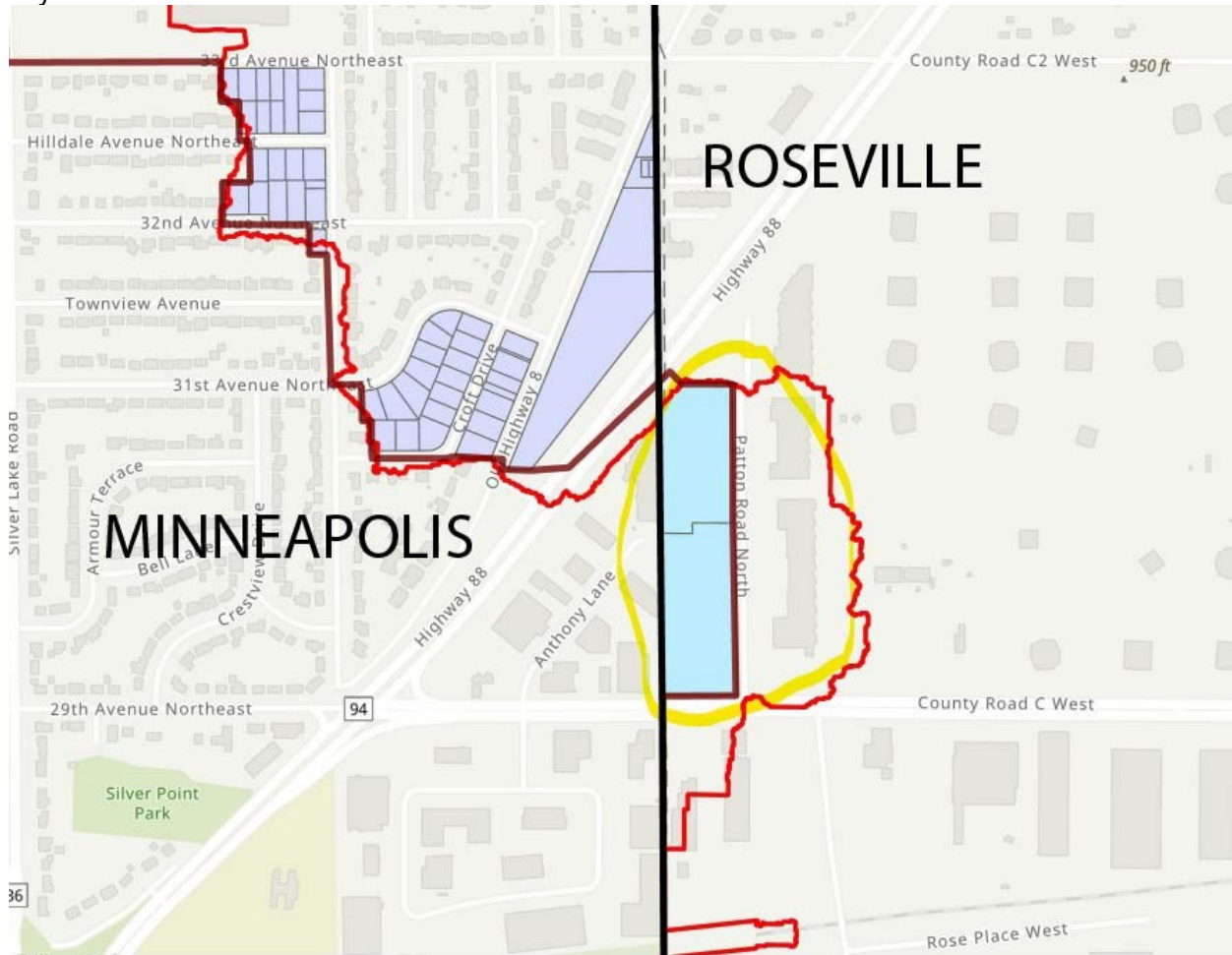
Comment 1: In the area shown on Page 5 of the Mapbook, we added city boundaries, as shown with the black line below. For the Minneapolis parcels circled by the highlighter, we agree that these parcels are outside of MWMO's hydrologic boundary. However, we are not opposed to retaining these parcels within the MWMO legal boundary if RCWD does not want to add Minneapolis as a new city within RCWD's boundaries. City of Minneapolis staff also brought this to our attention and expressed their interest in these parcels remaining in the MWMO boundary to prevent needing to dedicate a representative for such a small area. But we can definitely discuss this area further.



Response 1: Per City of Minneapolis request, the legal boundary was adjusted such that parcels in the City of Minneapolis remain in the MWMO.

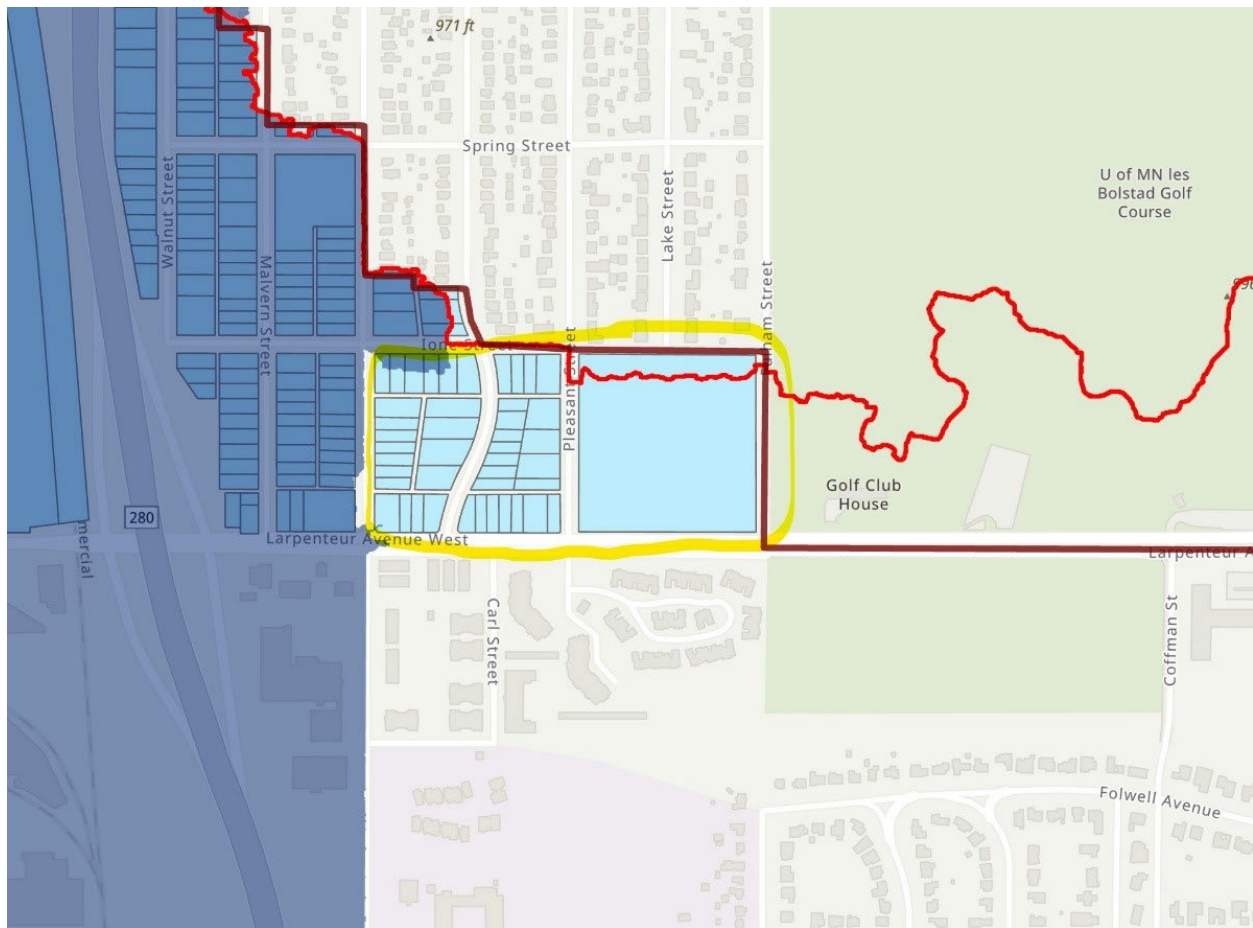
Comment 2: In the area shown on Page 7 of the Mapbook, the two Roseville parcels circled by highlighter below are within our hydrologic boundary. However, MWMO would like these to remain in the RCWD legal boundary for now since Roseville is not currently one of our member

cities, and the size of these parcels is not substantial enough to justify adding a new member city.



Response 2: The legal boundary has been modified such that parcels in the City of Roseville will remain in the RCWD.

Comment 3: In the area shown on Page 10 of the Mapbook, we added our hydrologic boundary shown in the darker transparent blue below. The parcels circled by highlighter are proposed as transferring to MWMO, but we believe they are outside of our hydrologic boundary and perhaps within Capitol Region WD's boundary. Please explain how you determined they should belong within MWMO's legal boundary.

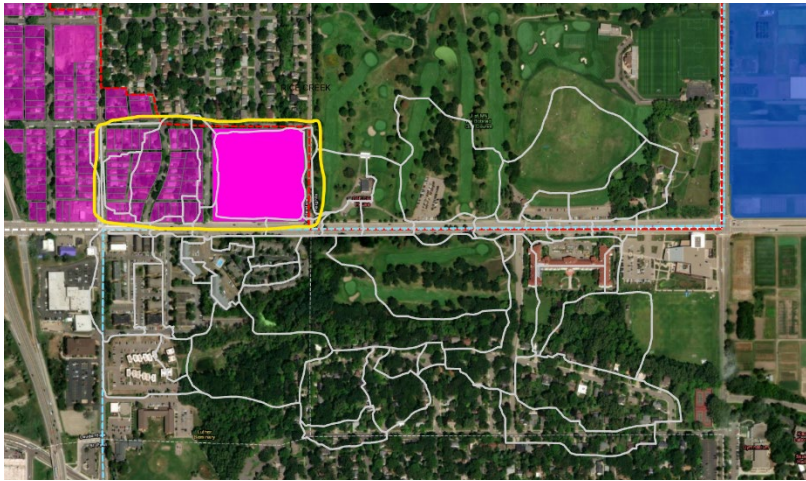


Response 3: The relevant watershed organization was previously misidentified as MWMO and has been corrected to indicate CRWD.

CRWD

Comments received via email from N. Zwonitzer (CRWD), dated April 12, 2023.

Comment 1: We had a chance to review the proposed legal boundary changes and would like to call attention to one area on map book page 10. Based on a recent delineation for a project in the area, we think the group of parcels between Larpenteur, Eustis, Lone and Fulham should have CRWD identified as the new watershed (circled in yellow below, white boundaries are noted project catchment delineations). Can you please confirm if you/HEI agrees with this and provide an updated Table 1 from the memo? All other proposed changes to RCWD/CRWD boundary look good.



Response 1: The relevant watershed organization was previously misidentified as MWMO and has been corrected to indicate CRWD.

RCWD

Comments received via email from A. Ricci (RCWD), dated March 16, 2023.

Comment 1: In the HEI Tech memo, page 5, Area 10 is described as flowing into RWMWD, but I think that's supposed to be VLAWMO.

Response 1: Corrected in this TM.

Comment 2: For the proposed changes to remove from RCWD and add to VLAWMO: How is the property adjacent to the lake not draining into the lake? There's no sheet flow connection to the west because there's multiple roads with curb and gutter dividing the two lakes. Is it storm sewer? Does it matter? Idk. Just thought it looked odd.

