



City Council Agenda

Monday, September 9, 2024

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Etten, Schroeder, Groff, Strahan, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Recognize and Accept Patricia Harrison's Police Department Donation
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Discuss Cannabis Regulatory Decisions that will Inform Future Draft Ordinance
- 7:30 p.m. b. Consider Appointments to the Equity and Inclusion Commission
- 7:40 p.m. c. Appoint Youth Commissioner to Equity and Inclusion Commission
- 7:45 p.m. d. Consider City Council Appointment to Ramsey County League of Local Governments
Climate Action Workgroup (RCLLG-CLAW) Subcommittee on Manufactured Home
Climate Resiliency
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 7:55 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from August 19, 2024 City Council Meeting
b. Approve Minutes from August 21, 2024 City Council Meeting
- 8:00 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approval of 1 Temporary Liquor License
c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
d. Approve 2025 Insurance Benefit Renewals and City Cafeteria Contributions
e. Approve the renewal of a short term rental license for 1901 Shady Beach Avenue
f. Approve the renewal of a short term rental license for 1277 Garden Avenue
g. Approve Professional Services Agreement for Water Meter Vault Project
h. Approve Resolution Ratifying the Labor Agreement between the City of Roseville and
Law Enforcement Labor Services Local 478
i. Approve Resolution Ratifying the Labor Agreement between the City of Roseville and
Law Enforcement Labor Services Local 431
- 8:05 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council**

and City Manager

a. Future Agenda Review

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 5.a.

Department Approval



City Manager Approval



Item Description: Recognize and Accept Patricia Harrison's Police Department Donation

Background

Patricia Harrison, a longtime supporter of the City of Roseville Police Department's community outreach initiatives, has generously offered a donation of \$10,000 to fund Shop with a Cop and homeless outreach initiatives.

Shop with a Cop is an annual holiday outreach program that provides an opportunity for Roseville police officers to build positive relationships with younger members of our community and their families.

Homeless outreach funding supports Roseville's embedded housing navigator who works with individuals and families experiencing homelessness, helping navigate resources to secure safe and stable housing.

As required by law, a resolution is requested to accept this donation to further these vital community initiatives.

Policy Objectives

Adopt a resolution allowing the police department to accept the donation from Patricia Harrison to support the department's community outreach initiatives.

Equity Impact Summary

Patricia Harrison's donation will help us continue to provide community outreach to all members of our community, especially those most impacted by homelessness due to structural racism and disparities in access to health care, economic opportunities, housing and education.

Budget Implications

Patricia Harrison's \$10,000 donation will go into the Police Department Donations Fund and will be spent on community outreach initiatives, including Shop with a Cop and Homeless Outreach, as well as other internal and external outreach programs.

Staff Recommendations

The police department recommends Roseville City Council adopt a resolution accepting Patricia Harrison's donation in the amount of \$10,000 to support community outreach

36 initiatives.

37

38 **Requested Council Action**

39 Adopt the resolution accepting the donation from Patricia Harrison.

40

41

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Resolution to Accept Patricia Harrison Donation

42

**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 9th day of September, 2024, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION NO. 12082

A RESOLUTION ACCEPTING DONATION FROM PATRICIA HARRISON

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

WHEREAS, Patricia Harrison has offered to donate to the City funds in the amount of \$10,000 for Roseville Police Department community outreach programming; and

WHEREAS, the Police Department has utilized donation dollars in the past to support community outreach programs including Shop with a Cop and Homeless Outreach; and

WHEREAS, the above-referenced donation has no further conditions on its acceptance; and

WHEREAS, the donation is contributed to the City for the benefit of its residents and public recreational services; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council, on behalf of the City of Roseville, Minnesota, thanks Patricia Harrison and hereby accepts the gift of the \$10,000 donation described herein.

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

WHEREUPON said resolution was declared duly passed and adopted.

41 STATE OF MINNESOTA)
42) ss
43 COUNTY OF RAMSEY)
44
45
46

47 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County
48 of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
49 foregoing extract of minutes of a regular meeting of said City Council held on the 9th day of
50 September, 2024, with the original thereof on file in my office.
51

52 WITNESS MY HAND officially as such Manager this 9th day of September, 2024.
53
54
55
56

57 _____
58 Patrick Trudgeon, City Manager
59
60

61 (SEAL)
62
63

REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Discuss Cannabis Regulatory Decisions that will Inform Future Draft Ordinance

Background

The State legislature established Chapter 342 of Minnesota state law, known as the "adult-use cannabis law" during the 2023 legislative session. These regulations were revised during the 2024 legislative session. Since that time, Minnesota's Office of Cannabis Management (OCM) has been established to oversee the implementation and regulation of adult-use cannabis. Included in OCM's duties were the creation of model ordinances, which cities can use to formulate local adult-use cannabis regulations. This document was released in July and is provided as Attachment 1. The legalization of adult-use cannabis followed the 2022 legalization of lower-potency hemp. Locally, Roseville has implemented licensing for lower-potency hemp, limited retailers of lower-potency hemp to eight, prohibited smoking in public places, and enacted a moratorium on the operation of cannabis businesses.

Under state law, cannabis business licenses will begin to be issued on January 1, 2025 and any locally-enacted moratoria will expire. As such, the City needs to draft and enact local ordinances by that date to ensure regulation of such businesses is done in a manner that meets our local needs. However, the state law is fairly prescriptive, limiting the City's role in both the regulation of adult-use cannabis and lower-potency hemp. Before drafting ordinances, feedback is sought on specific issues. Also, the Planning Commission will have a role given there are zoning impacts in terms of where certain cannabis businesses can locate. The City Attorney has drafted a memo (Attachment 2) outlining broader cannabis regulatory decisions that need to be made in order to draft zoning and registration-related ordinances. Staff is seeking Council feedback and direction on a few questions that are outlined within the memo. The Planning Commission discussed the zoning-related matters at their meeting on September 4th and their comments and recommendations are included in the below paragraph.

The City Attorney has provided a presentation (Attachment 4) outlining several areas for Council discussion, including:

1. What cannabis business should be allowed in what zoning districts. Staff has provided a draft Licensed Activities table as Attachment 3, suggesting where various licensed cannabis activities should locate within the City. The suggestions offered by staff are informed by the City Attorney memo, guidance from the OCM, and

where similar types of uses are already allowed in the city. The Planning Commission did not recommend any revisions to the staff recommendations.

2. Whether to establish buffers to separate cannabis businesses from certain uses or each other. The Planning Commission is recommending the maximum buffers allowed under the state law, as well as enacting buffers between cannabis manufacturing and cultivating businesses in an effort to mitigate potential odor impacts.
3. Whether to establish buffers to separate lower-potency hemp businesses from certain uses or each other. The Planning Commission is not recommending buffers for lower-potency hemp businesses.
4. Whether to register businesses or defer registration to Ramsey County (and other questions related to this). The Planning Commission was not tasked with making a recommendation on this question given it's not zoning related.
5. Whether to limit hours of retail operation. While this is not necessarily a zoning-related matter, the Planning Commission did discuss this topic briefly and would recommend limiting hours of operation for retail businesses to 10am–9pm.
6. Whether to impose standards for temporary cannabis events. The Planning Commission was not asked to weigh in on this issue nor did they discuss it in much detail.

Once direction is received on these matters, staff and the City Attorney will begin drafting ordinances and advancing them through the Planning Commission (where applicable) and the City Council. Given the January 1, 2025 deadline, the timeline staff would like to adhere to is as follows:

- October 2, 2024 - Planning Commission discusses draft ordinances related to zoning matters
- November 6, 2024 - Planning Commission holds a public hearing on zoning related ordinances
- October & November, 2024 - City Council meeting opportunities to consider draft ordinances (some will be unrelated to zoning)
- November 25, 2024 & December 2, 2024 - City Council meeting opportunities to adopt necessary ordinances

Policy Objectives

To implement the provisions of Minnesota Statutes, chapter 342, and to authorize the City of Roseville to protect the public health, safety, and welfare of Roseville residents by regulating cannabis businesses within the legal boundaries of the City of Roseville. To find and conclude such ordinances are appropriate and lawful land use regulation for the City of Roseville, that the regulations will promote the community's interest in reasonable stability in zoning for now and in the future, and that the provided provisions are in the public interest and for the public good.

Equity Impact Summary

Completion of the Equity & Inclusion Toolkit is in process and will inform ordinance preparation and upcoming ordinance considerations by both the Planning Commission and

City Council.

Budget Implications

There are no budget impacts related to the drafting of ordinances. There are fee implications related to retail registration should the City elect to register businesses rather than defer that responsibility to Ramsey County. Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. 20% of cannabis gross receipts tax proceeds are allocated to the local government cannabis aid account, where 50% is distributed to counties and 50% is distributed to cities in June and December.

Staff Recommendations

Review the information and provide feedback.

Requested Council Action

Review the information and provide feedback.

Prepared by: Janice Gundlach, Community Development Director

Attachments:

1. A Guide for Local Minnesota Governments on Adult-Use Cannabis
2. City Attorney Cannabis Decision Memo
3. Licensed Activities Table
4. Presentation Slides
5. Bench Handout 1, Item 7.a 9-9-24



A Guide for Local Governments on Adult-Use Cannabis

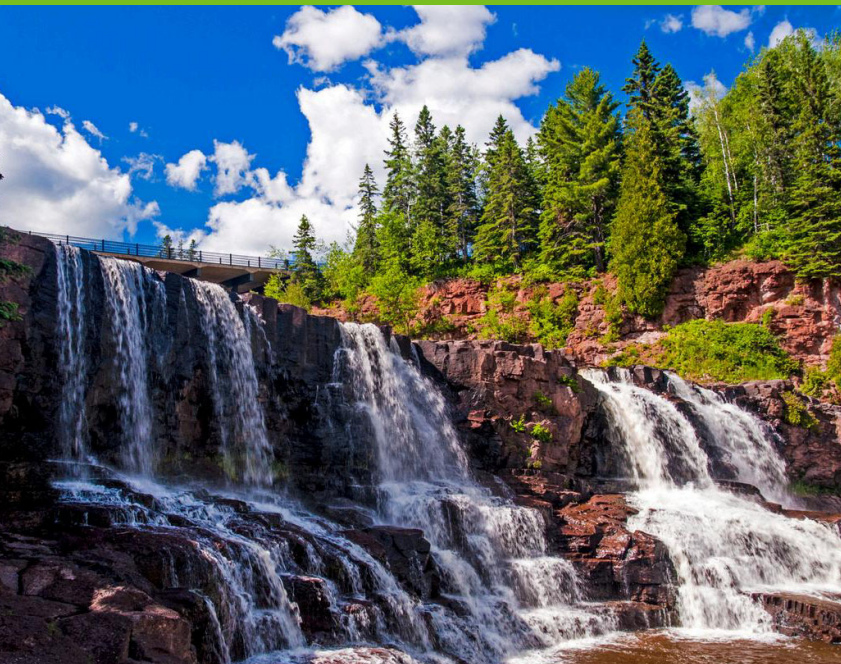


Table of Contents

<i>Introduction</i>	<i>3</i>
<i>About OCM</i>	<i>4</i>
<i>Cannabis License Types</i>	<i>5</i>
<i>Adult-Use Cannabis Law</i>	<i>7</i>
<i>Cannabis Licensing Process.....</i>	<i>8</i>
<i>General Authorities</i>	<i>10</i>
<i>Zoning and Land Use</i>	<i>12</i>
<i>Local Approval Process</i>	<i>15</i>
<i>Inspections and Compliance Checks</i>	<i>18</i>
<i>Municipal Cannabis Stores</i>	<i>19</i>
<i>Creating Your Local Ordinance</i>	<i>20</i>
<i>Additional Resources</i>	<i>21</i>

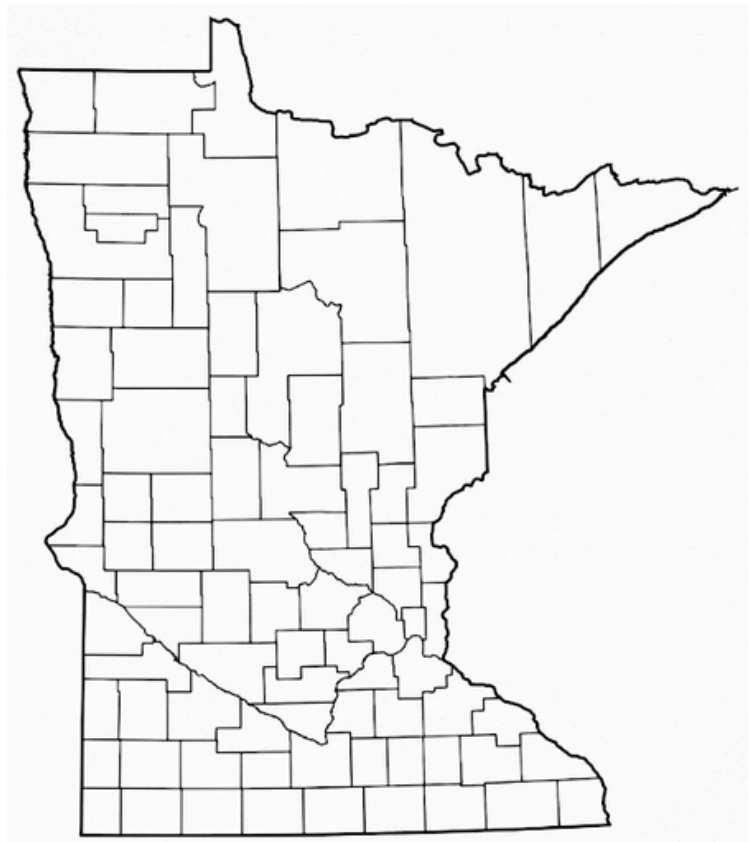
Introduction

This guide serves as a general overview of **Minnesota’s new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota’s new Office of Cannabis Management (OCM), and the office’s structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state’s cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of “adult-use cannabis law” or “the law” throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide’s date of publication, state regulations governing the adult-use cannabis market have not yet been published—**this document will be updated** when such regulations become effective.