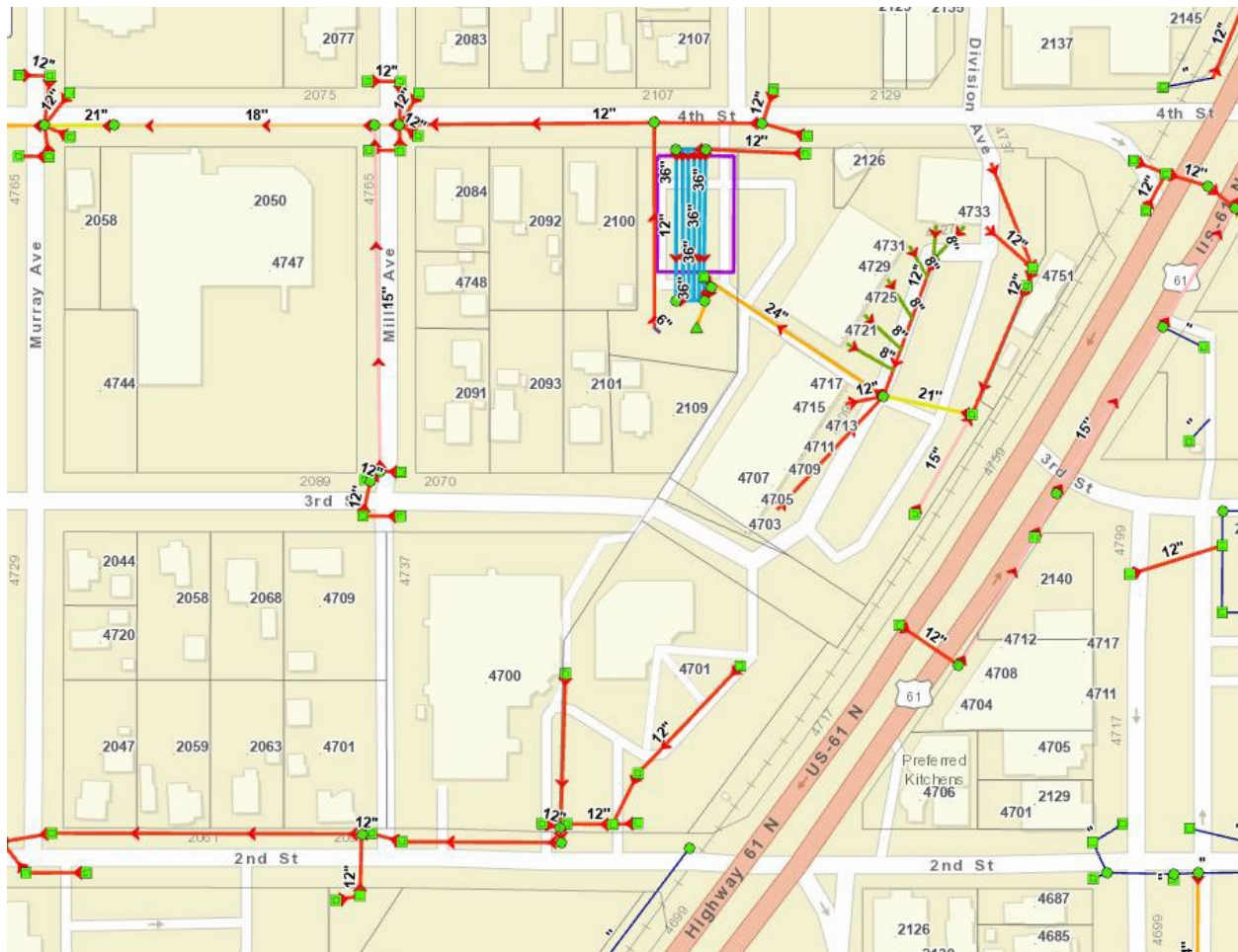
Response 2: Parcel was included in error. Parcel is a riparian parcel on White Bear Lake and was included in mapbook in error. Parcel is wholly within the RCWD. Not change was made to proposed legal boundary.

COMMENTS FROM IMPACTED CITIES

City of White Bear Lake

Comments received via email from C. Taillon (City of White Bear Lakes), dated April 10, 2023

Comment 1: The first is the blue highlighted area on sheet 36. This area is most likely in VLAWMO – see attached storm sewer map for details ('sheet 36.jpg').



Response 1: Hydrologic boundary has been adjusted to reflect storm sewers in parking lot, southwest of Hwy 61 and 4th St interchange and adjusted parcels accordingly. Stormwater from this area flows west to vault under parking lot in VLAWMO. The legal boundary was reverted to its original boundary along US 61, following the hydrologic boundary.

Comment 2: Also, much of the Cottage Park neighborhood on sheet 37 that is highlighted in orange is part of RCWD – see ‘sheet 37.pdf’ for information.



Response 2: HEI reviewed LIDAR data and local imagery and determined the revised hydrologic boundary as shown in above image. Hydrologic and legal boundaries have been updated accordingly.

City of Lino Lakes

Comments received via email from M. Grochala (City of Lino Lake), dated April 3, 2023, with Lino Recommendations Mapbook_20230403.pdf attachment.

Comment 1: Parcel 34-31-22-14-0001 - The hydrologic boundary traverses the parcel in multiple locations. It appears that the area of the parcels within each jurisdiction is nearly even. Given that the parcel physically abuts Amelia Lake we recommend this parcel remain in VLAWMO.

Response 1: HEI concurs that VLAWMO retains this parcel because it touches a lake draining to their watershed. Recommended boundary has been modified accordingly.

Comment 2: Parcel 34-31-22-420005 - The hydrologic boundary splits the parcel however it appears that a majority of the parcel area falls with VLAWMO. Additionally, the drainage outlet flowing from Amelia Lake to Wilkinson Lake runs through the east side of the parcel. VLAWMO recently completed a water quality project on the pond in the southeast corner of the parcel. The City recommends this parcel remain within VLAWMO. If changed, consideration should also be given to maintaining the existing boundary along parcels 34-31-22-42-0004 and 34-31-22-24-0003.

Response 2: HEI concurs that that VLAWMO retains this parcel because it includes part of their drainage network. Recommended boundary has been modified accordingly.

City of Lauderdale

Comments received via email from H. Butkowski (City of Lauderdale), dated April 3, 2023.

Comment 1: The proposed legal boundary through Lauderdale cuts through and dissects serval blocks. While most of the proposed boundary runs through existing residential areas, the city has concerns about potential redevelopment and street reconstruction projects and the complexity of determining which watershed district's rules apply to certain parts of the projects. The city requests that boundaries be the midpoints of street rights-of-way so that whole blocks are in the same watershed district. The city understands that when boundaries are along roads that each half of the road will be in two different watersheds but feels this is a more straightforward way to regulate then the proposed approach.

Response 1: Recommended legal boundary was adjusted to preserve whole blocks within the same WMO as requested.

Comment 2: The city also requests that RCWD honor any outstanding permits with properties that will be switching to MWMO jurisdiction through the completion and closeout of those permits to eliminate issue with passing off permitting authority of an existing permit.

Response 2: Noted. This is consistent with prior RCWD practice in addressing parcels that change jurisdiction.

City of Roseville

Comments received via email from R. Johnson (City of Roseville) dated 03/09/23.

Comment 1: The proposed changes within the City of Roseville look appropriate and I don't have any comments.

Response 1: No action needed.

Comment 2: The proposed changes within the City of Falcon Heights also look appropriate and I don't have any comments at this time. I would appreciate a chance to review the boundary change as it relates to Area 1 (map book page 11) and the parcel split between the U of M and Falcon Heights when it becomes official.

Response 2: At the time of comments being addressed and the draft petition being drafted, the parcel change was not included in the county's parcel data layer. The parcel layer will be updated with the most recent parcel GIS layer when petition is finalized, before submitting to BWSR, and the parcel split incorporated into the mapbook and petition. The parcel split will result in the northern parcel being assigned to RCWD and the southern parcel assigned to CRWD, conforming to the >50% area rule.

White Bear Township

Comments received via email from D. Reed (White Bear Township), dated May 16, 2023.

Comment 1: In general, I don't see any issues with the changes transferring RCWD to/from VLAWMO, it will be going the new map to make sure where the watershed jurisdictional lines during either a street improvement project or in a case of property redevelopment. In some changes it makes this easier to determine, in others it makes it more difficult. A good example, of a more difficult one, is the upcoming County Road J/35E project which will involve both RCWD and VLAWMO. Maybe Ramsey County has already commented on this?

Response 1: Email response from C. Nester reads: "Thank you for the feedback—I checked with our Permit Coordinator Patrick Hughes who is aware of the upcoming County Road J/35E project. He acknowledged that it's already somewhat of a challenging situation with the different agencies regulating the project, but he didn't think that a boundary change would further complicate things for this project. We did not request comments from Ramsey County or the other affected counties on the recommended changes as only affected cities/townships and watershed management organizations need to concur with any changes."

Comment 2: There may be an issue with map 38 showing the Township boundary extending into the City at points along the west side of Bellaire Avenue, north of County Road F to South Shore Boulevard and map 39 showing the Township's boundary extending south of Cedar Avenue on the east side of Bellaire Avenue. I don't believe that either is correct?

Response 2: City boundaries were updated to reflect the most recent city boundaries (GIS data downloaded from the MN GIS Clearinghouse on 11/21/2023, <https://gisdata.mn.gov/dataset/us-mn-state-metc-bdry-metro-counties-and-ctus>)

City of Minneapolis

Comments received via email from L. Stout (City of Minneapolis), dated May 15, 2023.

Comment 1: I will confirm that it is the city's desire **not** to change the boundary between Rice Creek Watershed District (RCWD) and Mississippi Watershed Management Organization (MWMO) within Minneapolis.

Response 1: Per City of Minneapolis' request, the legal boundary was adjusted such that parcels in the City of Minneapolis remain in the MWMO.

City of Saint Anthony

Comments received via email from J. Messner (WSB Engineering), dated May 15, 2023.

Comment 1: I have reviewed to proposed revisions to St. Anthony's boundary and have no additional comments.

Response 1: Noted, no action required.

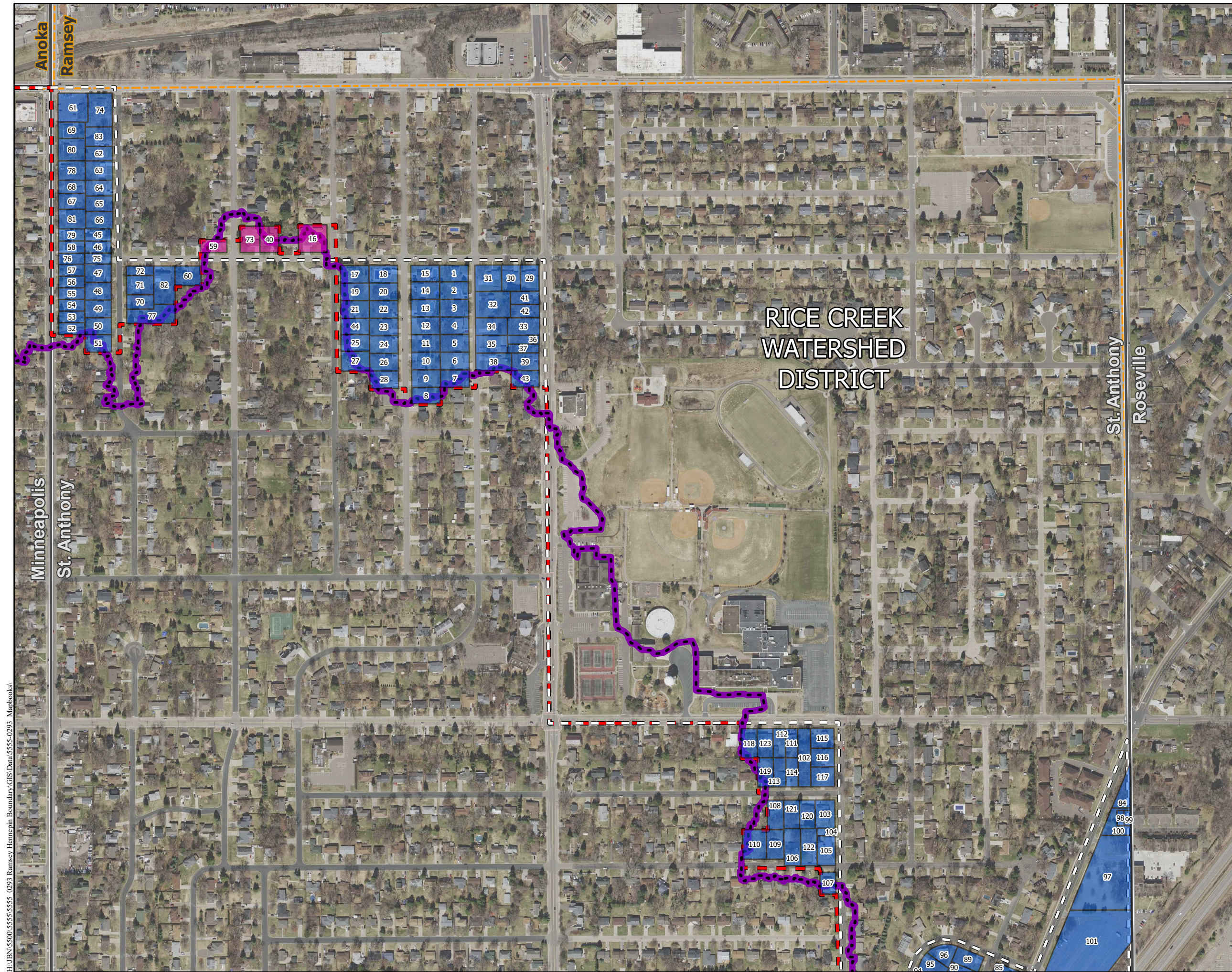
City of Shoreview

No written comments submitted from the City of Shoreview, but their position is consistent with VLAWMOs in that they do not want any Shoreview parcels transferred to VLAWMO per phone conversation with M. Maloney (City of Shoreview) on January 30, 2023.

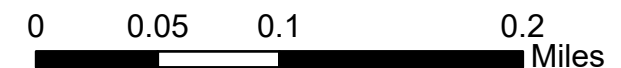
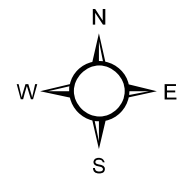
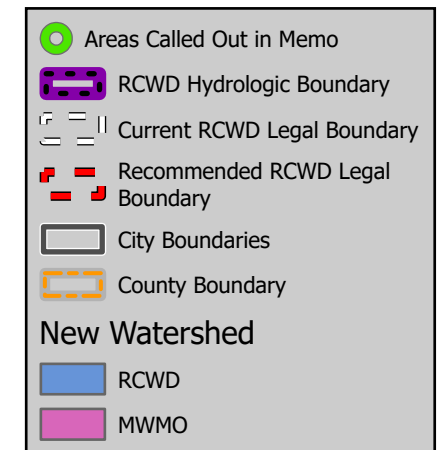
NEXT STEPS

The District has reached concurrence with the neighboring WMOs regarding the hydrologic boundary within Ramsey, Hennepin, and Anoka Counties and has adjusted the proposed legal boundary per comments received from the WMOs and Cities. The RCWD intends to initiate the boundary change process under MS 103B.215, which includes written statement of concurrence from each underlying city and affected WMO, and a petition to BWSR. This eventually will result in an update to Ramsey, Hennepin, and Anoka Counties' tax assignments to reflect enacted changes.

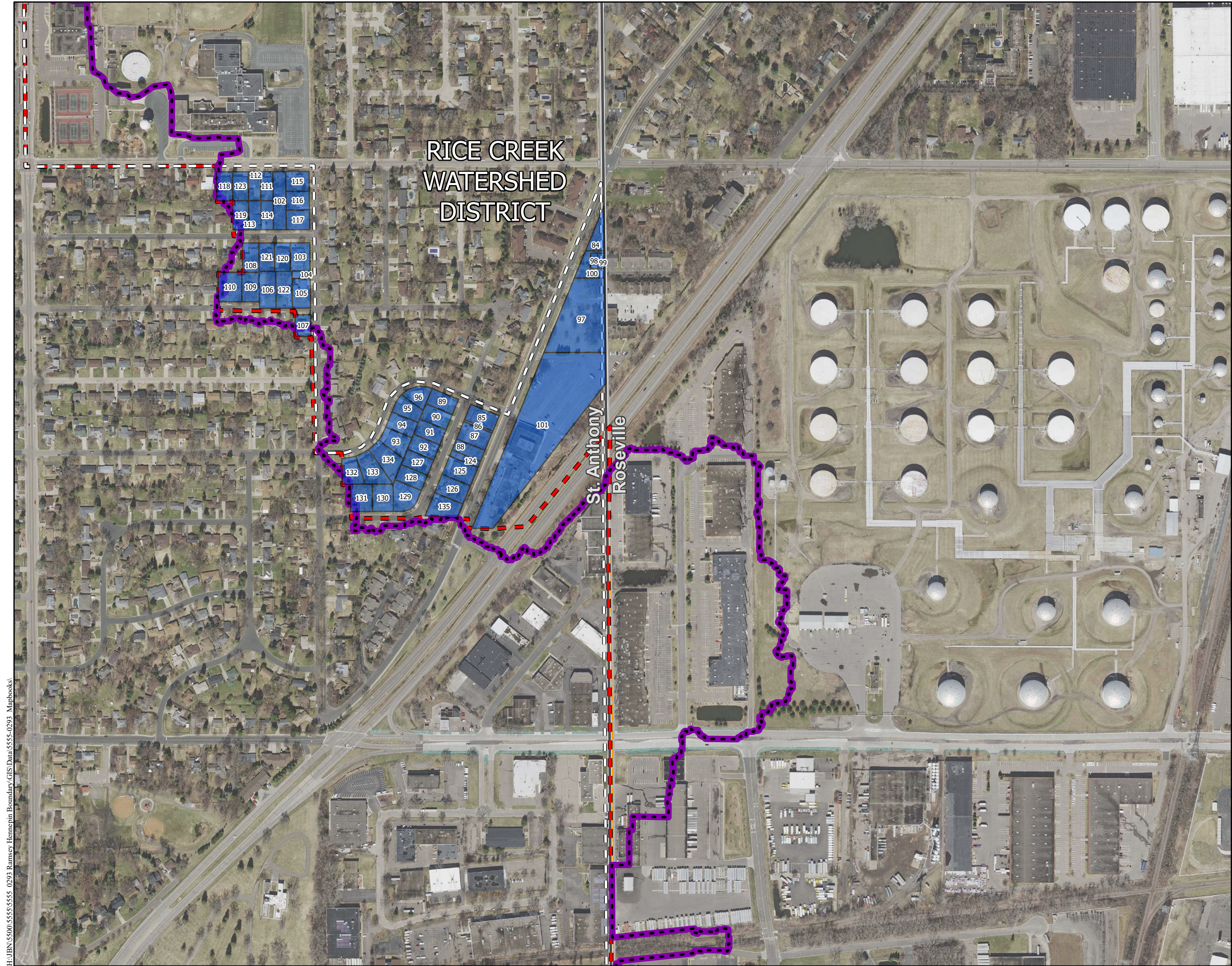
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Legal Boundary Review



Legal Boundary Review



 Areas Called Out in Memo

 RCWD Hydrologic Boundary

 Current RCWD Legal Boundary

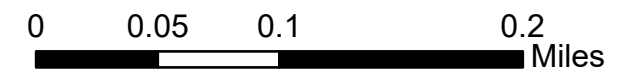
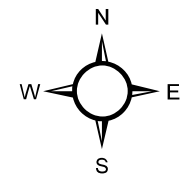
 Recommended RCWD Legal Boundary

 City Boundaries

 County Boundary

New Watershed

 RCWD



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HOUSTON
engineering, inc.

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Legal Boundary Review



Areas Called Out in Memo



RCWD Hydrologic Boundary



Current RCWD Legal Boundary



Recommended RCWD Legal Boundary



City Boundaries



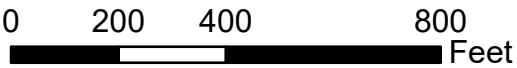
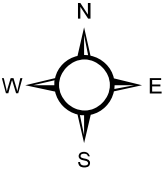
County Boundary