This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.



OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities, and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business.

Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits:**
 - Flower – 2 oz. in public, 2 lbs. in private residence
 - Concentrate – 8 g
 - Edibles (including lower-potency hemp) – 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.



For Businesses

- **Advertising:**
 - May not include or appeal to those under 21 years old.
 - Must include proper warning statements.
 - May not include misleading claims or false statements.
 - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.



The Cannabis Licensing Process

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

License Preapproval: Early Mover Process for Social Equity Applicants

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

The Cannabis Licensing Process (cont.)

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, OCM completes background check of selected applicant and issues preliminary approval.
5. Applicant with preliminary approval submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes certification of zoning compliance.
8. OCM conducts site inspection.
9. License becomes active, operations may commence.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Event Organizer

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, OCM completes background check of vetted applicant and issues preliminary approval.
4. Selected applicant submits business location and amends application accordingly.
5. OCM forwards completed application to local government.
6. Local government completes certification of zoning compliance.
7. OCM conducts site inspection.
8. License becomes active, operations may commence.*

*For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 16 for information on the local retail registration process.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants, but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 19) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM’s licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

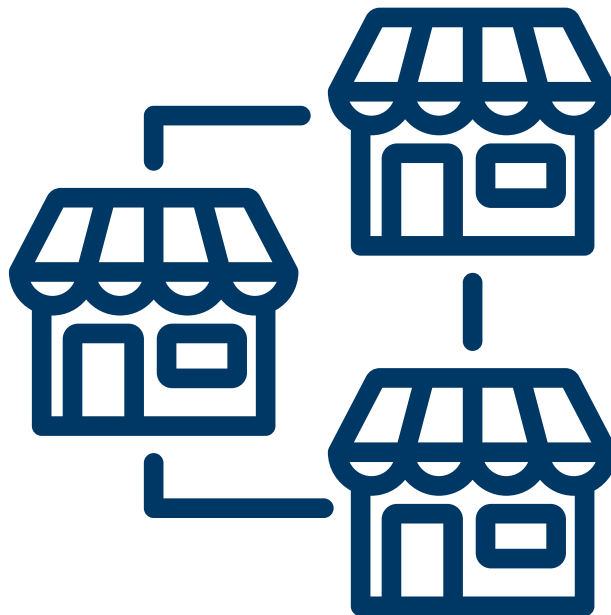
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers:** up to five retail locations.
- **Mezzobusinesses:** up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses:** one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.



Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite, and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product, and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible products.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	Retail Mezzobusiness Microbusiness Medical Cannabis Combination	This endorsed activity and license types allow a business to sell cannabis and cannabis products directly to consumers.	Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	Micros may offer onsite consumption, similar to breweries. Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organizer a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	On site consumption. Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.



Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

- The business has a valid license or license preapproval issued by OCM.
- The business has paid a registration fee or renewal fee to the local government;
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Determining a Process for Limiting Retail Registrations

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual who, within five years of the license application, has been convicted of a felony or willful violation of a federal or state law or local ordinance related to the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.

Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.



Municipal Cannabis Stores

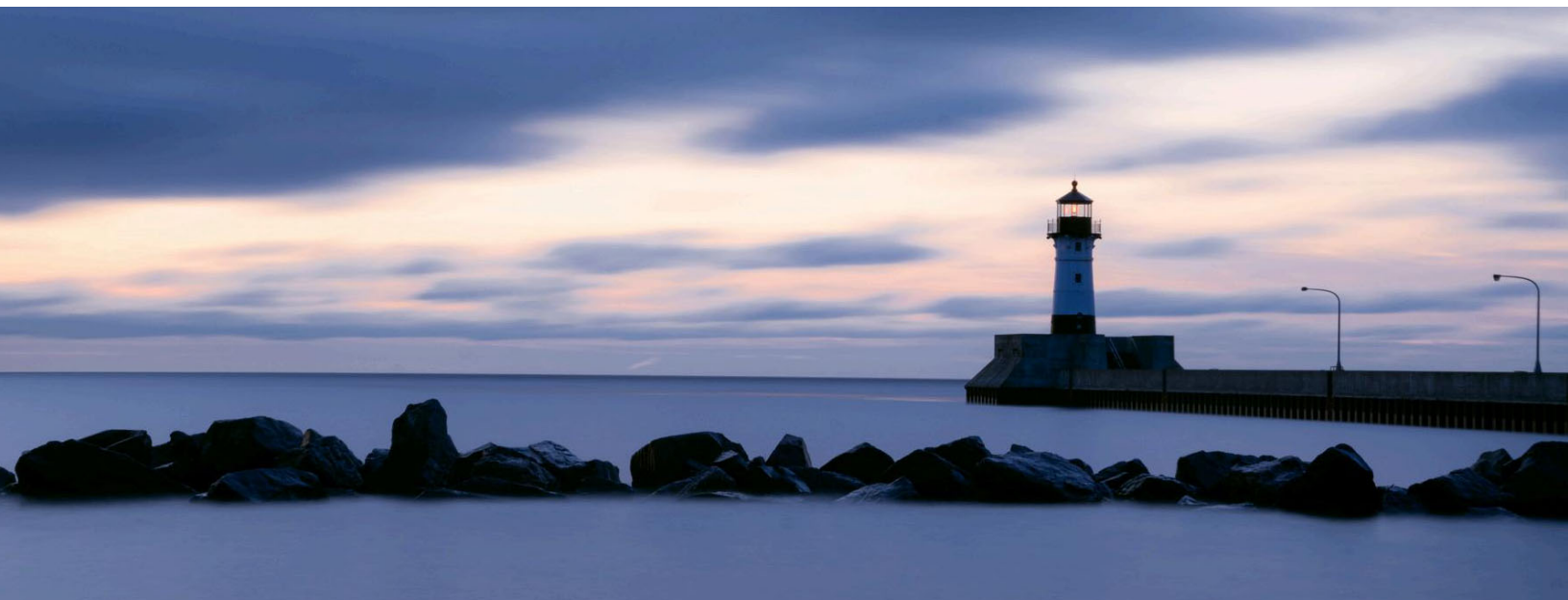
As authorized in Chapter 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.

A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.



Creating Your Local Ordinance

As authorized in 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law, and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 8).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

Additional Resources

OCM Toolkit for Local Partners

Please visit OCM webpage (mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

These resources are also included in the addendum of this packet.

Toolkit resources include:

- Appendix A: Model Ordinance
- Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist
- Appendix C: Enforcement Notice from the Office of Cannabis Management
- Appendix D: Notice to Unlawful Cannabis Sellers

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center

Appendix A: Model Ordinance

Cannabis Model Ordinance

The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

AN ORDINANCE OF THE (CITY/COUNTY OF) TO REGULATE CANNABIS BUSINESSES

The (city council/town board/county board) of (city/town/county) hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

(insert local authority) makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of (insert local here) residents by regulating cannabis businesses within the legal boundaries of (insert local here).

(insert local authority) finds and concludes that the proposed provisions are appropriate and lawful land use regulations for (insert local here), that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

A county can adopt an ordinance that applies to unincorporated areas and cities that have delegated authority to impose local zoning controls.

(insert local authority) has the authority to adopt this ordinance pursuant to:

- Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of

a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of (insert local here).

(Optional) (insert city here) has delegated cannabis retail registration authority to (insert county here). However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The elected body of a jurisdiction can choose to designate an official to administer and enforce this ordinance.

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the (insert local here) to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure

2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:

- i. the application fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. (Insert additional standards here)
- (C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

- (A) (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of (insert local here).

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4.1 Renewal Fees.

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

A jurisdiction can wait for a determination from the OCM before reinstating a registration.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the (insert local here) may impose a civil penalty, as specified in the (insert local here)'s Fee Schedule, for registration violations, not to exceed \$2,000.

2.6 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

Section 3. Requirements for Cannabis Businesses

State Statutes note that jurisdictions may “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.” A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.

3.1 Minimum Buffer Requirements

A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. *Hemp Manufacturer.*

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. *Wholesale.*

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. *Cannabis Retail.*

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. *Cannabis Transportation.*

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. *Cannabis Delivery.*

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.3 Hours of Operation

A jurisdiction may adopt an ordinance limiting hours of operation between 10 a.m. and 9 p.m., seven days a week, and that State statute prohibits the sale of cannabis between 2 a.m. and 8 a.m., Monday through Saturday, and between 2 a.m. and 10 a.m. on Sundays.

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. (Insert additional standards here)
- (B) The applicant shall include with the form:
 - i. the application fee as required in (Section 4.1.2);
 - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

- (C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.
- (E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.

- Insert standards here

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at (insert local place).

(Optional) Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

Section 5. (Optional) Lower-Potency Hemp Edibles

A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

5.3 (Optional) Additional Standards

5.3.1 Sales within Municipal Liquor Store.

A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7 Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist



Office of Cannabis Management
Department of Health

Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Minnesota Statute 18K.02, Definitions

Minnesota Statute 152.01, Subdivision 9

Minnesota Statute 151.72, Sale of Certain Cannabinoid Products

Minnesota Statute 152.0264, Cannabis Sale Crimes

Minnesota Statute 342.09, Personal Adult Use of Cannabis

Question	Yes	No	Comments	Additional Information
Business License and Registration Compliance				
Is the business registered with the Minnesota Department of Health?				All businesses selling hemp-derived cannabinoid products must be registered. See Hemp-Derived Cannabinoid Products (www.health.state.mn.us/people/cannabis/edibles/index.html)
If the business offers on-site consumption, do they have a liquor license?				Local authorities issue on-site consumption licenses. These are required for all businesses permitting on-site consumption of THC.
Product Compliance – All Products				
Does the business ensure that all sales are made to persons 21 years old or older?				Only persons 21 years of age or older may purchase hemp-derived cannabinoid products, with the exception of topicals. These products may be sold to anyone.
Does the business have all edible cannabinoid products, except beverages, behind the counter or in a locked cabinet?				Businesses must ensure all edible cannabinoid products are secure and inaccessible to customers.

Question	Yes	No	Comments	Additional Information
Only delta-8 and delta-9 are allowed for human consumption. Does the business sell edibles or beverages with any other intoxicating cannabinoids?				MIDH has identified products containing many different intoxicating cannabinoids, such as HHC, THC-O, THC-P, PHC, delta-10, delta-11, delta-8p, delta-9p, etc. The product must contain only delta-8 and/or delta-9.
Does the business sell any edible products that are similar to a product marketed to or consumed by children?				Edible products that appear similar to candy or snacks marketed toward or consumed by children are not allowed.
Does the label on the edible or beverage state "Keep out of reach of children"?				All products must include the warning label "Keep out of reach of children."
Is the manufacturer's name, address, website, and contact phone number included on the label or provided through a QR code?				If not, the product is not in compliance.
Does the QR code on the product bring the user to a Certificate of Analysis on the website, which includes the name of the independent testing laboratory, cannabinoid profile, and product batch number?				All products must be tested by batch in an independent, accredited laboratory. The results must include the cannabinoid profile.
Does the label on the product indicate the cannabinoids by serving and in total?				The label must indicate the potency by individual serving as well as in total.

Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

2

Question	Yes	No	Comments	Additional Information
Does the label on the product make any claim the product offers any kind of health benefit?				Health claims are not permitted on hemp or cannabis products unless approved by the FDA. At this time, there is not an approved statement.
Does the label on the product state that the product does not claim to diagnose, treat, cure or prevent any disease?				The manufacturer cannot claim the product will provide any health benefit unless the product has been formally approved by the FDA.
Does the business sell CBD (or other forms of cannabidiol) in the form of a softgel, tablet, or tincture?				Non-intoxicating cannabinoids may only be sold in the form of an edible, beverage, or topical. Therefore, softgels and tablets cannot be sold. Tinctures must be labeled as either an edible or beverage and comply with the edible or beverage requirements.
Product Compliance – Edibles				
Does the edible product contain more than 5 mg delta-8 and/or delta-9 per serving?				Edibles may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the edible product package/container contain more than 50 mg total THC (delta-8 and/or delta-9)?				Edibles may not exceed 50 mg total delta-8 or delta-9 per package. The edible cannot contain any other form of THC or intoxicating cannabinoid.
Are all the edible product's servings clearly marked, wrapped, or scored on the product?				Edible product servings must be clearly distinguished on the product. Bulk products that require the consumer to measure are not allowed.

Question	Yes	No	Comments	Additional Information
Does the business sell any edible products in the shape of bears, worms, fruits, rings, ribbons?				Edibles in shapes that appeal to children are not allowed.
Is the edible product in a child-proof, tamper-evident, opaque container?				All edibles must be in a container that is child-resistant and tamper evident. If the container is clear, the business must place the edible into an opaque bag at the point of sale. Clear bags are not allowed.
Product Compliance - Beverages				
Does the beverage product contain more than 5 mg delta-8 or delta-9 per serving?				Beverages may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the beverage product contain more than 2 servings?				Beverages cannot exceed two servings, regardless of the THC potency.
Is the beverage product in an opaque container?				If the beverage is in a clear container, the business must place the beverage in an opaque bag at the point of sale.
Product Compliance – Smokables (non-flower)				
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain more than 0.3% THC?				A product's certificate of analysis will show the concentration of THC the product contains. The certificate typically is found through the QR code on the product package. In MDH's experience, most vapes contain 50% - 90%+ THC. Pre-rolls may consist of raw hemp flower. These products are not regulated by 151.72. However, if a pre-roll is labeled as "infused" or "coated" have additional cannabinoids applied to the material, of which the product typically exceeds the 0.3% THC limit.

Question	Yes	No	Comments	Additional Information
Does the business sell vapes, pre-rolls, dabs, or other smokeable products that contain other intoxicating cannabinoids, such as HHC?				MIN Statutes do not allow any cannabinoid, other than delta-8 or delta-9, to be sold if the cannabinoid is intended to alter the structure or function of the body. HHC is a cannabinoid known to have potency greater than THC.
Does the business sell vapes, pre-rolls, dabs, or other smokeable products which contain CBD?				Non-intoxicating cannabinoids cannot be smoked, vaped, or inhaled.
Product Compliance – Flower				
Does the business sell raw hemp flower?				Raw hemp flower must contain 0.3% or less of delta-9 on a dry weight basis. Products exceeding 0.3% delta-9 dry weight are marijuana, and are illegal for sale. THC-A is the non psychoactive precursor to delta-9. Once heated THC-A converts to delta-9. In that process some amount of THC-A is lost. To determine whether, once heated, the hemp flower will exceed the allowable 0.3% of delta-9, one can use a decarboxylation formula which takes into account the conversion of THC-A into delta-9. That formula is as follows: $\text{Total THC} = (0.877 \times \text{THC-A}) + \text{d-9 THC}$ Raw flower must include a certificate of analysis to show testing below 0.3% delta-9. A lack of a certificate of analysis would constitute an illegal sale.

Question	Yes	No	Comments	Additional Information
				A certificate of analysis showing that under the decarboxylation formula that delta-9 would exceed the 0.3% threshold would also indicate the flower is cannabis and not hemp and therefore being sold illegally.
Product Compliance – On-Site Consumption				
If the business offers on-site consumption, do they serve the edible or beverage in its original packaging?				The business may not pour out or remove an edible from its original packaging.
If the business offers on-site consumption, do they mix a cannabis-infused beverage with alcohol?				The business may not mix cannabis-infused products with alcohol.
If the business offers on-site consumption, do they permit customers to remove from the premises products which have been removed from their original packaging?				Products which have been removed from their original packaging cannot be removed from the premises by the customer.

NOTE: If a person suspects that a hemp-derived cannabinoid product is being sold in violation of Minnesota law, they can use the complaint form at [Submitting Hemp-Derived Cannabinoid Product Complaints \(www.health.state.mn.us/people/cannabis/edibles/complaints.html\)](http://www.health.state.mn.us/people/cannabis/edibles/complaints.html).

Appendix C: Enforcement Notice from the Office of Cannabis Management



Enforcement Notice from the Office of Cannabis Management

Dear Registered Hemp Derived Cannabinoid Business:

The Office of Cannabis Management (OCM), established in 2023, is charged with developing and implementing the operational and regulatory systems to oversee the cannabis industry in Minnesota as provided in Minnesota Statutes Chapter 342.

When Minnesota legalized the sale of adult-use of cannabis flower, cannabis products, and lower-potency hemp edibles/ hemp-derived consumer products, the Minnesota Legislature included statutory provisions, [Minnesota Statutes, chapter 152.0264](#), making the sale of cannabis illegal until a business is licensed by OCM. The Office of Cannabis Management has not yet issued licenses for the cultivation, manufacture, wholesale, transportation or retail sale of cannabis, therefore any retail sales of cannabis products, including cannabis flower, are illegal.

The Office of Cannabis Management has received complaints of retailers selling cannabis flower under the label of hemp flower. Under an agreement between The Minnesota Department of Health (MDH) and OCM, inspectors from MDH will begin to examine any flower products being sold during their regular inspections to determine whether they are indeed hemp flower or cannabis flower.

In distinguishing between hemp and cannabis flower, OCM, consistent with federal rules and regulations related to hemp under 7 CFR 990.1, will consider the total concentration of THC post- decarboxylation, which is the process by which THC-A is converted into Delta-9 to produce an intoxicating effect. The examination of raw flower products will include reviewing the certificate of analysis for compliance in several areas, including:

Compliance with the requirement that raw flower listed for sale includes a Certificate of Analysis (COA). Products for sale without a COA will constitute an illegal sale.

A COA that affirms concentrations of 0.3% or less of Delta-9 on a dry weight basis. Products exceeding 0.3% Delta-9 dry weight are considered marijuana and are therefore illegal to sell.

A COA that confirms that the total levels of Delta-9 and THC-A after the decarboxylation process do not exceed 0.3%. A COA that indicates the raw flower will exceed 0.3 percent Delta-9 post-decarboxylation, or a subsequent test conducted by an independent laboratory utilized by OCM that confirms Delta-9 in excess of 0.3 percent will be considered illegal.

[Minnesota Statutes, Chapter 342](#) governs Minnesota’s cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4](#) prohibits the retail sale of cannabis flower and cannabis products “without a license issued under this chapter that authorizes the sale.”

To date, the Office of Cannabis Management has not issued any cannabis licenses, applications for licenses are expected to be available in the first half of 2025. As such, selling cannabis is a clear violation of law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6](#), OCM may assess fines in excess of a \$1 million for violations of this law. Likewise, under [Minnesota Statutes, chapter 342.19](#), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” Furthermore, violations of law may be considered in future licensing decisions made by OCM.

As inspectors enter the field, we encourage you to review the products you are currently selling to ensure they fall within the thresholds outlined above. If you have any questions related to the products you are selling, please send an email to cannabis.info@state.mn.us.

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "Charlene Briner", with a long horizontal flourish extending to the right.

Charlene Briner
Interim Director
Office of Cannabis Management

Appendix D: Notice to Unlawful Cannabis Sellers

Notice to Unlawful Cannabis Sellers

This notice is to inform you that your current course of action may run afoul of Minnesota law, and continuing this course of action may result in civil actions and potential criminal prosecution. To avoid such outcomes, you should immediately cease and desist any plans to engage in the unlicensed sale of cannabis and cannabis products.

[Minnesota Statutes, Chapter 342 \(www.revisor.mn.gov/statutes/cite/342\)](http://www.revisor.mn.gov/statutes/cite/342) governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4) prohibits the retail sale of cannabis flower and cannabis products "without a license issued under this chapter that authorizes the sale." To date the Office of Cannabis Management has not issued any retail, or other, cannabis licenses. As such, your plan to sell cannabis in a retail setting at this date would be in flagrant violation of the law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6), OCM may assess fines in excess of a \$1,000,000 for violations of this law.

Likewise, under [Minnesota Statutes, chapter 342.19 \(www.revisor.mn.gov/statutes/cite/342.19\)](http://www.revisor.mn.gov/statutes/cite/342.19), OCM is empowered to embargo any product that it has "probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]" It is believed that products attempted to be sold at your retail location might be distributed in violation of the law, and would therefore be subject to embargo by OCM. Under [Minnesota Statutes, chapter 342.19, subd. 2 \(www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2\)](http://www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2), once embargoed OCM "shall release the cannabis plant, cannabis flower, cannabis product, artificially derived cannabinoid, lower-potency hemp edible, or hemp-derived consumer product when this chapter and rules adopted under this chapter have been complied with or the item is found not to be in violation of this chapter or rules adopted under this chapter."

While Minnesota has legalized the sale of adult-use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, the legislature did add new statutory provisions, [Minnesota Statutes, chapter 152.0264 \(www.revisor.mn.gov/statutes/cite/152.0264\)](http://www.revisor.mn.gov/statutes/cite/152.0264), making illegal the unlawful sale of cannabis. As there are not yet any licenses issued by OCM for the cultivation, manufacture, wholesale, transportation, or retail of cannabis, any sales of cannabis products in excess of the limits in 152.0264 is illegal.

If you are only planning to sell cannabinoid products that are derived from hemp, you should ensure that the sale of those products is consistent with [Minnesota Statutes, chapter 151.72 \(www.revisor.mn.gov/statutes/cite/151.72\)](http://www.revisor.mn.gov/statutes/cite/151.72), including but not limited to the requirement that your business be registered with the Commissioner of Health, and that all products are in compliance with the relevant statutes.

Finally, in addition to the state laws outlined above, please be aware that any retail location must be in compliance with local government ordinances and zoning requirements.

OCM takes seriously its charge to enforce Minnesota Statutes, Chapter 342, and its responsibility to ensure a safe and legal cannabis market. In order to avoid the above-described actions, all attempts to open a cannabis retail dispensary in Minnesota without the appropriate license should be ceased.



Joseph L. Sathe
Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9255 direct
email: jsathe@kennedy-graven.com

MEMORANDUM

TO: Janice Gundlach

FROM: Rachel Tierney, City Attorney
Joseph L. Sathe, Attorney

DATE: July 26, 2024

RE: Initial Cannabis Regulatory Decisions

The purpose of this memo is to provide a high-level overview of the options cities will have regarding adult-use cannabis and to obtain preliminary input on some questions that will be used to draft the draft ordinance needed.

This memo is based on the information available at this time which does not include the administrative rules that the Office of Cannabis Management (“OCM”) has released a draft of its administrative rules. These draft rules are subject to change over the next few months.

I. ZONING DECISIONS – DESIGNATING ZONING DISTRICTS

The City can amend its zoning code to specifically allow each business type in a particular district or it can choose to simply allow cannabis businesses in zones with similar uses (e.g., retailers in commercial zones with other retail). The following table includes each licensed business and very high-level information on the businesses operations.

Question: Does the City want to designate zoning districts where cannabis businesses can be located or rely on each businesses underlying use?

<u>License Type</u>	<u>Main Function</u>	<u>Use Type(s)</u>
<i>Cannabis Retailer</i>	Sales to the customers	Commercial
<i>Medical Cannabis Retailer</i>	Sales to registered patients	Commercial
<i>Cannabis Delivery Service</i>	Deliver products directly to customers	Commercial
<i>Lower Potency Hemp Retailer</i>	Sale of hemp products directly to customers	Commercial
<i>Cannabis Cultivator</i>	Growing and tending to cannabis and hemp plants	Indoor: Industrial, Commercial, Production Outdoor: Agricultural
<i>Medical Cannabis Cultivator</i>	Growing cannabis plants	Industrial/Agricultural/ Commercial
<i>Cannabis Event Organizer</i>	Coordinate cannabis events	Office/Commercial
<i>Cannabis Manufacturer</i>	Creating cannabis products that are sold to retailers	Industrial
<i>Medical Cannabis Manufacturer</i>	Creating cannabis products that are sold to medical retailers	Industrial
<i>Lower-Potency Hemp Edible Manufacturer</i>	Creating lower-potency hemp products that are sold to retailers	Industrial
<i>Cannabis Testing</i>	Testing cannabis and hemp products	Industrial
<i>Cannabis Wholesaler</i>	Warehousing and Storage	Industrial
<i>Cannabis Transporter</i>	Transport products from one license type to another.	Industrial/Commercial
<i>Medical Cannabis Combination Business</i>	Cultivation, Manufacturing, and Retail to both the general public and medical patients.	Cultivation, Manufacturing, and limited Retail
<i>Cannabis Mezzobusiness</i>	Cultivation, Manufacturing, and Retail	Cultivation, Manufacturing, and Retail
<i>Cannabis Microbusiness</i>	Cultivation, Manufacturing, and Retail	Cultivation, Manufacturing, and Retail

II. ZONING DECISIONS – BUFFERS

The City's authority to enact zoning regulations is limited in two primary ways: 1) the City may not prohibit the establishment or operation of a cannabis or hemp business licensed by the OCM; and 2) the Legislature has established a maximum buffer from certain uses.