St. Anthony
Minneapolis

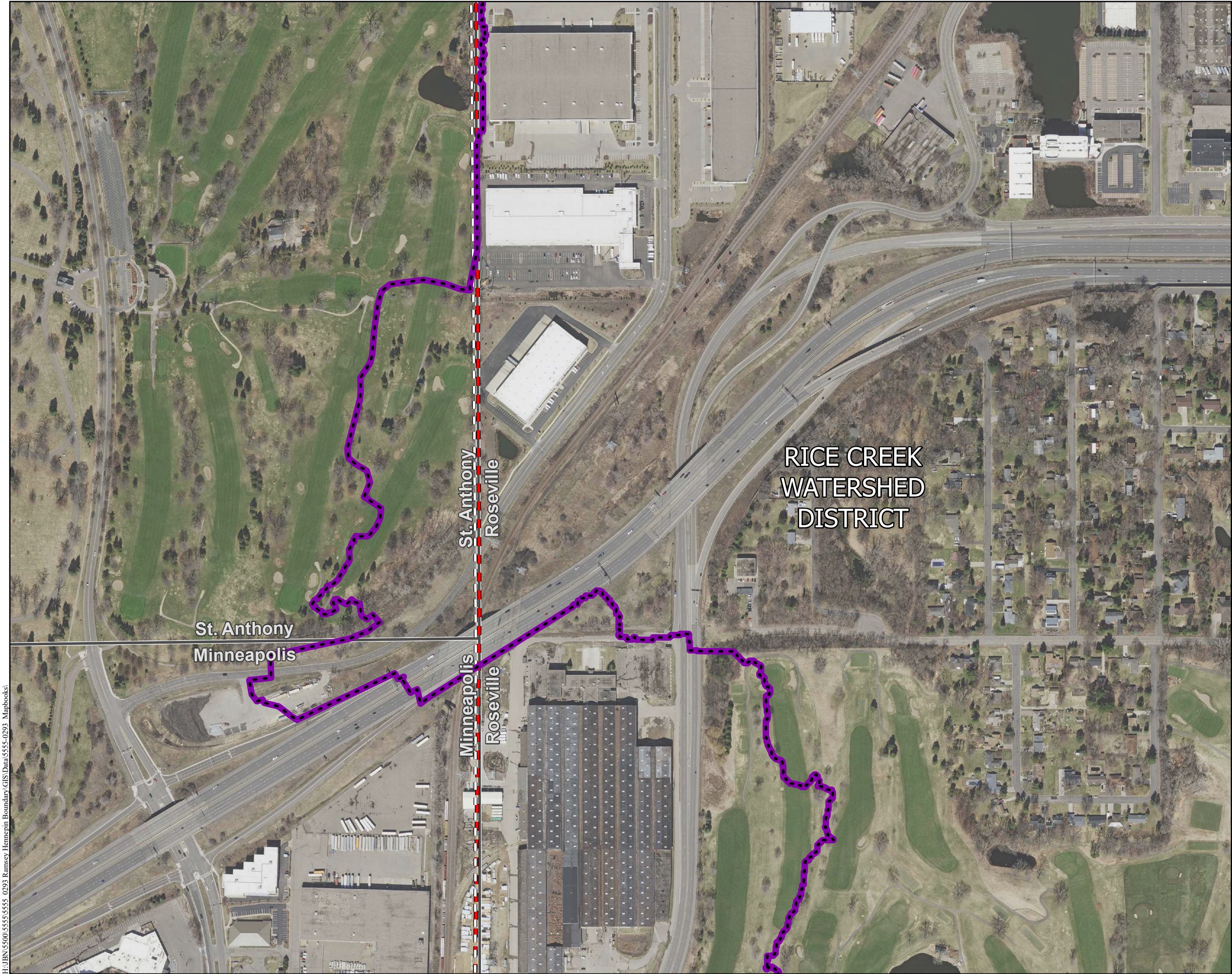
St. Anthony
Roseville

Minneapolis
Roseville

RICE CREEK
WATERSHED
DISTRICT

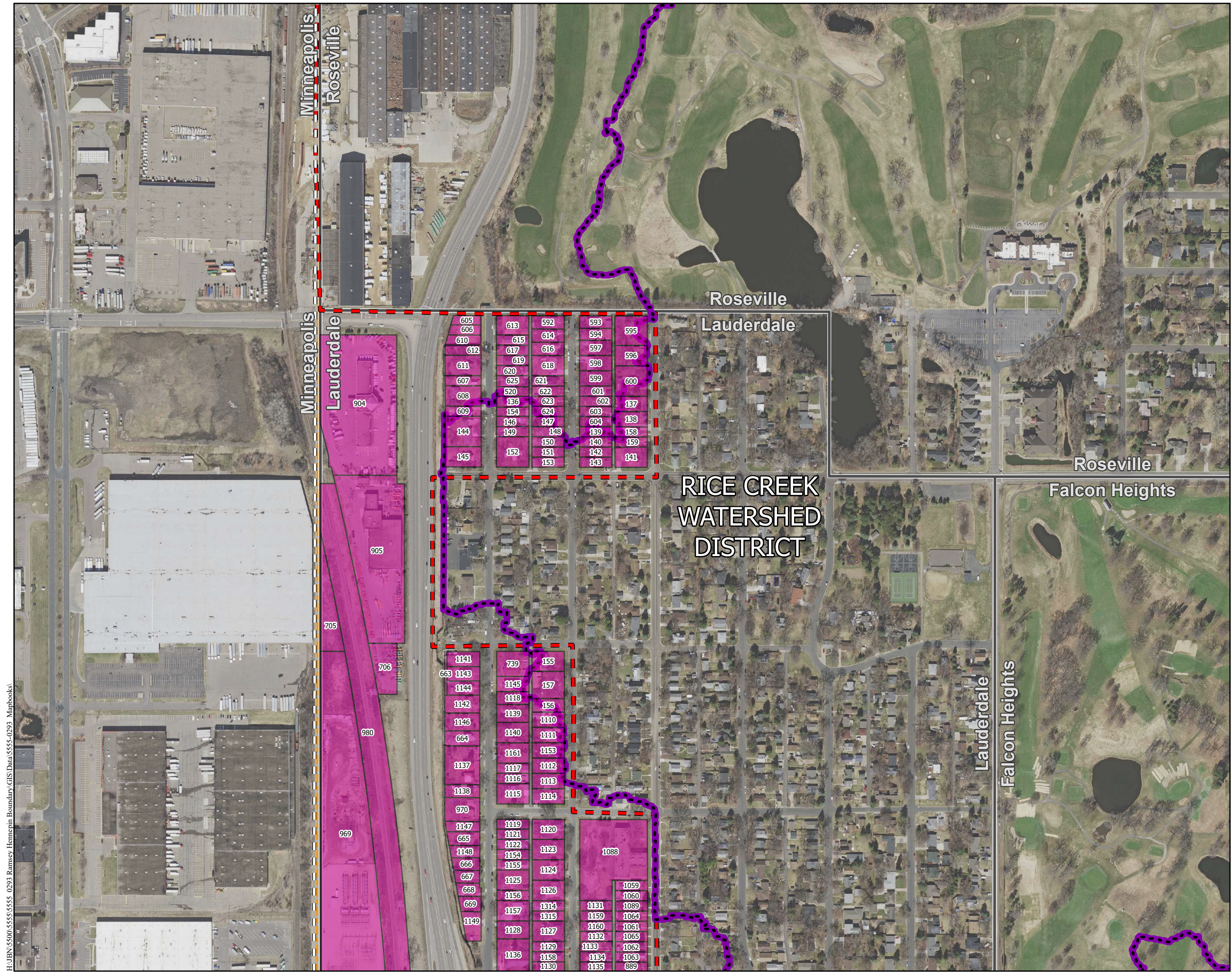


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Legal Boundary Review



Areas Called Out in Memo



RCWD Hydrologic Boundary



Current RCWD Legal Boundary



Recommended RCWD Legal Boundary



City Boundaries



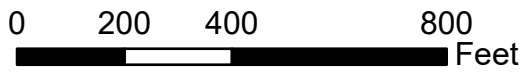
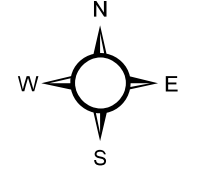
County Boundary



New Watershed



MWMO



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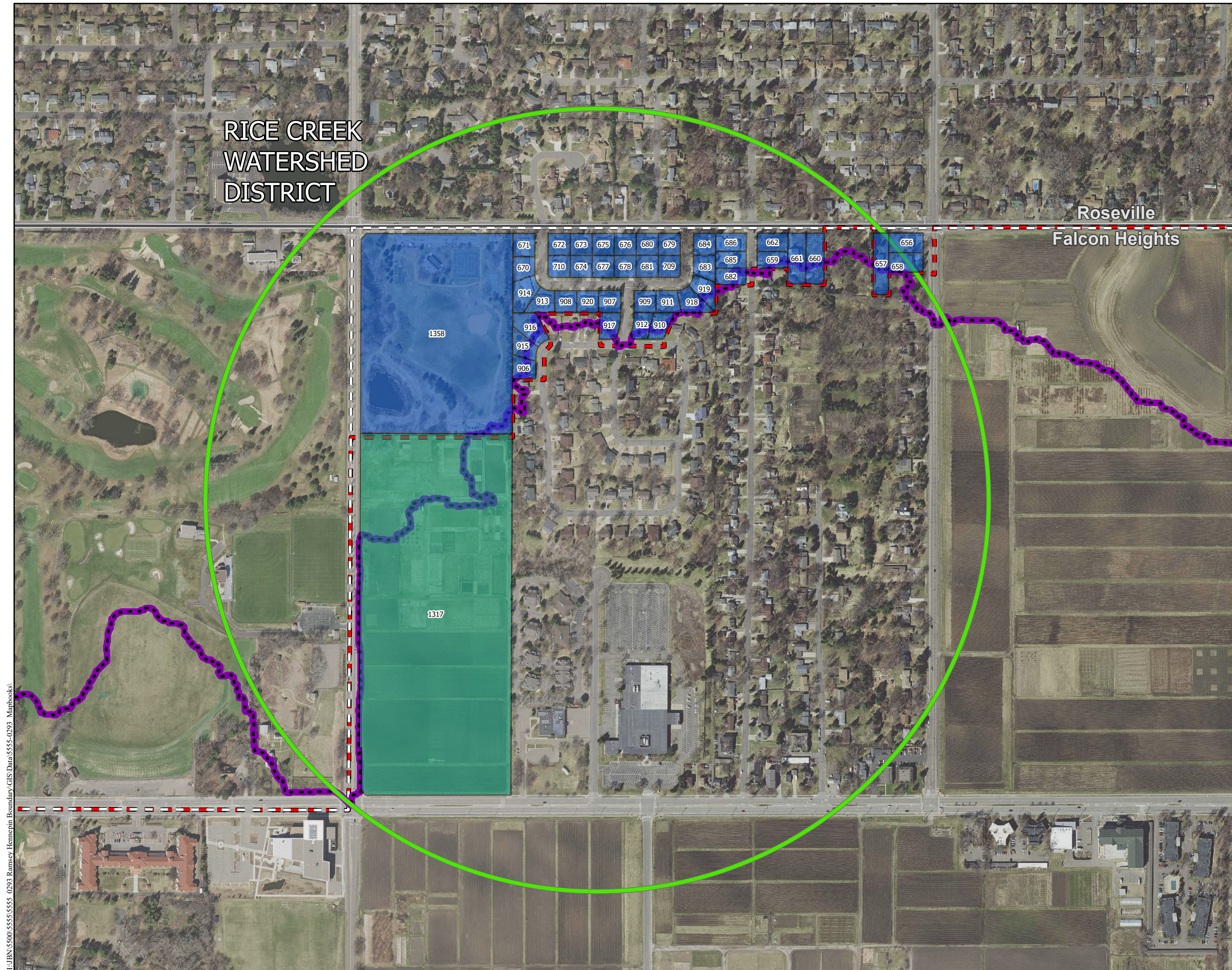
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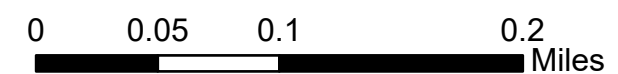
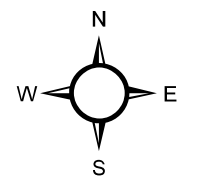
HOUSTON
engineering, inc.

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Legal Boundary Review



-  Areas Called Out in Memo
-  RCWD Hydrologic Boundary
-  Current RCWD Legal Boundary
-  Recommended RCWD Legal Boundary
-  City Boundaries
-  County Boundary
- New Watershed**
 -  RCWD
 -  CRWD



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 **HOUSTON**
engineering, inc.

Legal Boundary Review

 Areas Called Out in Memo

 RCWD Hydrologic Boundary

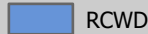
 Current RCWD Legal Boundary

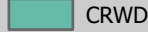
 Recommended RCWD Legal Boundary

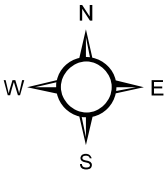
 City Boundaries

 County Boundary

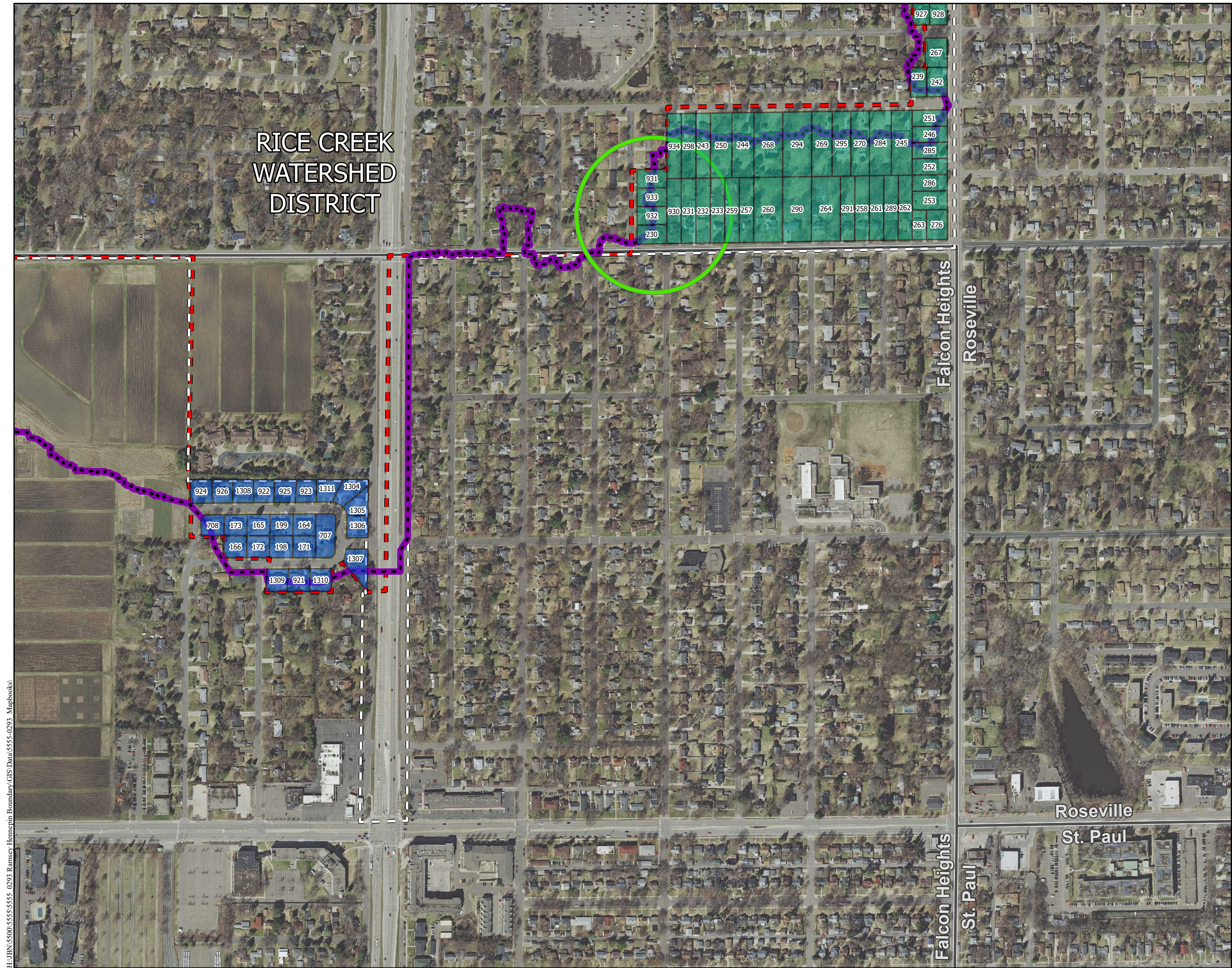
New Watershed

 RCWD

 CRWD



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Legal Boundary Review

Areas Called Out in Memo

RCWD Hydrologic Boundary

Current RCWD Legal Boundary

Recommended RCWD Legal Boundary

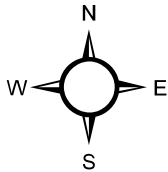
City Boundaries

County Boundary

New Watershed

CRWD

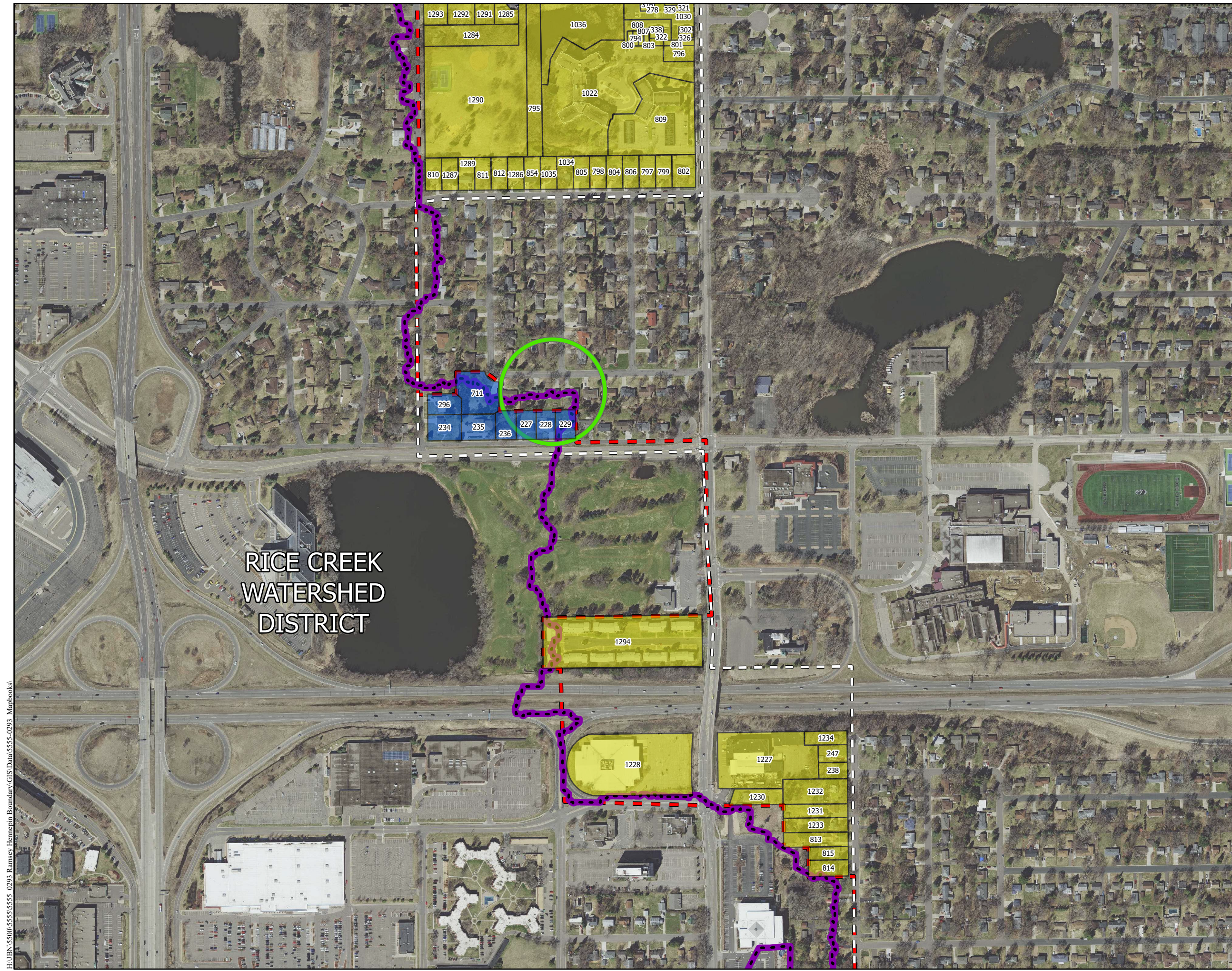
RWMWD



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Legal Boundary Review



Areas Called Out in Memo



RCWD Hydrologic Boundary



Current RCWD Legal Boundary



Recommended RCWD Legal Boundary



City Boundaries



County Boundary



RCWD



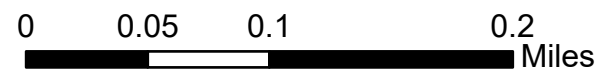
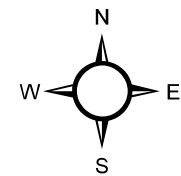
RWMWD

New Watershed



RCWD



RWMWD

Legal Boundary Review

Areas Called Out in Memo

RCWD Hydrologic Boundary

Current RCWD Legal Boundary

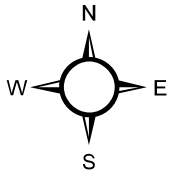
Recommended RCWD Legal Boundary

City Boundaries

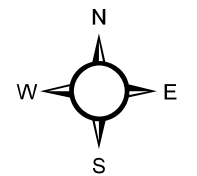
County Boundary

New Watershed

RWMWD



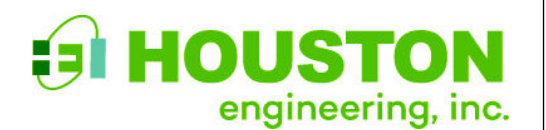
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0 0.05 0.1 0.2 Miles

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Legal Boundary Review


Areas Called Out in Memo


RCWD Hydrologic Boundary


Current RCWD Legal Boundary

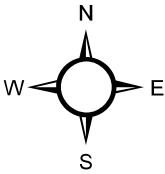

Recommended RCWD Legal Boundary


City Boundaries


County Boundary

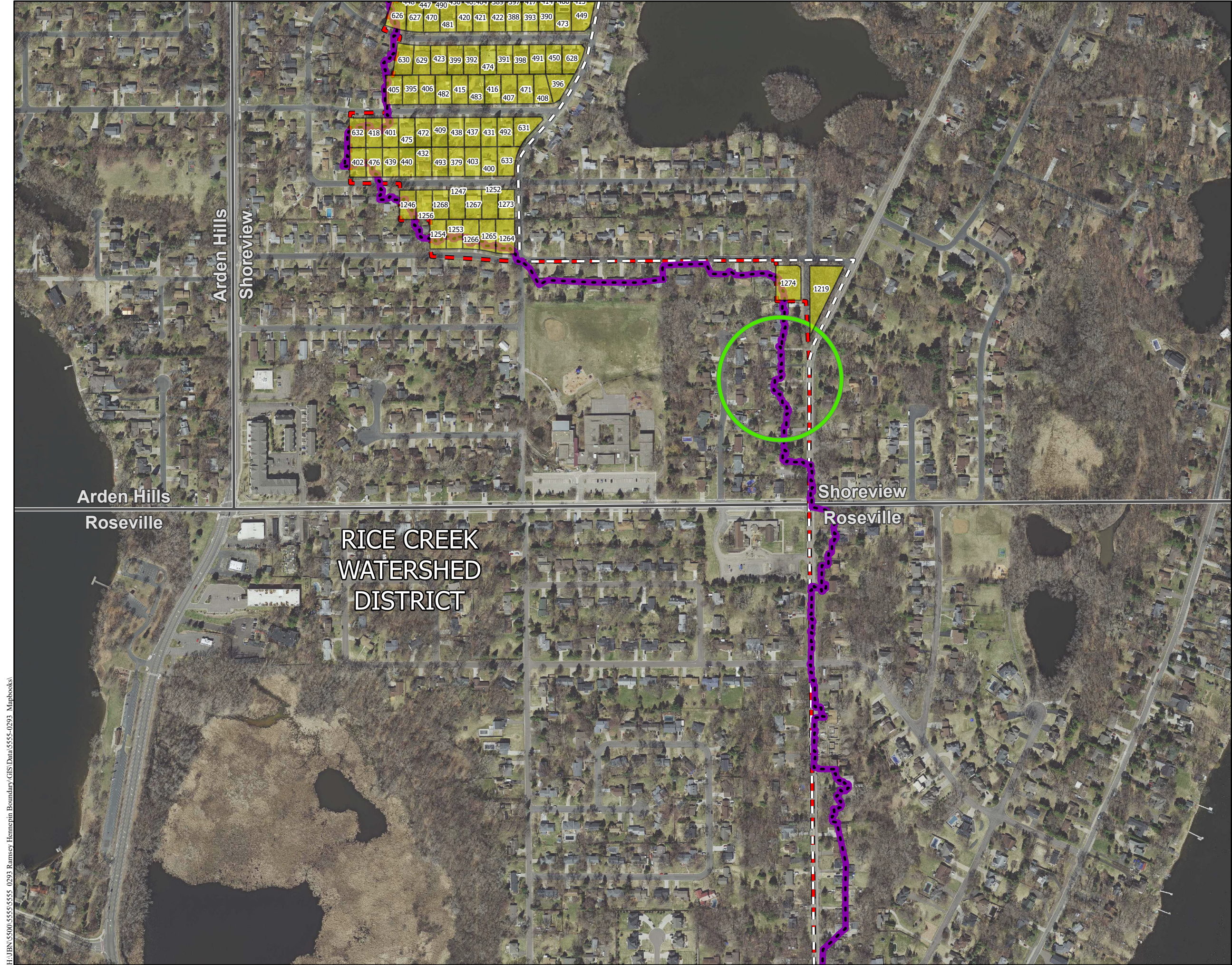
New Watershed


RWMWD



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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 10.e.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

Item Description: Approve the Short-Term Rental License for 658 Belmont Ln

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. On June 19, 2024, an application for a short term rental license was submitted by the property owner. The property is a four-bedroom, single family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as, the maximum occupancy of four or less unrelated adults or one family. There have been no nuisance or property maintenance violations associated with the address. Staff has verified that there are no other licensed short-term rental properties within 500 feet of this property. Short term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year.

Upon issuance, the license will be valid for 365 days and will require notification to residential properties within 300 feet of the subject property. If approved, this property will be one of eight properties with a current short term rental license. A current copy of the license must be posted in the rental unit, along with current copies of City Code Sections 405, 407 and 602. A draft of the license is provided as Attachment B.

The applicant has supplied all required license information and paid the license fee of \$515. In accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires presentation to the City Council. Based upon the requirements outlined in ordinance, the property owner is entitled to the license.

Policy Objectives

Licensing required by Section 909, effective as of February 8, 2021.

Equity Impact Summary

Staff has not identified any racial equity impacts related to this action.

Budget Implications

The correct fees were paid to the City at the time of application submittal.

Staff Recommendations

Staff recommends the approval of a one year Short-Term Rental License for 658 Belmont Ln.

37 **Requested Council Action**

38 By motion, approve the Short-Term Rental License for 658 Belmont Ln.

39

40 **Prepared by:** David Englund, Building Official, david.englund@cityofroseville.com

Attachments:

1. Application Materials
2. Draft License

Menu Reports Help

File Date: [06/19/2024](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Application](#)

Address: [658 Belmont Ln W Roseville MN 55113](#)

Custom Fields: UNIT DETAILS

Unit Type

[Single-Family Home](#)

Number of Bedrooms

[4](#)

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits

[↓](#)

Attestation to Payment of Lodging Tax

[↓](#)

Contact Info:	Contact Type	Organization Name	Contact Primary Address	Status	Name
	Property Owner		Mailing, 658 Belmont L...	Active	Sarah Rosales

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$530.45](#)

Total Fee Invoiced: [\\$530.45](#)

Balance: [\\$0.00](#)

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	License Issuance	Jan Rosemeyer			

Initiated by Product: ACA

City of Roseville Short-Term Rental License This certificate must be posted in the rental unit

This rental dwelling unit is hereby licensed in accordance with Chapter 909 of Roseville City Code.

- The Property Owner must comply with all requirements set forth in Roseville City Code. This license may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Licenses are non-transferable; new owners must apply for a new license.

License Number: STR-XXX

Owner: Sarah Rosales

Phone: 612-XXX-XXXX

Email: sfjrosales@gmail.com

Address: 658 Belmont Ln

Expiration: 7/22/2025

The City, its designees, the City Council, or its officers, agents, or employees do not warrant or guarantee the safety, fitness, or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.

MINIMUM STANDARDS AND CODES FOR RENTAL UNITS including but not limited to:

In the Unit:

Carbon Monoxide (CO) Detectors must be within 10 feet of bedrooms; **Smoke Detectors** must be in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces. **CO and Smoke Detectors must NOT be disabled.**

Exits must be free from obstruction inside and out and **Exterior Doors** should open and close easily, be weather tight, and lock/unlock from the inside without a key or special knowledge.

The **Water Heater and Furnace** must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the **Water Heater must have a TPR valve and relief valve discharge pipe.**

Toilets must flush and **Bathrooms** must have an exhaust fan or window.

Taps must have working hot and cold water; no leaking pipes or dripping **Faucets**.