A. Cannabis Business Buffers from Certain Uses

A local unit of government may prohibit the operation of a cannabis business within:

- 1) 1,000 feet of a school; or
- 2) 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Question: Is the City interested in adopting buffers for cannabis businesses?

The City can also impose distance requirements for hemp businesses. State law does not impose the same limits on buffers for hemp businesses.

Question: Is the City interested in adopting buffers for hemp businesses?

B. Buffers from Other Cannabis Businesses

While not explicitly listed in statute, the OCM proposes that cities could adopt requirements that cannabis businesses must be located a certain distance from each other.

Question: Is the City interested in adopting buffers between cannabis businesses?

III. REGISTRATION AND COMPLIANCE CHECKS

The OCM reviews, approves, and issues the business licenses. However, each retail business must also register with the city in which it will operate, unless the city has consented to the county issuing registrations on its behalf. A registration fee can be imposed in addition to the state license fee.

A. Registrations

The registration process involves issuing a registration to a retail business that: (1) has a valid license issued by the OCM; (2) has paid the registration fee or renewal fee (if applicable); (3) is found to be in compliance with the requirements of the Cannabis Act at any preliminary compliance check; and (4) if applicable, is current on all property taxes and assessments.

Question: Does the City wish to issue registrations or ask the county to do it?

B. Registration Fee**Registration Fees by Business Type**

The following shows the maximum amount the city could charge for an initial registration fee and renewal registration fee for retail businesses and includes the amount the state charges for a license, for reference.

The city's initial registration cannot exceed \$500 or half of the license fee (whichever is less) and the renewal registration fee cannot exceed \$1,000 or half of the license fee (whichever is less)

The initial registration fee shall include the fee for initial registration and the first annual renewal. Any renewal fee imposed by the local unit of government shall be charged at the time of the second renewal and each subsequent annual renewal thereafter.

<u>Business</u>	<u>Initial</u>	<u>Renewal</u>
<i>Cannabis Retailer</i>	City (Optional) - \$500; State - \$2,500	City (Optional) - \$1,000; State - \$5,000
<i>Lower Potency Hemp Retailer</i>	City (Optional) - \$125; State - \$250	City (Optional) - \$125; State - \$250
<i>Medical Cannabis Combination Business</i>	City (Optional) - \$500; State - \$20,000	City (Optional) - \$1,000; State - \$70,000
<i>Cannabis Mezzobusiness</i>	City (Optional) - \$500; State - \$5,000	City (Optional) - \$1,000; State - \$10,000
<i>Cannabis Microbusiness</i>	City (Optional) - \$0; State - \$0	City (Optional) - \$500; State - \$1000

Question: Does the City want to impose a registration fee?

It should be noted that the City cannot charge any fee unless it is the registering authority.

C. Compliance Checks

Once the registration is issued, the entity issuing the registration is responsible for annual compliance checks that include assessing compliance with age verification requirements (using underage purchasers), the applicable operational requirements, and the applicable limits on the types of products being sold.

D. Limiting Number of Retailers

The specific language in the Cannabis Act allowing a limitation on the number of retailers in the City says that “[a] local unit of government that issues cannabis retailer registration...may, by ordinance, limit the number of licensed cannabis retailers, cannabis mezzo businesses with retail endorsements, and cannabis mezzo businesses with retail endorsements to no fewer than one registration for every 12,500 residents.”

Consenting to have the county issue registrations could mean that the county then has the ability to limit retailers, not cities. Hopefully, the OCM will address this issue in the administrative rules.

Question: Does the City wish to limit the number of retailers to up to 3?

Note: Cities will receive a portion of the taxes imposed by the state as part of “local government cannabis aid”. This aid will be distributed to cities based on the number of retailers in the City. The City will be entitled to the sales tax aid regardless of whether it registers businesses.

E. Limiting Hours of Operation

Under statute, retail cannabis businesses may operate from 8:00 am-2:00 am Monday-Saturday and 10:00 am-2:00 am on Sunday.

The City can limiting the hours of operation between 10:00 am-9:00 pm. seven days a week.

Question: Does the City want to impose additional hours of operation limits?

F. Cannabis Events

A temporary cannabis event is a gathering organized by a licensed cannabis event organizer that may last for no more than four days.

The process for these event should generally follow the normal process for handling similar events, but the City could choose to require additional standards for temporary cannabis events, such as prohibiting on-site consumption, limiting the hours or the events, etc.

Question: Does the City want to consider additional standards for temporary cannabis events?

IV. NEXT STEPS

Any input provided will be used to draft the ordinances related to cannabis and hemp businesses. Zoning changes must go through the zoning amendment process, while the registration and operational ordinances will follow the general ordinance amendment process. Once the OCM publishes a draft of the administrative rules, we will update the City with any additional considerations and decision points.

Licensed Activities			Zoning Districts							
License Type	Main Function	Use Type(s)	MU-1	MU-2A	MU-2B	MU-3	MU-4	E-1	E-2	I
Cannabis Retailer	Sales to the customers	Commercial	P	P	P	P	P	P (limited)	P (limited)	NP
Medical Cannabis Retailer	Sales to registered patients	Commercial	P	P	P	P	P	P (limited)	P (limited)	NP
Cannabis Delivery Service	Deliver products directly to customers	Commercial	NP	NP	NP	P	P	C	C	P
Lower Potency Hemp Retailer	Sale of hemp products directly to customers	Commercial	P	P	P	P	P	P (limited)	P (limited)	NP
Cannabis Cultivator	Growing and tending to cannabis and hemp plants	Indoor: Industrial, Commercial, Production	NP	NP	NP	NP	NP	NP	NP	P
Medical Cannabis Cultivator	Growing cannabis plants	Indoor: Industrial, Commercial	NP	NP	NP	NP	NP	NP	NP	P
Cannabis Event Organizer	Coordinate cannabis events	Office, Commercial	P	P	P	P	P	P	P	P
Cannabis Manufacturer	Creating cannabis products that are sold to retailers	Industrial	NP	C (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P
Medical Cannabis Manufacturer	Creating cannabis products that are sold to medical retailers	Industrial	NP	C (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P
Lower-Potency Hemp Edible Manufacturer	Creating lower-potency hemp products that are sold to retailers	Industrial	NP	C (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P
Cannabis Testing	Testing cannabis and hemp products	Industrial	NP	C	P	P	P	P	P	P
Cannabis Wholesaler	Warehousing and Storage	Industrial	NP	C (limited)	C (limited)	C (limited)	C (limited)	P	P	P
Cannabis Transporter	Transport products from one license type to another	Industrial, Commercial	NP	NP	NP	P	P	C	C	P
Medical Cannabis Combination Business	Cultivation, Manufacturing, and Retail to both the general public and medical patients.	Cultivation, Manufacturing, and limited Retail	NP	C (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P (limited)	P
Cannabis Mezzobusiness	Cultivation, Manufacturing, and Retail	Cultivation, Manufacturing, and Retail	NP	C (limited)	C (limited)	C (limited)	P	P (limited)	P (limited)	P
Cannabis Microbusiness	Cultivation, Manufacturing, and Retail	Cultivation, Manufacturing, and Retail	NP	C (limited)	C (limited)	C (limited)	P	P (limited)	P (limited)	P

Regulatory Cannabis Decisions

Rachel G. Tierney, City Attorney

Legislative Background

- In 2022, edibles and beverages containing THC entered the Minnesota marketplace after amendment to Minn. Stat. 151.72 to specifically allow these products. The edibles/gummies/beverages must contain 5 mg or less of THC per dose, and external application products must contain .3 percent or less THC (“151 Hemp Products”).
- In 2023, the Minnesota Legislature passed the Cannabis Act which provided for a framework for adult-use cannabis and regulated some hemp products as well. The Cannabis Act was effective July 1, 2023 (certain provisions were delayed for various periods of time), and the state began establishing regulations.
- In 2024, the Minnesota Legislature made minor updates to license types.

Current City of Roseville Regulations

- A license is required to sell Edible Cannabinoids (now known as lower-potency hemp edibles (“LPHE”)), capping the number of licenses at 8. After the Cannabis Act, the cap no longer applied to establishments holding a license under Roseville City Code Chapter 302 (Liquor). Roseville City Code Chapter 316.
- Smoking in a public place, including tobacco and marijuana, is prohibited. Roseville City Code Ch. 407
- Mortarium on Operation of Cannabis Businesses until January 1, 2025.

Office of Cannabis Management (“OCM”)

- Established July 1, 2023.
- Responsible for all Cannabis Act licensing of cannabis and hemp products and most of the regulatory framework established by the Cannabis Act.
- Model Ordinance for Cities – including “time, place, and manner” model.
- Administrative Rulemaking

Potential Topics for Regulation

Zoning

1. Assign cannabis businesses to specific zoning districts or classify by underlying use.
2. Establish “buffers” to separate cannabis businesses from certain uses, or each other.
3. Establish “buffers” to separate LPHE businesses from certain uses, or each other.

Registration and Compliance

1. Register businesses or defer registration to Ramsey County. If City:
 - Impose a registration fee.
 - Limit the number of retailers (min. 3)
2. Limit hours of retail operation.
3. Impose standards for temporary cannabis events.

Does the city want to explicitly list each cannabis business type in a particular district, or allow cannabis businesses based on similar uses?

Types of uses and potential districts

Commercial:

- Retailer- cannabis, LPHE.
- Cannabis Delivery Service
- Cannabis Event Organizer

Commercial and Industrial: (licenses include retail, cultivation, and manufacturing)

- Medical combination
- Mezzobusiness (up to 3 retail)
- Microbusiness (1 retail location)

Industrial (indoor):

- Cultivator – cannabis, medical, LPHE.
- Manufacturer – cannabis, medical, LPHE.
- Cannabis testing
- Cannabis wholesaler
- Cannabis Transporter

Agricultural (outdoor):

- Cultivator– cannabis, medical.

Does the City want to require buffers?

Buffers

Cannabis Businesses: Prohibit from operating:

- Within 1,000 feet of a school.
- Within 500 feet of a day care, residential treatment facility, or public park attraction used by minors (e.g. playground, athletic field).
- Within X feet of another cannabis business
- Apply to all cannabis businesses or certain licenses only

Lower-Potency Hemp Edibles:

- Apply standards to cannabis businesses
- Apply more or less restrictive standards

Note: zoning certification

While the city will not issue licenses, it does have a role in state licensing. Part of the state licensing process involves City certification of zoning, and (as applicable) fire and building code compliance.

1. OCM will notify the city of a proposed business and its location.
2. City has 30 days to respond to request for certification.
3. Certification may include zoning certification and state fire and building code.
4. If City fails to respond, license may be approved.

Does the City want to register businesses?
(or leave it to the County)

Optional Retail Registration – benefits

- Ability to impose a registration fee -- \$500 to issue, \$1,000 to renew.
- Ability to require compliance with state law and local ordinances.
- Ability to require business to be current on all taxes and assessments for location.
- **Ability to limit number of retail registrations, Roseville must allow at least 3.**
- Ability to deny registration, renewal, or suspend registration, or issue fine for violation of the above, or if the business poses “an immediate threat to the health and safety of the public.”
- Ability to perform preliminary compliance checks (permitted).
- Required to perform annual compliance check.

Does the City want to impose
other regulations?

Optional Business Regulations

- Retail hours of operation:
 - Most permissive: 8:00 am – 2:am, Monday-Saturday, 10:00 am-2:00 am Sunday.
 - Most Restrictive: 10:00 am – 9:00 pm, seven days a week.
- Odor.
- Temporary cannabis events:
 - Require license or permit for event.
 - Restrict or prohibit on-site consumption.
 - Restrict location.
 - Restrict hours.