Outlets, Switches, and Panel Boxes must have covers; kitchens and bathrooms should have grounded **GFCI Outlets**.

Rooms used for sleeping should have 1 window or 2 approved means of egress.

Interior Walls, Ceilings, and Window Sills must be clean and free of peeling paint.

Floors must be structurally sound and **Flooring** in good condition with no trip hazards such as ripped carpet or missing tiles.

Working Light Fixtures must be in all halls, stairways, laundry rooms, and furnace rooms.

Handrails must be on all stairs with more than 4 steps and be firmly attached with no missing or loose spindles.

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours. Outdoor Storage of junk is prohibited.

Vehicles/Driveway/Parking:

All Vehicles parked outside must be parked on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

Please observe all No Parking signs. **Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.** Do not put Snow into the street or onto neighboring properties.

Yard:

Grass/Weeds exceeding 8 inches are prohibited on any property.

Noise:

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

Power Lawn Mowers or other Power Equipment may be operated outside only between 7 AM and 9 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. Snow removal equipment is exempt.

Pets:

Keeping more than 2 Dogs requires a kennel license from the Police Department. Animal Waste must be removed regularly.

WHEN ISSUES ARISE

For an emergency, call 9-1-1

- For maintenance issues, contact the property owner (see contact information in box above).
- For legal matters (such as leases), contact the Minnesota Attorney General's Office at 651-296-3353 or www.ag.state.mn.us
- If the property owner is not maintaining the property, call Roseville Code Enforcement at 651-792-7014.

Minnesota Statute 504B.181, subd.2(b) requires landlords to notify residential tenants that the handbook Landlords and Tenants: Rights and Responsibilities is available to them. Published by the Office of the Minnesota Attorney General, the handbook can be accessed at www.ag.state.mn.us

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Consider Approval of a Grant Application for 2024-2025 Crisis Response Grant Funds through the Minnesota Office of Justice.

1
2 **Background**

3 The Roseville Police Department (RPD) seeks council approval to submit a grant application for the
4 2024-2025 Crisis Response Grants through the Minnesota Office of Justice Programs. This grant aims
5 to help fund local law enforcement agencies' crisis response teams.
6

7 On January 24, 2022, the Roseville City Council approved a three-year partnership with Ramsey County
8 to embed two county social workers within RPD. These social workers collaborate with RPD's
9 Community Action Team (CAT) to provide stabilization and support for individuals experiencing a mental
10 health crisis. The embedded social workers also co-respond to mental health calls. Under the
11 partnership, Ramsey County funded the first position, while Roseville funded the second position using
12 the city's American Rescue Plan Act (ARPA) funds.
13

14 On February 27, 2023, the Roseville City Council approved an additional partnership with People
15 Incorporated to expand mental health services. The partnership embedded an additional social worker
16 within the CAT team. The People Incorporated social worker's role expanded the continuum of care by
17 providing follow-up support and ensuring that individuals and families have the necessary support and
18 case management for long-term stabilization. Under the two-year agreement with People Incorporated,
19 RPD funded half of the position through the city's ARPA funding.
20

21 With both agreements expiring in early 2025, the Roseville Police Department has been actively seeking
22 grant opportunities to continue funding these positions. In RPD's initial 2025 budget, a request was
23 made for the City to fund two embedded social workers through the city's tax levy.
24

25 The Crisis Response Grant Program is designed to help offset the costs for police departments to
26 develop, continue, or expand crisis response teams. The grant period is expected to be 21 months,
27 starting in the fall of 2024 and continuing through June 2026. The maximum award amount is \$200,000.
28

29 There is no city match. However, to continue funding two embedded social workers, additional funding
30 will be necessary. RPD will continue to explore any other grant funding that may be available.
31

32 **Policy Objectives**

33 The Roseville Police Department seeks to continue mental health services available to individuals and
34 their families experiencing a mental health crisis. The embedded mental health outreach workers help
35 ensure individuals and families have support and case management in place. Continuing the embedded
36 mental health services advances the City's community aspiration of being physically and mentally well.
37

38 **Equity Impact Summary**

39 In a recent Center for Disease Control (CDC) report, it was estimated that more than 1 in 5 US adults

live with a mental illness. Although mental health issues are treatable and preventable, not everyone has access to resources. Minnesota has significant health disparities among populations of color, American Indians, LGBTQ people, immigrants, refugees, active military and veterans, and other cultural groups. Many people from racial and ethnic minority groups have difficulty getting mental health care.

By continuing to embed mental health social workers within the police department, RPD aims to provide more equitable and culturally responsive crisis intervention services. This approach helps ensure individuals from marginalized communities receive appropriate mental health care.

Budget Implications

Obtaining grant funding will help offset the costs associated with continuing to fund embedded social workers within the Roseville Police Department. Proactively securing grant funding allows us to maintain a high standard of public safety while minimizing the impact on the city's budget and taxpayers. It reinforces the Roseville Police Department's commitment to delivering crucial services in a fiscally responsible manner.

Staff Recommendations

Staff recommend approving RPD's request to submit a grant application for 2024-2025 Crisis Response Grant Funds through the Minnesota Office of Justice.

Requested Council Action

Approve RPD's request to submit a grant application for crisis response funds.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. 2024 - 2025 Crisis Response Grants Request for Proposals



Department of Public Safety
Minnesota Office of Justice Programs

2024-2025 CRISIS RESPONSE GRANTS

GRANT REQUEST FOR PROPOSALS (RFP)

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Request for Proposals (RFP) Part 1: Overview

1.1 General Information

- Grant Name: Crisis Response Grant Program
- [Minnesota Office of Justice Programs \(OJP\) Website](#)
- Open for Applications: July 2, 2024
- Application Due Date: August 2, 2024

1.2 Program Description

The purpose of this request for proposal is to fund local law enforcement agencies and local governments to maintain or expand crisis response teams in which social workers or mental health providers are sent as first responders when calls for service indicate that an individual is having a mental health crisis. This grant program can fund, but is not limited to, crisis response teams, co-responder models and other law enforcement mental health collaborations such as crisis intervention teams, mobile crisis teams, and disability response, among others.

1.3 Minnesota's Commitment to Diversity and Inclusion

It is State of Minnesota policy to ensure equity, diversity, and inclusion in making competitive grant awards. See Executive Order [19.01](#).

The Policy on Rating Criteria for Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. See [OGM Policy 08-02](#).

1.4 Funding and Project Dates

Funding Authorization

Funds are authorized by MN Laws of 2023, Chapter 52, Article 2. Section 15.

Program Dates

The grant period is expected to be 21 months starting on or around October 1, 2024 through June 30, 2026.

Available Funding

Up to \$1,900,000 is available for the grant period. Final award amounts may be lower than requested.

Reimbursement Grant

This is a reimbursement only grant, with no funds being advanced to the grantee at time of award.

Application Cap

The maximum amount an applicant can propose is \$200,000 for the grant period. Applicants may propose less than the \$200,000 cap. Award decisions will consider geographic diversity and population of area served in grant distribution based on grant applications received.

1.5 Eligible Applicants

Local units of government and tribal governments are eligible to apply, including county sheriff's offices, police departments, and tribal public safety agencies. A group of agencies may collaborate on a joint application with one unit of government serving as the fiscal agency.

1.6 Questions, Technical Assistance, and Information Sessions

Please submit any questions regarding this RFP by email Natty.B.Hels@state.mn.us. Answers will be posted on the Crisis Response RFP Questions and Answers page of the [OJP website](#) within 7 days of receipt.

RFP Information Session

OJP will offer an online information session that include questions and answers sessions. In the sessions staff will provide a brief background on the Crisis Response grant program, walk through the RFP and application requirements, and give an overview of the application review process. At the end of the session, staff will open it up for questions. Although not required, prospective applicants are encouraged to participate in the information session. Questions and answers from the webinar will be posted on the Frequently Asked Questions' page on the OJP Website.

Crisis Response RFP Information Session: Tuesday, July 16, 2024. 11:00 AM - 12:30 PM. [Register here](#).

RFP Part 2: Resources and Requirements

2.1 Background Information

Use of best and promising practices improve the efficiency of the criminal justice and mental health systems and assist in the effective allocation of limited resources. Many resources are available on the topic - examples are listed below. Some models could include, but are not limited to:

- Co-responder models and other police mental health collaborations
- Crisis intervention teams
- Mobile crisis teams
- Disability response

2.2 Resources

- Model programs and resources on evidence-based and best practices: [Best Practices in Law Enforcement Responses to Mental Health Crises](#)

- From the International Association of Chiefs of Police (IACP): [Assessing the Impact of Co-Responder Team Programs: A Review of the Research](#)
- From IACP: [Responding to Persons Experiencing a Mental Health Crisis](#)
- [MN Mobile Crisis Mental Health Services](#)
- [Bureau of Justice Assistance, Police-Mental Health Collaboration \(PHMC\) Toolkit](#)
- From Substance Abuse and Mental Health Administration: [National Guidelines for Behavioral Health Crisis Care Best Practice Toolkit](#)
- From NAMI Minnesota, Dealing with Mental Health Crisis: [Information and Resources for First Responders](#)

2.3 Grant Activity Requirements

Commitment to Accessibility, Diversity, Equity, and Inclusion

Organizations funded under this grant must have a commitment to conduct activities or provide services in an accessible, welcoming, and respectful manner. Activities must be conducted in a culturally sensitive and respectful way that honors and values diverse life experiences for those seeking services, and for program staff, leadership, and advisory boards. OJP asks organizations to make efforts to ensure their leadership and staff are representative of the diversity of Minnesotans and the communities served.

Cultural Competence

Activities conducted under this grant must be culturally competent. Culturally competence within organizations emerges from an ethical commitment to fairness and equity in service to all customers, clients, and stakeholders. Cultural competence requires staff to have an awareness of self, a reflection on one's own cultural position, an awareness of other cultures and a person's cultural position, and the ability to interact genuinely and respectfully with others of differing cultures and communities.

Commitment to Using a Trauma-informed Approach

Activities conducted under this grant must be provided in a way that recognizes, understands, and responds to the effects of trauma experienced by survivors. A trauma-informed approach emphasizes physical, mental, and emotional health and safety, and helps survivors rebuild a sense of control and empowerment. Services need to be flexible to respond to the impact of different types of traumas and on meeting survivors' self-defined needs toward recovery and healing. More [information](#) on using a trauma informed approach.

Program Evaluation

Program evaluation is an important component of this grant program, it can help grantees understand, verify, or increase the effectiveness of the activities funded under this grant. Program evaluation can also provide data to highlight the impact of the activities funded in this grant and can show how the grantee is meeting the goals set in this application. Grantees may use funds for staff to work on evaluation or may subcontract with external evaluation partners. Evaluation may include, but is not

limited to, developing an evaluation plan, developing data collection tools, collecting, and analyzing evaluation data and attending in-state evaluation training and technical assistance events.

Confidentiality

Grantees are prohibited from disclosing, revealing, or releasing personally identifying information or information collection in connection with services utilized, requested, or denied unless: (1) the service participant has signed a release of information, (2) a law mandates disclosure, or (3) a court has ordered disclosure. Releases must be unique to the individual receiving services and circumstances, be voluntary, and cannot be presented as routine practice.

RFP Part 3: Application Process and Instructions

3.1 Application Deadline

Applications must be submitted using the [e-grants](#) web-based system by August 2, 2024, 4:00pm.

Applications cannot be submitted and will not be accepted after this time. No paper submissions will be accepted.

3.2 Application Submission Instructions

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [E-grants](#) can also be accessed via the [Office of Justice Programs](#) website.

If you have never applied for a grant with the Office of Justice Programs, create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

3.3 Terms and Conditions, Grant Program Guidelines, OJP Grant Manual

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for applicants as well as the Crisis Response Grant Program Guidelines. By agreeing to these in e-grants the applicant is confirming that they can make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit. Grantees agree to follow the OJP [Grant Manual](#), which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

3.4 Application Content

The application consists of the following required parts; any missing part will prevent the application from submission.

Project Information Form

Input this information directly into the form in e-grants and it will be used as the cover sheet for the application. You will need:

- Contact information for the Fiscal Agent (This is the agency named in the grant contract and responsible for the administration of the grant)
- The fiscal agent's federal and state identification numbers
- Contact information for the person/s responsible for programming, financials, and contracts
- Brief project description including project's geographic information.

Narrative

The narrative must address the following items.

Notes:

- The maximum length of the narrative document is 7 pages, with 1" margins, single spaced, and with 12-point font size.
- Organize your narrative by answering each item in the order they are listed below, labeling and numbering responses accordingly.
- Proposals are scored based on your responses to these questions. Narrative documents that do not follow this format do not score well in the grant application review process. Do not include any additional pages or supplemental materials; these will not be provided to reviewers.
- When ready to submit, upload the narrative as an attachment in e-grants.

1. Agency(ies) Crisis Response Overview

- a. Provide a brief description of your agency's or agencies' (if joint application) approach to crisis response.
- b. Share your agency's experience with past grant management; include any grants specific to crisis response that you were awarded in the past or are currently a grantee. If you do not have past experience with grant management – how will you ensure you successfully manage this grant?
- c. Describe your agency's experience with integrating cultural competency, trauma-informed practices, and diversity, equity, inclusion, and accessibility into your work.

2. Planning Process

- a. **Need.** State the need for your project and include the problem your project is addressing. Include relevant data to support the statement.
- b. **Current Response.** Describe the current response to the problem: what is working, what is not working, identify existing gaps.

- c. **Best/Promising Practices.** Describe what best or promising practices your project will employ. Explain what education or training staff have received on those best or promising practices.
- d. **Cultural Competency.** Describe your plan to integrate responses that are culturally competent, trauma-informed, and that consider diversity, equity, inclusion, and accessibility.

3. Project Description

- a. **Activities/Approach/Model.** What are the proposed activities, approach, or model for your project? If applicable, describe the roles and responsibilities of key staff assigned to the project from your agency.
- b. **Goals and Outcomes.** Describe the proposed goals and projected outcomes for your project.
- c. **Partnerships.** Partnership with a mental health agency or agencies and community-based organizations is encouraged. If applicable, describe key partners and partner staff, their contributions, including roles and responsibilities. Include any intentional coordination of strategic integration of 988 and/or collaboration across responders and providers, etc.
- d. **Continuum of care.** Describe how you will address the need for referrals to longer-term mental health services in your project.
- e. **Community engagement.** Identify how you will engage community members and groups, including those with lived experience.

Note: Project design should mirror work plan elements and reference all key expenditures in the budget.

4. Evaluation

Project evaluation can help you understand, verify, or increase the effect of your project. It also provides data to highlight your project's impact. In addition, it can build your capacity to evaluate your own programs and/or projects in the future.

- a. What is your plan to evaluate the project?
 - If this is a current or expanding project, what are some current outcomes? How do these outcomes support the proposed project? What is the plan for evaluation moving forward?

Work Plan/Outcomes

Applicants must complete a work plan. The work plan will be used as a roadmap throughout the life of the grant and used as the basis for reporting. The work plan allows you to describe the day-to-day activities. The work plan should align with the project description, budget, and evaluation plan. The plan will outline specific activities to achieve the goal, frequency of the activities, a timeline, and who will be responsible to carry out the activities. You will also include intended outcomes and how you will measure the success of the each.

Download the work plan template from the Work Plan form in e-grants and make a copy of the template to complete a separate page for each of the planned project activities.

Upload the completed work plan into the Work Plan form within the e-grants application.

Budget

Your budget should be consistent with your narrative and work plan, making it clear how each of the activities will be funded. The budget will cover the grant period and all expenses must be listed and directly chargeable to the grant. When estimating costs, please show your calculations by including quantities, unit costs and other details. Only include grant funded expenses in the budget descriptions.

Enter budget information directly into e-grants. Directions for entering the budget are available in the [Application Guide](#).

Budget line items may include: Personnel, Payroll Taxes and Fringe, Contract Services, Travel, Training, Program Expenses, and Other Expenses. Not all line items need to be used.

Staffing considerations:

- Staff positions identified in budget must be clearly linked to activities in the work plan.
- Grant staff funded at less than 100% FTE with Crisis Response funds must keep detailed time tracking records of hours worked on grant activities.

Other budget considerations include:

- All expenses must be itemized and directly chargeable to the grant.
- Calculations should be provided for all budget amounts.
- Funding must supplement, not supplant state and local government funds.
- Other budget items must also support program activities listed in the work plan.

Indirect Costs and Documentation

Indirect costs, often referred to as overhead, are costs shared by the organization as a whole and most often are not able to be broken down within each program of the organization. Indirect costs can be requested in one of the following ways:

1. Applicants may use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC). MTDC calculation **excludes** equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each subcontract in excess of \$25,000.
2. Applicants may use their federally Negotiated Indirect Cost Rate Agreement (NICRA).
 - (b) What happens when an organization's NICRA expires during the grant period?
 - If the organization wishes to switch to the De Minimis and not apply for a new NICRA, they may do so.
 - Should an organization apply for a new NICRA, they may continue billing indirect at their expired rate, provided they can prove that they have applied for a new rate.

Using the Indirect Rate Documentation form in the application, you will calculate and request the indirect costs amount entered in your application's budget. **Complete either the MDTC or federal rate request form and if using a federally approved rate upload a current copy of your indirect costs agreement.**

Organizational Financial Information Form

This information will be entered into e-grants form.

- Grantee Information (entity type)
- Fiscal Information (accounting basis, fiscal year)
- Financial Documentation (based on annual revenue amount)
- Administrative Systems & Internal Controls (upload organizational chart)
- Grant Management Experience

Application Checklist

An application must include the following to be forwarded for review:

(e-grants will not let the application be submitted if any of these are missing)

1. **Project Information form**
2. **Narrative** - Addressing questions listed above must be uploaded
3. **Work Plan** - Addressing the items requested must be uploaded
4. **Budget** - Calculations must be included
5. **Indirect Documentation Form** (if including indirect costs in budget)
6. **Organization Financial Information**

RFP Part 4: Application Review Process

This is a competitive application process. A review committee made up of community and systems members will read and rate applications. The reviewers will meet and discuss the proposals and then put forth their recommendations.

A final staff review will consider geographic diversity and population of area served in grant distribution based on grant applications received. In addition, consideration with other federal, state, and local funding and past grantee performance. Timeliness and completeness of past grant financial and progress reporting is also considered. The Commissioner of Public Safety will make the final funding decisions and award notification will be by email to applicants.

RFP Part 5: Post Award Requirements

- **Pre-Award Risk Assessment and Financial Review.** In accordance with state and federal grant management policies it is required to consider a grant applicant's past performance before

awarding subsequent grants to them. State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to any organization. The necessary information for these is provided in the financial information form in the application.

- **Minnesota's Commitment to Diversity and Inclusion in Procurement**

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality. To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to the [OEP website](#).

- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the work plan and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner.
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees, grantee subgrants, and contracts agree to follow the [OJP Grant Manual](#) as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc.
- **Grantee Orientation.** Grant award recipients will be required to have a representative, or representatives of the organization receiving the award, attend a future OJP grantee orientation session.

RFP Part 6: Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024
Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Approve Revocation of Massage Establishment License for Anna's Healing Massage and Massage Therapist License of Ann Vang

Background

City staff was recently notified by the Minnesota Department of Revenue that Anna's Healing Massage was delinquent in payment of state taxes. The notice of license revocation received from the Minnesota Department of Revenue indicates the license must be revoked within 30 days of the initial notification.

Policy Objectives

In accordance with MN Statute 270C.72, subd. 1(b).

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

NA

Staff Recommendations

Staff recommends revocation of the massage establishment license for Anna's Healing Massage and the massage therapist license for Ann Vang.

Requested Council Action

Revoke the massage establishment license for Anna's Healing Massage and the massage therapist license for Ann Vang.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/22/2024
Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Accept State of Minnesota 2024 Pathways to Policing Grant Award Amendment

Background

On April 22, 2024, Council accepted the State of Minnesota 2024 Pathways to Policing grant award in the amount of \$30k, allowing the Mayor and City Manager to sign the grant agreement (Attachment 1). Through grant funding, eligible Cadets or Community Service Officers (CSOs) can receive up to \$10k in reimbursement to help cover the costs associated with the board-certified Minnesota Professional Peace Officer Education program of their choice. A condition of the grant is that candidates must pass their state-mandated licensing exam by March 31, 2026. Roseville Cadets and CSOs are required to submit plans from their colleges confirming they are on track to meet this deadline.

On June 25, 2024, the Minnesota Department of Public Safety reached out to all 2024 Pathways to Policing grantees advising that the State had unallocated grant funds that could be added to current grants to increase the number of candidates served. They provided one day to reply with requests for additional funding. The Roseville Police Department has experienced promising results from its police officer recruitment feeder program (intern to CSO/Cadet to officer) and submitted a request for \$20k in additional funding to provide approximately two more eligible candidates with up to \$10k each in reimbursement for school-related expenses.

On June 27, 2024, the Roseville Police Department was awarded \$20k in additional funding as an amendment to its 2024 Pathways to Policing grant agreement budget, increasing the total funding award to \$50k (Attachment 2).

Policy Objectives

Allow the Roseville Police Department to enter into a grant contract amendment with the Minnesota Department of Public Safety, expanding Pathways to Policing grant activities, thereby advancing the City's commitment to the Strategic Racial Equity Action Plan (SREAP) and the Department's mission to recruit nontraditional police officer candidates in an effort to better reflect the community served.

Equity Impact Summary

The City of Roseville and the Roseville Police Department remain committed to a workforce that truly represents the diversity and lived experiences of everyone in the community. Accepting Pathways to Policing grant funding will help create broader opportunities for

historically under-represented law enforcement candidates and create stronger relationships and engagement with our community. As the city continues to grow and increase in racial diversity, it is important we continue to recruit police officers with diverse voices, perspectives, and lived experiences.

Budget Implications

There is minimal financial obligation or risk to the City of Roseville. Approximately two more eligible candidates will be provided an opportunity to seek reimbursement funds (up to \$10k) from the City of Roseville for school-related expenses incurred over the grant period. The Department intends to follow current Roseville City policy on tuition reimbursement. Upon completion of the grant contract, reimbursement for all eligible grant activities will be requested from the State of Minnesota. Once received, grant funds will reimburse internal accounts.

Staff Recommendations

Approval was granted April 22, 2024, to accept the Minnesota Department of Public Safety 2024 Pathways to Policing grant (Attachment 1). Staff recommends allowing the Roseville Police Department to accept the Minnesota Department of Public Safety grant funding amendment, thereby enhancing agreed upon grant related activities.

Requested Council Action

Authorize the Mayor and City Manager to sign the attached copy of the State of Minnesota Grant Contract Amendment, thereby allowing the City of Roseville to accept \$20k in additional grant funding and proceed in accordance with the specified tasks and line-item budget approved by the State of Minnesota.

Prepared by: Erika Scheider, Chief of Police

Attachments:

1. Accept State of MN Pathways to Policing Grant Award RCA
2. 1208049_5061517-A-PTP-2024-ROSEVLPD-029AMEND1_AMEND

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: 4/22/2024

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Accept State of Minnesota Pathways to Policing Grant Award

Background

On December 4, 2023, Council approved applying for the 2024 Pathways to Policing grant funding. On March 15th, the Minnesota Department of Public Safety notified the Roseville Police Department that funding would be awarded in the amount of \$30k. Eligible Cadets or Community Service Officers (CSOs) will receive up to \$10k in reimbursement to help cover the costs associated with the board-certified Minnesota Professional Peace Officer Education program of their choice. A condition of the grant is that candidates must pass their state-mandated licensing exam by March 31, 2026. To be eligible for participation in the 2024 Pathways to Policing program, Roseville Cadets and CSOs will submit plans from their colleges confirming they are on track to meet this deadline.

The State of Minnesota Grant Contract (Attachment 1) has been reviewed and approved by the City Attorney.

Policy Objectives

Allow the Roseville Police Department to enter into a grant contract agreement with the Minnesota Department of Public Safety, commencing Pathways to Policing grant activities, thereby advancing the City's commitment to the Strategic Racial Equity Action Plan (SREAP) and the Department's mission to recruit nontraditional police officer candidates in an effort to better reflect the community served.

Racial Equity Impact Summary

The City of Roseville and the Roseville Police Department remain committed to a workforce that truly represents the diversity and lived experiences of everyone in the community. Accepting Pathways to Policing grant funding will help create broader opportunities for historically under-represented law enforcement candidates and create stronger relationships and engagement with our community. As the city continues to grow and increase in racial diversity, it is important we continue to recruit police officers with diverse voices, perspectives, and lived experiences.