City's Ability to Regulate Lower-Potency Hemp Edibles (LPHE)

- Current Conditions:
 - Licensing ordinance is in effect until March 1, 2025
- Regulatory Options:
 - Require registration (like cannabis businesses).
 - Adopt zoning regulations, including “buffers” (may be limited for liquor establishments).
 - Important note: the statute is unclear regarding whether all establishments holding a liquor license (on or off sale) are permitted to sell lower potency hemp products if they obtain a license.

Questions?

License	Governing City Code	Limit on Licenses (Y/N)	# of licenses allowed	# of licenses issued	Hours of Operation	Spacing Distance	Special Events/Temporary License Allowed?	Notes
Tobacco	306	Regular - No Age Restricted - Yes	Regular - NA Age Restricted - 4	4	No restrictions	No requirements	No	
THC	316	Yes	Age Restricted - 8 Holders of Liquor Licenses - No Cap	4	No restrictions	No requirements	No	
Liquor	302							
On-sale Intoxicating Liquor		No	NA	23	8:00 am 2:00 am (Mon - Sun)	No requirements	Separate License (Chapter 302.M)	Special License needed for sales after 1:00 am, and Sunday sales; at least 50% non-alcohol sales
Off-sale Intoxicating Liquor		Yes	10	7	8 am to 10 pm (Mon-Sat), Sunday 11 am to 6 pm	No requirements	No	Cannot sell on Thanksgiving Day, Christmas Day and after 8:00 pm on Christmas Eve
On-Sale Wine		No	NA	16	8:00 am 2:00 am (Mon - Sun)	No requirements	No	Only issued to restaurants with seating for at least 25 customers; Special License needed for sales after 1:00 am, and Sunday sales
On-Sale Brewer Tap Room		No	NA	2	8:00 am - 1:00 am Mon-Sat, Special Sunday License needed	No requirements	No	
Off-Sale Brewery		No	NA	2	8 am to 10 pm (Mon-Sat), Sunday 11 am to 6 pm	No requirements	No	Cannot sell on Thanksgiving Day, Christmas Day and after 8:00 pm on Christmas Eve
On-Sale Microdistillery Cocktail Room		No	NA	0	8:00 am 2:00 am (Mon - Sun)	No requirements	No	Special License needed for sales after 1:00 am, and Sunday sales
Off-Sale Microdistillery		No	NA	1	8 am to 10 pm (Mon-Sat), Sunday 11 am to 6 pm	No requirements	No	Cannot sell on Thanksgiving Day, Christmas Day and after 8:00 pm on Christmas Eve
Club On-Sale		No	NA	4	8:00 am - 1:00 am Mon-Sat, Sunday 12 noon - 1 am	No requirements	No	
Temporary On-Sale		Organization limited to 12 calendar days per year.	NA	NA	8:00 am - 12 midnight	No requirements	No	One Temporary License can be good for an event up to 4 days
Temporary On-Sale - Central Park		No	NA	NA	Hours of park	No requirements	NA	
Temprrory On-Sale OVAL and Cedarholm		No	NA	NA	Hours of building	No requirements	No	
On-Sale Non-Intoxicating Liquor		No	NA	19	8:00 am - 2:00 am Mon-Sat, Sunday 10 am- 2 am	No requirements	Separate License (Chapter 302.M)	
Off-sale Non-Intoxicating Liquor		No	NA	10	8:00 am - 2:00 am Mon-Sat, Sunday 10 am- 2 am	No requirements	No	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Consider Appointments to the Equity and Inclusion Commission

Background

On August 22, the City Council interviewed applicants interested in appointment to the Equity and Inclusion Commission. The City Council will consider applicants for the Equity and Inclusion Commission (EIC). Under the ordinance that created the EIC, Section 205.02 Membership states that the commission will consist of 7 members appointed by the City Council and further states that "Members should reflect the diverse makeup of the community..." That same section states that the diversity of the commission is important so as to "contribute to a comprehensive understanding of equity and inclusion, reflective of the different lived experiences of the community." With these being the first appointments to the new commission, it is in the best interest of everyone in the community that the commission is set up for success with diverse and balanced representation that has a strong foundational understanding of equity and inclusion principles.

Equity and Inclusion Commission— seven (7) vacancies

- 3 vacancies for a term ending March 31, 2028
- 2 vacancies for a term ending March 31, 2027
- 2 vacancies for a term ending March 31, 2026

Each council member was asked to select their top applicants for consideration for appointment. They are listed in alphabetical order on Attachment 1.

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

38 None.

39

40 **Staff Recommendations**

41 Staff recommends that the Council make appointments to the Equity and Inclusion Commission that best
42 reflect the diverse perspectives within the community, is balanced in representation, and creates a
43 strong foundational understanding of equity and inclusion principles.

44

45 **Requested Council Action**

46 Council may appoint up to seven (7) applicants to fill the following vacancies.

47

48 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2028.

49 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2028.

50 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2028.

51

52 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2027.

53 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2027.

54

55 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2026.

56 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2026.

57

58

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: 1. Tally sheet
2. Bench Handout 2, Item 7.b 9-9-24

59

Equity and Inclusion Commission

7 Vacancies (3 vacancies for terms expiring 3/31/28, 2 vacancies for terms expiring 3/31/27, and 2 vacancies for terms expiring 3/31/26)

Etten	Alfred Chan	Gabrielle Filip-Crawford	Amanda LaGrange	Shannon Schuver	Prajwal Vemireddy		
Groff	Alfred Chan	Michelle Doyal	Gabrielle Filip-Crawford	Amanda LaGrange	Shannon Schuver	Prajwal Vemireddy	
Roe	Alfred Chan	Gabrielle Filip-Crawford	Amanda LaGrange	Shannon Schuver	Prajwal Vemireddy		
Schroeder	Alfred Chan	Michelle Doyal	Gabrielle Filip-Crawford	Dan Nyberg	Shannon Schuver	Prajwal Vemireddy	
Strahan	Alfred Chan	Michelle Doyal	Gabrielle Filip-Crawford	Amanda LaGrange	Prajwal Vemireddy		

Applicants

Alfred Chan	5
Michelle Doyal	3
Gabrielle Filip-Crawford	5
Elliot Francke	0
Alisha Hollman	0
Amanda LaGrange	4
Suzy Nuetzman	0
Dan Nyberg	1
Shannon Schuver	4
Prajwal Vemireddy	5
Jessica Zellers	0

September 9, 2024

To: Council & Staff
From: Mayor Dan Roe
Subject: Equity and Inclusion Commission appointment terms

City Code Section 201.02.B indicates that for a new commission, at least 1/3 of the initial appointments be for a term of 3 years, up to 1/3 be for a term of 2 years, and the balance be for a term of 1 year.

At a previous Council discussion, the Council interpreted that to mean for a 7-member commission, the 3-year term appointments must be at least 1/3 (2.33), or 3 appointments. (2 appointments to 3-year terms would not meet the “at least 1/3” requirement.

If we consider appointing fewer than 7 members to the EIC, I wanted to provide some background for the council on the numbers that means under Code Section 201.02.B.

First a summary of the total potential length of service for various initial appointment lengths:

- For initial **3-year** (full) terms, the appointee may serve a total of up to **6 years** (up to 2 full 3-year terms)
- For initial **2-year** (partial) terms, the appointee may serve a total of up to **8 years** (1 partial 2-year term and up to 2 full 3-year terms)
- For initial **1-year** (partial) terms, the appointee may serve a total of up to **7 years** (1 partial 1-year term and up to 2 full 3-year terms)

Of course, that total possible service length information may be a moot point, given the typical turnover on a commission.

For various initial commission sizes, the Council has the following options:

Code Standard	Number of Initial Members								
	Seven			Six			Five		
	Calc'd.	Opt 1	Opt 2	Calc'd.	Opt 1	Opt 2	Calc'd.	Opt 1	Opt 2
Min. 1/3 = 3 yrs.	2.33	3 (must)	3 (must)	2	2 (must)	2 (must)	1.67	2 (must)	2 (must)
Up to 1/3 = 2 yrs.	2.33	3	2	2	2	1	1.67	2	1
Rest = 1 yr.	2.33	1	2	2	2	3	1.67	1	2

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Appoint Youth Commissioner to Equity and Inclusion Commission

Background

It has been customary for the City Council to appoint youth representatives to serve on various advisory commissions. Chapter 201 of the city code allows the Council to appoint up to two (2) additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. Youth commissioner terms expire on July 31 of each year.

Additionally, in August, 2022, Council updated the code language to remove "ex-officio" from the youth commissioner role, and allow youth to decide if they wanted to be a voting member of the commission. Youth are required to fill out an application, and as part of the application they are asked if they are seeking voting rights. If they are, the youth applicant must have their parent or guardian approve and sign the application agreeing to allow the youth to vote.

Staff has received applications from the following students for the Equity and Inclusion Commission:

- Gwen Goedken - seeking voting rights
- Anica Barze - seeking voting rights

The applications have been signed by the parent/guardian granting permission for the youth applicants to be a voting member.

Youth commissioners are appointed to one-year terms and may be reappointed for up to 3 terms as long as they meet the age, enrollment and residency requirements.

Policy Objectives

The city's Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent is to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city's Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Diverse policymakers and advisors are key to serving residents and other customers with excellence. Having youth commissioners as part of advisory commissions brings unique perspectives and insight to conversations, ideas and recommendations.

Equity Impact Summary

Diverse policy-makers and policy advisors are key to serving residents and other customers with excellence. The role of appointed boards, commissions, and councils is to advise the Mayor and Council on city policies and practices. By ensuring that diversity across all segments of our population are represented, the city increases its access to great ideas, strengthens innovation and problem-solving, and ensures we are representing the viewpoints and considerations of all our communities.

39
40
41
42
43
44
45
46
47
48
49
50
51
52

Budget Implications
None

Staff Recommendations
By motion, appoint Gwen Goedken and Anica Barze as youth commissioners to the Equity and Inclusion commission for a term ending July 31, 2025.

Requested Council Action
By motion, appoint Gwen Goedken and Anica Barze as youth commissioners to the Equity and Inclusion commission for a term ending July 31, 2025.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: 1. Applications

Youth Commission Member Application - 2024

Contact Information

Date of Application (MM/DD/YYYY)	08/09/2024
First Name	Anica
Last Name	Barze
Address 1 (no P.O. boxes please)	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
Grade During 2023-2024 School Year?	10
I am under age 18	Yes
Which Commission are you applying to?	Human Rights, Inclusion and Engagement Commission
Roseville commissions are advisory to the city council. Please describe any unique qualities, talents, or experiences you have that would inform your perspective on the Commission to which you are applying.	- I have been enrolled in a Spanish immersion program (DLI) since kindergarten and can speak and understand Spanish - I am a good at communicating and I get along with people well - I brought the Black Girl Magic Day to the Roseville district, with the help of my mother and sister

Please list school and community activities or service organizations in which you are involved:	- Wrestler on the Roseville High School team - Black Girl Magic day leader - Student in AVID - Eastside Wrestling volunteer coaches assistant - Volunteering yearly with Little Canada Elementary School events
Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.	none
Have you previously served on a board or commission for the City of Roseville?	No
Have you served on a board or commission for another governmental entity?	No
I wish to serve as a voting member	Yes
If you choose to be a voting member there are responsibilities that you must acknowledge and agree to abide by. They include the following:	I agree to attend all trainings offered by the staff liaison and city as it relates to my role as a commissioner, I understand that I will be issued a City of Roseville email address, which I will only use to conduct commission-related business. This city-issued email address is public., I understand that a commission's formal recommendations to the City Council may become part of legal disputes., I understand that I am expected to abide by the city's ethics code and therefore subject to the complaint process of the city's ethics code.
Parent/Guardian	I am the parent or legal guardian of the applicant listed above., I have reviewed this application and understand that participation on a Roseville commission is voluntary., I understand commission meetings are broadcast live and the applicant's image will be used on tv in relation to their work on the commission., I understand certain data on youth as an applicant and member of a commission is considered public under MN law and therefore available upon request.

Parent/Guardian Acknowledgment - Application Data	I agree
Parent/Guardian Permission to Serve	Yes, No
Parent/Guardian Permission to Vote	Yes, No
Parental/Guardian Image Permission	Yes, No
How did you hear about this opportunity?	Other
If "Other" please list:	Recommended to apply by associate superintendent
Signature of Guardian/Parent	Alisha Barze
Date (MM/DD/YYYY)	08/09/2024
Contact information for Parent/Guardian	
Signature of Applicant	Anica Barze
Date (MM/DD/YYYY)	08/09/2024

Date of Application (MM/DD/YYYY)	6/27/24
First Name	Gwen
Last Name	Goedken
Address 1 (no P.O. boxes please)	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
Grade During 2023-2024 School Year?	8
I am under age 18	Yes
Which Commission are you applying to?	Human Rights, Inclusion and Engagement Commission
Roseville commissions are advisory to the city council. Please describe any unique qualities, talents, or experiences you have that would inform your perspective on the Commission to which you are applying.	Since I'm a young high school student, I have a different perspective that adults. I can bring youthful thoughts and input to the team, while understanding the information being discussed. With family members who have received special needs services, I can bring their needs into perspective also.
Please list school and community activities or service organizations in which you are involved:	- student leadership club - Sunday school teacher - VBS leader - leadership position for Girl Scouts - volunteered with the special Ed department at school

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.	<i>Field not completed.</i>
Have you previously served on a board or commission for the City of Roseville?	No
Have you served on a board or commission for another governmental entity?	No
I wish to serve as a voting member	Yes
If you choose to be a voting member there are responsibilities that you must acknowledge and agree to abide by. They include the following:	I agree to attend all trainings offered by the staff liaison and city as it relates to my role as a commissioner, I understand that I will be issued a City of Roseville email address, which I will only use to conduct commission-related business. This city-issued email address is public., I understand that a commission's formal recommendations to the City Council may become part of legal disputes., I understand that I am expected to abide by the city's ethics code and therefore subject to the complaint process of the city's ethics code.
Parent/Guardian	I am the parent or legal guardian of the applicant listed above., I have reviewed this application and understand that participation on a Roseville commission is voluntary., I understand commission meetings are broadcast live and the applicant's image will be used on tv in relation to their work on the commission., I understand certain data on youth as an applicant and member of a commission is considered public under MN law and therefore available upon request.
Parent/Guardian Acknowledgment - Application Data	I agree
Parent/Guardian Permission to Serve	Yes

Parent/Guardian Permission to Vote	Yes
Parental/Guardian Image Permission	Yes
How did you hear about this opportunity?	Other
If "Other" please list:	Commissioner at block party :)
Signature of Guardian/Parent	Maegan Goedken
Date (MM/DD/YYYY)	6/27/24
Contact information for Parent/Guardian	
Signature of Applicant	Gwenyth Goedken
Date (MM/DD/YYYY)	6/27/24

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 7.d.

Department Approval

City Manager Approval



Item Description: Consider City Council Appointment to Ramsey County League of Local Governments Climate Action Workgroup (RCLLG-CLAW) Subcommittee on Manufactured Home Climate Resiliency

Background

The Ramsey County League of Local Governments (RCLLG) has a group of members that are working on climate change and resiliency issues. The working group, Climate Action Workgroup (CLAW), applied for and received a \$50,000 grant from the Minnesota Pollution Control Agency (MPCA) to conduct planning and outreach with the owners and residents in manufactured home parks in Ramsey County. The work done as part of the grant will set the stage for potential future public and private investments to improve weatherization and climate resilience of manufactured homes.

RCLLG- CLAW is looking for elected city representatives to serve on a subcommittee to help provide strategic direction of the work and help develop and strengthen connections to manufactured homeowners and residents in each community. The work is expected to take 9 -10 months.

Policy Objectives

Among the City's aspirations is having *"a community of thriving and diverse neighborhoods with quality housing and businesses that meet the needs of, and provide opportunities for, all people"; "a community that treasures and preserves natural areas and open space and prioritizes environmental conservation and sustainability"; and "a city that fosters a strong sense of community through effective and effective communication, effective engagement, and collaborative decision-making"*. The work proposed to be done with grant funding for manufactured home communities aligns with the Community Aspirations described above.

Equity Impact Summary

Roseville has one manufactured home park; Roseville Estates at 2599 Lexington Ave. Although the City does not have any direct information about demographics for the this community, Census Tract 414, where it is located, shows key trends that highlight a slightly younger and more diverse population compared to the rest of Roseville. Residents in this area also have a lower per capita income compared to the rest of Roseville, and have a lower poverty rate than the rest of the community. The Census Tract also includes more residents that moved into the area in the past year and includes more foreign-born individuals than the rest of Roseville. Below is a table showing the comparison of Census Tract 414 and the entire City of Roseville.

Demographic Information	Census Tract 414	City of Roseville
Median Age	39 years old	41.2 years old
Race and Ethnicity	71% White, 29% BIPOC	72% White, 28% BIPOC
Income	\$50,730	\$52,629
Poverty Rate	6.6% below poverty line	7.1% below poverty line
Geographic Mobility	16.8% moved since previous year	13.3% moved previous year
Place of Birth	13.4% foreign-born	10.8% foreign-born

This demographic context is important, as manufactured home park residents across the Twin Cities region tend to have lower incomes, with nearly 75% earning less than \$60,000 annually. Additionally, over 50% of manufactured homes in Minnesota are over 30 years old, making them more vulnerable to issues related to aging infrastructure, energy inefficiency, and climate impacts.

The work being done through the RCLLG-CLAW and MPCA grant provides an opportunity to address these issues by improving weatherization and climate resilience in manufactured home communities. This aligns with Roseville's community aspirations to promote quality housing and opportunities for all residents, environmental sustainability, and effective engagement with diverse communities. Given the socioeconomic challenges faced by manufactured home residents, this initiative represents an important step towards equitable access to housing resources and climate resiliency efforts for a potentially underserved population.

Budget Implications

None identified at this time.

Staff Recommendations

The City Council should discuss appointing a Councilmember to the RCLLG-CLAW Manufactured Home subcommittee.

Requested Council Action

Motion to appoint a Councilmember to the RCLLG-CLAW Manufactured Home subcommittee.

Prepared by: Patrick Trudgeon, City Manager

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

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	\$276,873.38
110407 – 110602	\$1,735,632.06
Total	\$2,012,505.44

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

31 Staff recommends approval of all payment of claims.

32

33

34 **Requested Council Action**

35 Motion to approve the payment of claims as submitted.

36

37

38

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

39

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					
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	1544
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,972.00	1544
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	951.83	1544
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,317.00	1544
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	1544
Total Department 00-00 GENERAL				9,640.83	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	Alerus Financial NA	COBRA JULY SERVICE FEE PAID AUGUST	213.00	110508
100-01-00-430000	Professional Services	MARY KAY DELVO	INVOICE #1 CITY STRATEGIC PLANNING SE	6,975.00	110586
100-01-00-430000	Professional Services	RAPP STRATEGIES INC.	SALES TAX REFERENDUM - PROFESSIONAL S	4,000.00	110509
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	167.00	1586
100-01-00-442000	Memberships & Subscription	Suburban Rate Authority	SECOND HALF ASSESSMENT FOR SUBURBAN R	1,952.00	110545
100-01-00-448000	Miscellaneous	Twin Cities Flag Source, I	FLAGS FOR CEDARHOLM AND CITY HALL	383.00	110492
Total Department 01-00 CITY COUNCIL				13,690.00	
Department: 02-00 ADMINISTRATION					
100-02-00-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	2,006.72	110489
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU 8/11	78.93	110433
100-02-00-430060	Wellness Plan	Yer Vue	WELLNESS - PHOTO CHALLENGE PRIZES	149.16	1590
100-02-00-439000	CONTRACT MAINTENANCE	NFP Insurance Services, In	BSWIFT AND ACA FEES	683.40	110573
100-02-00-441100	Tuition Reimbursement	Leah Cundiff	TUITION REIMBURSEMENT	1,500.00	1591
100-02-00-442000	Memberships & Subscription	MCMA Secretariat	ANNUAL MCMA MEMBERSHIP DUES - TRUDGE	235.20	110557
100-02-00-442000	Memberships & Subscription	ROSEVILLE ROTARY	QUARTERLY DUES	634.00	110415
100-02-00-448054	Volunteer Recognition	Northstar Maintenance Mana	COMPOSTABLE PLATES AND CUPS FOR VOLUN	308.21	110504
Total Department 02-00 ADMINISTRATION				5,595.62	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	Hildi, Inc	ACTUARIAL DISCLOSURES UNDER GASB 75	1,500.00	110531
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	JULY 2024 SERVICE CHARGE	781.39	110427
Total Department 04-00 FINANCE				2,281.39	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	JULY PROSECUTION SERVICES	14,978.00	1547
Total Department 06-00 LEGAL DEPARTMENT				14,978.00	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE	103.13	110547
100-08-00-431100	Postage	Postmaster-Mailing Require	ANNUAL FEE BRM PERMIT #2437-001	350.00	110461
Total Department 08-00 CENTRAL SERVICES				453.13	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-422000	Clothing	STREICHER'S	PANTS - KROSNOWSKI	84.00	1522
100-10-00-422000	Clothing	STREICHER'S	PANTS, HANCUFFS DUPAUL	91.99	1552
100-10-00-422000	Clothing	STREICHER'S	PANTS WELIN	92.00	1522
100-10-00-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	MAGNETIC MIC CLIP - VEH SUPPL	39.95	1569
100-10-00-424000-PD0002	Operating Supplies	Driver & Vehicle Services	ID FOR OUTREACH CLIENT #24500575	10.00	110482
100-10-00-424000-PD0002	Operating Supplies	HARBOR AT TWIN LAKES	RENT DEPOSIT HOMELESS OUTREACH - CN24	250.00	110588
100-10-00-424000-PD0002	Operating Supplies	LOUISIANA BUREAU OF VITAL	BIRTH CERTIFICATE FOR 24500625 - HOME	15.50	110591
100-10-00-424000-PD0002	Operating Supplies	Verizon	HOMELESS OUTREACH DATA JULY	94.56	110432
100-10-00-430000	Professional Services	T Mobile USA, Inc.	INVESTIGATIONS TIMING ADVANCE 7/12-7/	50.00	110424
100-10-00-430000	Professional Services	THOMSON REUTERS	CLEAR SUBSCRIPTION 7/1-12/31/2024	7,812.00	110549
100-10-00-430000	Professional Services	THOMSON REUTERS	CLEAR INV SERV - MAY	1,302.00	110408
100-10-00-430000	Professional Services	THOMSON REUTERS	CLEAR INV SERV - JUNE	1,302.00	110408

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-430000	Professional Services	THOMSON REUTERS	CLEAR INV SERV - JULY	1,302.00	110477
100-10-00-437000	Contract Maint. - Vehicles	Car Wash Partners, LLC	JULY WASHES	32.00	1572
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	LIGHTS REPAIR UNIT 2304	460.00	1569
100-10-00-439000	CONTRACT MAINTENANCE	TimeClock Plus, LLC	ADDITIONAL SCHEDULING LICENSES	33.05	110580
100-10-00-441100	Tuition Reimbursement	Jeffrey Lopez	PD TUITION REIMB SUMMER 2024	1,089.00	1589
100-10-00-441100	Tuition Reimbursement	Leah Cundiff	SPRING 2024 TUITION REIMB - CUNDIFF	1,500.00	1530
100-10-00-443500	Minor Equipment	Galls, LLC	1 POINT BLANK SHIELD	8,858.70	1581
100-10-00-448050	Employee Recognition	Galls, LLC	COMMENDATION BARS (20)	510.00	1581
Total Department 10-00 POLICE DEPARTMENT				24,928.75	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-423000	Vehicle Supplies & Mainten	Group Health Non-Patient A	Q2 PHARMACY STOCK	19.36	110506
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	OXIMETER	450.28	110407
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	TEST STRIP, BLD GLUC	365.40	110407
100-13-00-430000	Professional Services	Performance Plus LLC	PORTER	872.00	110554
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	JULY	775.81	110409
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	JULY 2024	775.71	110409
100-13-00-439000	CONTRACT MAINTENANCE	Comcast	AUG	111.42	110475
100-13-00-439000	CONTRACT MAINTENANCE	Fire Loss Management, LLC	RAMSEY COUNTY ESC	600.00	110565
100-13-00-439000	CONTRACT MAINTENANCE	Fire Loss Management, LLC	PLAN REVIEWS	225.00	110565
100-13-00-439000	CONTRACT MAINTENANCE	GEARHEAD SERVICE LLC	BIKE FIX	150.00	110513
100-13-00-439000	CONTRACT MAINTENANCE	HM Cragg	GENERATOR	490.00	110498
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	568.56	110419
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	JULY	305.76	110487
100-13-00-439000	CONTRACT MAINTENANCE	TK Elevator Corp.	ELEVATOR PANEL	712.00	110428
100-13-00-439000	CONTRACT MAINTENANCE	TK Elevator Corp.	ELEVATOR PM MAINTENANCE ALL 5	180.00	110561
100-13-00-439000	CONTRACT MAINTENANCE	TK Elevator Corp.	ELEVATOR PACKINGS	6,950.57	110561
100-13-00-439000	CONTRACT MAINTENANCE	US DIGITAL DESIGNS	ANNUAL FEE	8,087.40	110568
Total Department 13-00 FIRE DEPARTMENT				21,639.27	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-424000	Operating Supplies	Greenhaven Printing	BUSINESS CARDS - J. SELBY, D. BROSNAB	145.00	1565
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	3,234.91	1574
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	386.71	110496
100-13-13-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	JUNE AND JULY	97.50	110503
100-13-13-437000	Contract Maint. - Vehicles	Cummins Sales and Service	E632	1,896.37	110488
100-13-13-437000	Contract Maint. - Vehicles	Cummins Sales and Service	E631	2,037.84	110488
100-13-13-437000	Contract Maint. - Vehicles	Emergency Apparatus Maint.	COOLANT LEAK 632	959.01	1542
100-13-13-437000	Contract Maint. - Vehicles	IIA Lifting Services, Inc.	ANNUAL LADDERS	2,234.46	1585
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				10,991.80	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	75.67	1546
Total Department 13-18 EMERGENCY SERVICES				75.67	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-424000	Operating Supplies	Hardwood Creek Lumber, Inc	LUMBER	201.00	110470
100-20-20-424000	Operating Supplies	Hardwood Creek Lumber, Inc	LUMBER	536.00	110470
100-20-20-430000	Professional Services	Alliant, Inc.	RCD 4 SOILS STUDY PHASE II	165.00	110537
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				902.00	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	Precise MRM, LLC	10MB FLAT DATA PPLAN US WITH NAF	744.00	1526