Budget Implications

There is minimal financial obligation or risk to the City of Roseville. Each eligible Cadet or CSO can seek reimbursement funds (up to \$10k) from the City of Roseville for school related expenses incurred over the grant period. The Department intends to follow current Roseville City policy on tuition reimbursement. Upon completion of the grant contract,

37 reimbursement for all eligible grant activities will be requested from the State of Minnesota.
38 Once received, grant funds will reimburse internal accounts.
39

40 **Staff Recommendations**

41 Approval was granted December 4, 2023, to apply for the Minnesota Department of Public
42 Safety 2024 Pathways to Policing grant (Attachment 2). Staff recommends allowing the
43 Roseville Police Department to accept the Minnesota Department of Public Safety grant
44 funding, thereby allowing commencement of agreed upon grant related activities.
45

46 **Requested Council Action**

47 Authorize the Mayor and City Manager to sign the attached copy of the State of Minnesota
48 Grant Contract, thereby allowing the City of Roseville to accept the grant funding and
49 proceed in accordance with the specified tasks and line-item budget approved by the State
50 of Minnesota.
51

52 **Prepared by:** Chief Erika Scheider

Attachments: 1. Attachment 1_1196637_5061513-A-PTP-2024-ROSEVLPD-029GRANTAGREEMENT
2. Attachment 2_Approve Application for 2024 Pathways to Policing and Intensive Comprehensive
Peace Officer Education and Training Grants RCA

53



Grant Contract Agreement

Page 1 of 3

Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Pathway to Policing Reimbursement Grants 2024 Grant Contract Agreement No.: A-PTP-2024-ROSEVLPD-029
Grantee: City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113	Grant Contract Agreement Term: Effective Date: 5/1/2024 Expiration Date: 3/31/2026
Grantee’s Authorized Representative: Sarah Mahmud, Police Services Manager City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113 (651) 792-7205 sarah.mahmud@cityofroseville.com	Grant Contract Agreement Amount: Original Agreement \$30,000.00 Matching Requirement \$30,000.00
State’s Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 230-3358 Kristin.lail@state.mn.us	Federal Funding: None FAIN: N/A State Funding: Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 3, Subdivision 8 Special Conditions: Attached and incorporated into this grant contract agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Pathway to Policing Reimbursement Grants 2024 Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota, 55101-2139. The Grantee shall also comply with all requirements referenced in the Pathway to Policing Reimbursement Grants 2024 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-PTP-2024-ROSEVLDP-029 / 3-94496

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$15,000.00 is available from May 1, 2024 through June 30, 2025.

\$15,000.00 is available from July 1, 2024 through March 31, 2026.

Budget Summary

PTP: 2024 Pathways to Policing Tuition Reimbursement Grant				
Budget Category		Award	Match	
Travel and Training				
Education/ Training - Tuition Reimbursement		\$30,000.00	\$30,000.00	
Total		\$30,000.00	\$30,000.00	
Total		\$30,000.00	\$30,000.00	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 12/4/2023

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approval of Applications for the Pathways to Policing Grant and the Intensive Comprehensive Peace Officer Education and Training Grant

Background

For many years, the Roseville Police Department (RPD) has taken proactive measures to create a workforce that represents the diversity and lived experiences of everyone in the community. The RPD strives to employ nontraditional law enforcement candidates with preference given to candidates who can demonstrate experience living in, interacting with, or organizing diverse communities.

Since 2019, Roseville City Council approved applying for and accepting grant funding through the Minnesota Department of Public Safety's Pathways to Policing Program. Participation in the Pathways to Policing grant program has greatly supported RPD's Commitment to Diversity staffing by reducing financial barriers for underrepresented candidates. This opportunity provides participants reimbursement for tuition, books and equipment costs associated with the Minnesota Professional Peace Officer Education Licensing Program. Participating in Pathways to Policing is generating successful outcomes. Several current police officers obtained tuition assistance through the Pathways to Policing grant funding while working as a Cadet or Community Service Officer.

In addition to the Pathways to Policing grant, the Office of Justice Programs (OJP) will also be providing grant funding to assist Minnesota law enforcement agencies with hiring. Over the past several years, the field of law enforcement has faced unprecedented challenges in recruiting and retaining police officers. Across the profession and here in Roseville, we continue to see a number of officers retiring and resigning earlier than anticipated. At the same time, the candidate pool has dramatically shrunk, creating crisis staffing levels across the policing profession. The new OJP program was created during the 2023 legislative session and is intended as a recruitment tool to address the critical shortage of peace officers in the state.

The Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program is designed to recruit candidates who may be interested in a career transition into law enforcement at a time when vacancies are high across the state. OJP will reimburse law enforcement agencies for the costs of a candidate who already holds a two or four-year degree in any field from a regionally accredited college or university while they obtain the required Professional Peace Officer Education (PPOE). Reimbursable costs include the candidate's salary while they are attending schooling in a cohort-style offering.

RPD seeks Council approval to continue pursuing Pathways to Policing grant funding in an effort to recruit and reduce financial barriers for Roseville's nontraditional CSOs and Cadets. In addition, RPD is also seeking Council approval to pursue funding for the ICPOET program to help recruit police officer candidates who may be interested in a career transition into law enforcement.

Policy Objectives

The Roseville Police Department continues to further its goal to reflect the community it serves by applying for the 2024 Pathways to Policing Grant. Participating in the Pathways to Policing Program advances the City's commitment to have a workforce reflective of the community we serve and aligns with the first priority of the City's Strategic Racial Equity Action Plan to improve current recruitment and hiring processes to diversity the city's workforce.

RPD also seeks to participate in the the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program to help recruit candidates who may be interested in a career transition into law enforcement.

Racial Equity Impact Summary

The City of Roseville and the Roseville Police Department remain committed to a workforce that truly represents the diversity and lived experiences of everyone in the community. Obtaining funding through the Pathways to Policing and ICPOET grants will help create broader opportunities for historically under-represented law enforcement candidates and create stronger relationships and engagement with our community. As the City continues to grow and increase in racial diversity, it is important we continue to recruit police officers with diverse voices, perspectives, and lived experiences.

Budget Implications

The Pathways to Policing Grant requires a 50% match from the City. As in past years, the match can be met through the salary and tuition reimbursement paid to the Community Service and Cadet Officers. There is minimal financial obligation or risk to the City of Roseville. For the ICPOET Program, the grant pays up to \$50,000 per candidate and there is no agency match requirements.

Staff Recommendations

The Roseville Police Department recommends seeking grant funding for both the Pathways to Policing Grant and the ICPOET Program through the Department of Public Safety Office of Justice Programs.

Requested Council Action

Approve the Police Department's request to apply for the Pathways to Policing Grant and the ICPOET Program through the Department of Public Safety Office of Justice Programs.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Grant Comparison Chart

COMPARISON CHART

INTENSIVE COMPREHENSIVE PEACE
OFFICER EDUCATION AND TRAINING

AND

PATHWAYS TO POLICING



DEPARTMENT OF PUBLIC SAFETY
OFFICE OF JUSTICE PROGRAMS

This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

MINNESOTA PEACE OFFICER RECRUITMENT GRANT OPPORTUNITIES

	INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING	UPDATED PATHWAYS TO POLICING
Statute Intent	Career transition candidates; degree required.	Non-traditional candidates; no degree required.
Eligible Applicants	Local and Tribal law enforcement agencies	Local and Tribal law enforcement agencies
Available Funding	\$2.5 million	\$1.56 million
Projected Timeline	Request for Proposal (RFP) opens before Dec. 31, 2023 and closes before Jan. 31, 2024.	RFP opens before Dec. 31, 2023 and closes before Jan. 31, 2024.
Allowable Reimbursement	\$50,000 per candidate; agency can apply for more than one candidate.	50% with match from agency; no maximum.
Agency Match Requirements	None	50%
Candidate Requirements	Professional Peace Officer Education (PPOE) qualified and a two or four-year college degree from a regionally accredited college/university.	PPOE qualified and non-traditional candidates.



This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.

	INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING	UPDATED PATHWAYS TO POLICING
Candidate Employment Status	Required	Not required.
Contract Dates	April 1, 2024 to June 30, 2025	April 1, 2024 to March 31, 2026
Reimbursement Timing	Quarterly reimbursement	Quarterly reimbursement
Training Provider	Minnesota State selected two schools. First cohorts at Alexandria Tech and Hennepin Technical College.	Any PPOE-certified coursework/institution.
Allowable Expenses	Salary, tuition and other allowable expenses.	Salary, tuition and other allowable expenses.
Progress Reporting	Quarterly narrative on candidate training progress; POST number at the end.	Quarterly narrative on candidate training progress; POST number and demographics at the end.



This document compares two state grant programs available to Minnesota law enforcement agencies. The programs assist with hiring candidates to become licensed peace officers while they complete the required education in various formats.



For more information on the Intensive Comprehensive Peace Officer Education and Training (ICPOET) or Pathways to Policing Program, visit the our website at <https://dps.mn.gov/divisions/ojp/> or contact the administrators below.

- Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program: Minnesota Statute 626.8516.
- Pathways to Policing Program: 2017 session law, chapter 95

Mary Vukelich Program Administrator Intensive Comprehensive Peace Officer Education and Training Program (ICPOET) Office of Justice Programs Minnesota Department of Public Safety 651-201-7623	Kristin Lail Grants Administrator Pathways to Policing Program Office of Justice Programs Minnesota Department of Public Safety 651-230-3358
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Grant Contract Agreement Amendment

Page 1 of 2

Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Pathway to Policing Reimbursement Grants 2024 Grant Contract Agreement No.: A-PTP-2024-ROSEVLPD-029 Grant Contract Amendment No.: 1
Grantee: City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113	Grant Contract Agreement Term: Effective Date: 5/1/2024 Expiration Date: 3/31/2026
Grant Matching Requirement: Original Agreement Amount \$30,000.00 Previous Amendment(s) Total \$0.00 Current Amendment Amount <u>\$20,000.00</u> Total Agreement Amount <u>\$50,000.00</u>	Grantee Contract Agreement Amount: Original Agreement Amount \$30,000.00 Previous Amendment(s) Total \$0.00 Current Amendment Amount <u>\$20,000.00</u> Total Agreement Amount <u>\$50,000.00</u>

In this Amendment deleted agreement terms will be struck out and added agreement terms will be underlined.

Revision 1. Exhibit A of the Original Grant Contract Agreement is replaced by Revised Exhibit A which is attached and incorporated into this Grant Contract Agreement. Any references to Exhibit A in the Original Grant Contract Agreement now refer to Revised Exhibit A.

Revision 2. Special Conditions of the Original Grant Contract Agreement and previous amendments is amended as follows:

1. Time limitations on funding use:

~~\$15,000.00~~ \$35,000.00 is available from May 1, 2024 through June 30, 2025.

\$15,000.00 is available from July 1, 2024 through March 31, 2026.

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The Original Grant Contract Agreement and all previous amendments are incorporated into this amendment by reference.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

Grant Agreement No./PO No: A-PTP-2024-ROSEVLPD-029 / 3-94496

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Distribution: DPS/FAS

Grantee

State's Authorized Representative

Organization: Roseville Police Department

Budget Summary

PTP: 2024 Pathways to Policing Tuition Reimbursement Grant				
Budget Category	Award	Match		
Travel and Training				
Education/ Training - Tuition Reimbursement	\$50,000.00	\$50,000.00		
Total	\$50,000.00	\$50,000.00		
Total	\$50,000.00	\$50,000.00		

FUTURE MEETING AGENDA HIGHLIGHTS

July 22, 2024

August 5, 2024 City Council Meeting

- Discuss Fire Department Staffing Study
- Award Strategic Planning Consultant Contract

August 15 or 16 (TBD), 2024 City Council Meeting

- Canvass Primary Election Results

August 19, 2024 City Council Meeting

- City Manager Preliminary Budget Presentation

August 20, 2024 Joint Meeting with Roseville School Board

- Anpétu Téča Education Center; 6:30 p.m.

August 21 and 22 (Tentative), 2024 City Council Meeting

- Interview Applicants for Equity and Inclusion Commission

September 9, 2024

- Commission Appointments to Equity and Inclusion Commission

			<u>Future Agenda Review - Longer Term Initiatives</u>		6/17/2024
			(items that likely require council discussion/action)		
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
Zero Waste Packaging/Compostable Containers			Etten/Strahan	August '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
Update SREAP with new goals/objectives			Staff/Council	4th qtr '24/1st qtr 2025	(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	