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-21 STREET DEPARTMENT					
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL 1045 WOODLYNN	329.00	110552
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL ACORN + WOODBRIDGE	1,272.50	110552
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT FEE FOR JULY	115.44	110487
Total Department 20-21 STREET DEPARTMENT				2,460.94	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	14,465.43	1579
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,324.63	1578
Total Department 20-22 STREET LIGHTING				16,790.06	
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	10,450.29	110507
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM RENTAL	44.11	110486
100-20-30-422000	Clothing	Cintas Corporation	SHOP UNIFORM RENTAL	44.11	110558
100-20-30-422000	Clothing	Cintas Corporation	SHOP CLOTHING RENTAL	44.11	110425
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	OIL+FUEL FILTERS STOCK	233.97	110569
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	VOLT SOLENOID	320.88	1543
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	VOLT SOLENOID #602	299.01	1569
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	BACK RACK #520	383.85	1521
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	SEAT COVER #103	267.30	1569
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	SEAT COVER#102	267.30	1521
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	FLOOR LINER#103	103.46	1569
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	WIPER BADES+FLUID #2562	39.85	1570
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY-STOCK	156.71	1570
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	ENGINE COIL #2204	963.45	110500
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	WORM DRIVE CLAMPS #631	53.58	110464
100-20-30-423000	Vehicle Supplies & Mainten	Napa Auto Parts	HEATER HOSE #632	137.50	1571
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES #2525 + STOCK	841.50	110559
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	MOWER DECK BLADES #160	275.98	110553
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	DRIVE SHAFT #2100	2,407.35	110574
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	AC REFRIDGANT#2020	545.45	110500
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	HEATER HOSE INSULATOR MOTOR MOUNT#210	2,028.30	110500
100-20-30-437000	Contract Maint. - Vehicles	TWIN CITIES TRANSPORT & RE	VEHICLE TOW # 132	350.00	110544
Total Department 20-30 VEHICLE MAINTENANCE				20,258.06	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	Fra-Dor Inc.	ROCK FOR PD PARKING AREA	371.25	110530
100-23-00-424000	Op Supplies-City Hall	GRAINGER	SINGLE FLUSH BATTERY FV RETROFIT KIT	302.77	110543
100-23-00-424000	Op Supplies-City Hall	Mn Dept of Labor & Industr	ELEVATOR ANNUAL OPER.	200.00	110532
100-23-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	7,817.70	110419
100-23-00-430000	Professional Services	McGough Property Managemen	7/2024 EXPENSES CITY HALL	1,824.29	1583
100-23-00-430000	Professional Services	McGough Property Managemen	JULY LABOR CHARGE 2024	1,405.00	1554
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	9,880.07	1546
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	386.71	110496
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	2,125.32	1546
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	106.68	1546
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	110496
100-23-00-439001	CONTRACT MAINTENANCE - CIT	API Garage Door	LOWER POLICE GARAGE DOOR CITY HALL	245.00	110539
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Jeff's S.O.S. Drain & Sewe	CLEAN FLOOR DRAIN BOILER ROOM	140.00	1523
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Joy Albrecht	IRRIGATION REPAIR CITY HALL	256.25	110541
100-23-00-439001	CONTRACT MAINTENANCE - CIT	SANDSTROM LAND MANAGEMENT,	CITY HALL AND LEXINGTON RETAIL CENT	1,943.50	1588
100-23-00-439001	CONTRACT MAINTENANCE - CIT	TK Elevator Corp.	ELEVATOR PM MAINTENANCE ALL 5	360.00	110561
100-23-00-439003	Contract Maint.- City Gara	API Garage Door	GARAGE DOOR #12 NORTH GARAGE	200.00	110539

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-439003	Contract Maint.-	City Gara Huebsch, Inc.	MAT'S/RUGS PUBLIC WORKS BUILDING	156.55	110536
Total Department 23-00 BUILDING MAINTENANCE				29,075.49	
Total Fund 100 General Fund				173,761.01	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	CREATIVE HOMES INC.	ESCROW REFUND - 2415 LAURIE CT	6,000.00	110518
103-00-00-230000	Deposits	SANDSTROM LAND MANAGEMENT,	EROSION CORRECTION	2,412.18	1588
103-00-00-230000	Deposits	TWIN CITIES HABITAT FOR HU	ESCROW REFUND - 3094 VICTORIA	6,000.00	110577
Total Department 00-00 GENERAL				14,412.18	
Total Fund 103 Contracted Engineering Svcs				14,412.18	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-430000	Professional Services	North Suburban Access Corp	CONTROL BOOTH STAFFING	2,243.57	1524
110-09-00-430000	Professional Services	North Suburban Access Corp	CONTROL BOOTH STAFFING	2,005.47	1524
110-09-00-430000	Professional Services	North Suburban Access Corp	CONTROL BOOTH STAFFING	2,518.57	1524
110-09-00-430000	Professional Services	North Suburban Access Corp	CONTROL ROOM STAFFING	2,280.47	1519
110-09-00-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	4,284.22	110540
110-09-00-442000	Memberships & Subscription	Ian Walesch	QR CODE GENERATOR REIMBURSEMENT	401.89	1531
Total Department 09-00 COMMUNICATIONS				13,734.19	
Total Fund 110 Telecommunications				13,734.19	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-424000	Operating Supplies	Twin Cities Flag Source, I	FLAGS FOR CEDARHOLM AND CITY HALL	13.00	110492
200-40-40-431000	Telephone	T Mobile	CELL PHONES	256.92	110497
200-40-40-432000	Transportation	Abigail Long	MILEAGE	70.35	1561
200-40-40-432000	Transportation	Carley McGovern	MILAGE THROUGH 7.26	42.88	1533
200-40-40-432000	Transportation	Carley McGovern	MILEAGE THROUGH 7/31	39.53	1560
200-40-40-432000	Transportation	Carley McGovern	MILEAGE	42.88	1560
200-40-40-434000	Printing	House of Print	FALL BROCHURE PRINTING	5,488.31	110413
200-40-40-441000	Training	MRPA	COMMUNICATIONS WORKSHOP	119.00	110465
Total Department 40-40 RECREATION ADMINISTRATION				6,072.87	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-344000-PR0274	Fee Program Revenue	EILEEN WELSH ENG	PICNIC SHELTER KEY DEPOSIT REFUND	50.00	110520
200-40-41-344000-PR0274	Fee Program Revenue	LAWRENCE MAROSE JR	PICNIC SHELTER KEY DEPOSIT REFUND	50.00	110516
200-40-41-344000-PR0281	Fee Program Revenue	JOHN KACZMARCZYK	PICNIC SHELTER KEY DEPOSIT REFUND	50.00	110587
200-40-41-344000-PR0281	Fee Program Revenue	SARAH BOWMAN	PICNIC SHELTER KEY DEPOSIT REFUND	50.00	110589
200-40-41-424000-PR0212	Operating Supplies	Universal Athletic, LLC	MIDSUMMER SOFTBALL ORDER - 2024	3,173.52	110490
200-40-41-424000-PR0253	Operating Supplies	Active Network	CHARGEBACK PARK BUILDINGS	243.01	110474
200-40-41-424000-PR0274	Operating Supplies	On Site Companies-OSSTC	SHELTER RENTAL	74.00	110466
200-40-41-430000-PR0210	Professional Services	AARP	AARP SMART DRIVER PAYMENT	275.00	110426
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	AARP SMART DRIVER CLASS	220.00	110502
200-40-41-430000-PR0211	Professional Services	Todd Richard Sauers	ADULT SOCCER REFEREE PAYMENT 2	929.00	110436
200-40-41-430000-PR0212	Professional Services	Willie McCray	SOFTBALL UMPIRE PAYMENT	3,336.00	1587
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL UMPIRE PAYMENT	2,046.00	1527
200-40-41-430000-PR0227	Professional Services	ABIGAIL HAYEK	SAND VOLLEYBALL REFEREE PAYMENT	313.00	1537
200-40-41-430000-PR0227	Professional Services	Austin Beatty	SAND VOLLEYBALL REFEREE PAYMENT	405.00	1532
200-40-41-430000-PR0227	Professional Services	Breanna Burmester	SAND VOLLEYBALL REFEREE PAYMENT	116.00	1529

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-430000-PR0227	Professional Services	JAMIE NOBLE PRICE	SAND VOLLEYBALL REFEREE PAYMENT	135.00	1538
200-40-41-430000-PR0227	Professional Services	KAIRO CARDENAS LAZOS	SAND VOLLEYBALL REFEREE PAYMENT	189.00	1536
200-40-41-430000-PR0227	Professional Services	Kathie Urbaniak	SAND VOLLEYBALL REFEREE PAYMENT	108.00	1553
200-40-41-430000-PR0227	Professional Services	MYA MARTENSON	SAND VOLLEYBALL REFEREE PAYMENT	319.00	1535
200-40-41-430000-PR0227	Professional Services	OWEN COUNCIL	SAND VOLLEYBALL REFEREE PAYMENT	162.00	1534
200-40-41-430000-PR0227	Professional Services	Patrick Hubbard	SAND VOLLEYBALL REFEREE PAYMENT	135.00	110418
200-40-41-430000-PR0227	Professional Services	Peeraphong Moo Kengwichai	SAND VOLLEYBALL REFEREE PAYMENT	54.00	110434
200-40-41-430000-PR0248	Professional Services	Ingina, LLC	CONTRACTOR FEE FOR AWESOME ROBOTICS A	1,776.00	110564
200-40-41-430000-PR0249	Professional Services	AMY DANG	TRACK AND FIELD COACH	150.00	110438
200-40-41-430000-PR0249	Professional Services	CRUMP, CAMILLE ELYSE	TRACK AND FIELD COACH	120.00	110445
200-40-41-430000-PR0249	Professional Services	ESKIN, RUBY MARIE	TRACK AND FIELD COACH	120.00	110441
200-40-41-430000-PR0249	Professional Services	HANSEN, ADDISON MARIE	TRACK AND FIELD COACH	60.00	110439
200-40-41-430000-PR0249	Professional Services	JAHNKE, ARIANNA SATYA-SANA	TRACK AND FIELD COACH	150.00	110444
200-40-41-430000-PR0249	Professional Services	MACINTYRE, AVA MARIE	TRACK AND FIELD COACH	120.00	110440
200-40-41-430000-PR0249	Professional Services	SAGOR, EVELYN	TRACK AND FIELD COACH	120.00	110443
200-40-41-430000-PR0249	Professional Services	SEDLACEK, SIERRA	TRACK AND FIELD COACH	150.00	110442
200-40-41-430000-PR0253	Professional Services	The Cleaning Authority, In	PARK BUILDING CLEANING SERVICES	3,855.60	110494
200-40-41-430000-PR0253	Professional Services	The Cleaning Authority, In	WINDOW WASHING AT PARK BUILDINGS	1,650.00	110562
200-40-41-430000-PR0255	Professional Services	City of Arden Hills	CASCADE BAY FIELD TRIP	120.00	110423
200-40-41-430000-PR0260	Professional Services	Andrew Stephenson	REMAINDER PAYMENT FROM RAIDER FOOTBAL	660.00	110505
200-40-41-430000-PR0260	Professional Services	CREGAN, LOGAN LUCILLE	RAIDER VOLLEYBALL CAMP PAYMENT	400.00	110515
200-40-41-430000-PR0260	Professional Services	Greg Ueland	RAIDER VOLLEYBALL CAMP PAYMENT	7,192.00	110462
200-40-41-430000-PR0260	Professional Services	HERTEL, JEFFERY	RAIDER FOOTBALL CAMP PAYMENT	840.00	110581
200-40-41-430000-PR0260	Professional Services	PETERSON, MAYA	RAIDER VOLLEYBALL CAMP PAYMENT	800.00	110514
200-40-41-430000-PR0270	Professional Services	Cathy Skrip	SUNRISE YOGA CLASSES	892.50	110570
200-40-41-430000-PR0290	Professional Services	Anderson Race Management	RUN FOR ROSES TIMING SERVICES	730.00	110563
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	2,377.87	1580
Total Department 40-41 RECREATION FEE PROGRAMS				34,716.50	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-430000-PR0102	Professional Services	Bob Nielsen	BIG BAND SUPPORT PAY	90.00	110471
200-40-42-430000-PR0115	Professional Services	INGBER, HENRY	SOUND TECH FOR LIVE AT THE ROG	148.00	110582
200-40-42-430000-PR0115	Professional Services	JONATHAN A. SATHE	LIVE AT THE ROG PERFORMANCE	2,000.00	110459
200-40-42-430000-PR0115	Professional Services	Metro Sound & Lighting, In	ROG AMPHITHEATER SOUND EQUIPMENT INST	2,208.54	110416
200-40-42-430000-PR0115	Professional Services	THOMAS LESLIE ROBERT HERMA	SOUND TECH FOR LIVE AT THE ROG	372.00	110583
200-40-42-430000-PR0121	Professional Services	LYNK, ALAINA	DYP BALLOON ARTIST	100.00	110446
200-40-42-438000	Rental	On Site Companies-OSSTC	AUGUST PORTABLES	2,051.50	110414
200-40-42-438000	Rental	On Site Companies-OSSTC	DYP PORTABLE	150.00	110529
200-40-42-438000	Rental	On Site Companies-OSSTC	APPLEWOOD DYP PORTABLE	150.00	110529
Total Department 40-42 RECREATION NON FEE PROGRAMS				7,270.04	
Department: 40-49 RECREATION ACTIVITY CENTER					
200-40-49-439000	CONTRACT MAINTENANCE	Roseville Area Schools	GYMS AND GYMNASTICS CENTER MAINTENANC	100,124.00	110473
Total Department 40-49 RECREATION ACTIVITY CENTER				100,124.00	
Department: 40-50 NATURE CENTER					
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	772.94	1546
Total Department 40-50 NATURE CENTER				772.94	
Department: 40-53 SKATING CENTER					
200-40-53-382100	Building Rental	AGUSTIN RIVERA	DAMAGE DEPOSIT REFUND- 8/17/24 ROOM R	400.00	110517
200-40-53-424000	Operating Supplies	AIRGAS USA, LLC	GAS	71.77	1551
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	60.00	110556

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	R & R Specialties of Wisco	IMPELLER FOR ZAM	221.50	1548
200-40-53-424000	Operating Supplies	R & R Specialties of Wisco	CHAIN FOR ZAM	75.25	1548
200-40-53-430000-PR5502	Professional Services	MAX WEBER	INLINE CAMP- INSTRUCTOR PAYMENT	180.00	110412
200-40-53-430000-PR5505	Professional Services	Action Sports of MN, Inc.	SKATEBOARD CAMP SESSION 4 INVOICE	1,357.50	110476
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,296.00	110419
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,137.12	110419
200-40-53-439000	CONTRACT MAINTENANCE	TK Elevator Corp.	ELEVATOR PM MAINTENANCE ALL 5	360.00	110561
200-40-53-442000	Memberships & Subscription	Mn Dept of Labor & Industr	ELEVATOR OPERATORS LICENSE	200.00	110483
Total Department 40-53 SKATING CENTER				7,359.14	
Total Fund 200 Recreation Fund				156,315.49	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	COVERALL/NAVY TWILL	2.73	110486
204-40-43-422000	Clothing	Cintas Corporation	COVERALL/NAVY TWILL	2.73	110486
204-40-43-424000	Operating Supplies	Beacon Athletics	SPARKLE #6 LINE CHALK - 48 BAGS	562.20	110463
204-40-43-424000	Operating Supplies	Certified Laboratories, In	CHEETAH PRO	1,051.45	1550
204-40-43-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL, TOILET TISSUE	878.04	1555
204-40-43-424000	Operating Supplies	Fikes, Inc.	VARIOUS PAPER PRODUCTS	1,110.76	1584
204-40-43-424000	Operating Supplies	Hirshfield's Paint Mfg.	ATHLETIC FIELD STRIPING BULK	1,188.96	110478
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	561.35	110419
204-40-43-424000	Operating Supplies	Safety Kleen Systems, Inc.	VARIOUS PARTS	307.29	1545
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT OASIS PARK	145.33	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT OWASSO HILLS PARK	132.95	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT PIONEER PARK	192.05	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT B-DALE FIELD VILLA PARK	317.66	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT CENTRAL PARK VICTORIA BALL	1,462.50	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT THE ARBORETUM	695.50	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT MAYFLOWER PARK	210.51	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT MAPLEVIEW PARK	265.91	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT POCAHONTAS/KEYA PARK	408.40	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT SANDCASTLE PARK	180.42	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT VALLEY PARK	257.67	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT EVERGREEN PARK	870.41	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT OWASSO BALLFIELDS	479.27	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT APPLEWOOD PARK	269.44	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT AUTUMN GROVE PARK	474.21	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT BRUCE RUSSELL PARK	169.87	110585
204-40-43-430000	Professional Services	MINNESOTA LAWN CARE INC	SERVICE AT HOWARD JOHNSON PARK	511.91	110585
204-40-43-430000	Professional Services	PHILIP'S TREE CARE LLC	WARNING TRACKS, MULTIPLE	3,056.00	110584
204-40-43-430000	Professional Services	Trugreen Processing Center	LAWN SERVICE AT CP DALE WEST; ACRON;	3,728.40	110467
204-40-43-430000	Professional Services	Trugreen Processing Center	SERVICE AT VETERANS AND LANGTON LAKE	1,185.60	110467
204-40-43-430000	Professional Services	Trugreen Processing Center	SERVICE AT ROSEBROOK PARK	795.60	110467
204-40-43-430000	Professional Services	Trugreen Processing Center	SERVICE AT LEXINGTON PARK	748.80	110467
204-40-43-430000	Professional Services	USDA APHIS General	PERSONNEL, SUPPLIES AND MATERIALS, EQ	4,889.20	110495
204-40-43-431000	Telephone	T Mobile	CELL PHONES	172.83	110497
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	5,445.57	1577
Total Department 40-43 RECREATION MAINTENANCE				32,731.52	
Total Fund 204 PARK MAINTENANCE				32,731.52	

Fund: 260 Community Development

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-207000	Building Surcharge	TOPLINE CONSTRUCTION	PARTIAL PERMIT REFUND - B24-0962	1.00	110522
260-00-00-230000	Deposits	PREMIER TITLE INSURANCE	CONSTRUCTION DEPOSIT REFUND	1,000.00	110519
260-00-00-230130-CD1229	Development Escrow	Roseville Housing Group-No	ESCROW RETURN	332.31	110501
260-00-00-230130-CD1235	Development Escrow	Kennedy & Graven, Chartere	GENERAL ATTORNEY SERVICES FOR EDA	216.10	110481
260-00-00-230130-CD1240	Development Escrow	Kennedy & Graven, Chartere	GENERAL ATTORNEY SERVICES FOR EDA	808.85	110481
260-00-00-230130-CD2720	Development Escrow	2720 Fairview Group, LLC	ESCROW RETURN	1,797.89	110499
Total Department 00-00 GENERAL				4,156.15	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-321006	Building Permits	TOPLINE CONSTRUCTION	PARTIAL PERMIT REFUND - B24-0962	112.00	110522
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				112.00	
Department: 56-55 CD - NEIGHBORHOOD ENHANCEMENT PROGRAM					
260-56-55-431100	Postage	Postmaster-Mailing Require FOR DEPOSIT TO PI 2437		(500.82)	110540
Total Department 56-55 CD - NEIGHBORHOOD ENHANCEMENT PROGRAM				(500.82)	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	167.00	1586
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	167.00	1586
Total Department 56-57 PLANNING DEPARTMENT				334.00	
Total Fund 260 Community Development				4,101.33	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT'S LIC.&PASSPORT	404.34	110536
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,421.40	110419
265-05-00-430000	Professional Services	SANDSTROM LAND MANAGEMENT,	CITY HALL AND LEXINGTON RETAIL CENT	400.00	1588
265-05-00-431000	Telephone	CENTURYLINK	PHONE	116.32	110571
265-05-00-431000	Telephone	CenturyLink	SERVICE 8/10 - 9/9/24, ACCT 333531455	51.16	110472
265-05-00-432000	Transportation	Mary Dracy	MILEAGE REIMBURSEMENT	400.68	1549
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	929.07	1546
265-05-00-440000	Conferences	MDRA-MN Deputy Registrars	ANNUAL CONFERENCE	150.00	110533
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	LICENSE CENTER SHREDDING THRU JULY 31	144.93	110538
Total Department 05-00 DEPUTY REGISTER				4,017.90	
Total Fund 265 License Center				4,017.90	
Fund: 282 American Rescue Plan					
Department: 56-56 ECONOMIC DEVELOPMENT					
282-56-56-430000-CD0725	Professional Services	Metropolitan Consortium of	FORGIVEABLE LOAN PROGRAM	22,606.80	110572
Total Department 56-56 ECONOMIC DEVELOPMENT				22,606.80	
Total Fund 282 American Rescue Plan				22,606.80	
Fund: 295 Police Grants					
Department: 10-00 POLICE DEPARTMENT					
295-10-00-424000-PD0025	Operating Supplies	SALLY VANERSTROM	REIMB FOR FAMILY MEETING - RC OUTREAC	55.04	110590
295-10-00-441000-PD0033	Pathways to Polciing Train	Krosnowski, Emily	PATHWAYS SKILLS REIMB_KROSNOWSKI	4,223.46	1539
Total Department 10-00 POLICE DEPARTMENT				4,278.50	
Total Fund 295 Police Grants				4,278.50	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-443500-PD0032	Public Safety Aid - Minor	CIT-CARGO & STORAGE	STORAGE CONTAINER FOR RANGE TRAINING	2,500.00	110521
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	STRIPPING OLD CAT VAN AND BUILDING TH	4,500.02	1569
400-10-00-452000	Vehicles / Equipment	Whitewater Chrysler Dodge	2024 Chrysler Pacifica Touring L AWD	43,993.00	110410
Total Department 10-00 POLICE DEPARTMENT				50,993.02	
Total Fund 400 Equipment Revolving				50,993.02	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-443500	Minor Equipment	Motorola Solutions, Inc.	FIRE RADIOS	6,860.16	110555
401-13-00-443500	Minor Equipment	Motorola Solutions, Inc.	FIRE RADIOS	6,248.16	110555
Total Department 13-00 FIRE DEPARTMENT				13,108.32	
Total Fund 401 Fire Equipment				13,108.32	
Fund: 403 Public Works Vehicle Revolving					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
403-20-20-452000	Vehicles / Equipment	RTL EQUIPMENT INC	VIRNIG SNOWBLOWER	11,752.50	110512
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				11,752.50	
Total Fund 403 Public Works Vehicle Revolving				11,752.50	
Fund: 404 Finance Equipment Revolving					
Department: 04-00 FINANCE					
404-04-00-453000	Other Improvements	Bellefeull, Szur & Associa	CONVERSION AND IMPLEMENTATION/TRAININ	96,030.00	110576
Total Department 04-00 FINANCE				96,030.00	
Total Fund 404 Finance Equipment Revolving				96,030.00	
Fund: 409 Plant Fund					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438101	Postage Meter	GreatAmerica Financial Ser	COPIER RENTAL	332.00	110575
Total Department 08-00 CENTRAL SERVICES				332.00	
Total Fund 409 Plant Fund				332.00	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 02-00 ADMINISTRATION					
410-02-00-453000	Other Improvements	North Suburban Access Corp	ROSEVILLE CONTROL ROOM UPDATE	6,125.00	1524
Total Department 02-00 ADMINISTRATION				6,125.00	
Department: 40-40 RECREATION ADMINISTRATION					
410-40-40-453000	Other Improvements	Action Sports of MN, Inc.	SKATE PARK EQUIPMENT	38,489.16	110476
Total Department 40-40 RECREATION ADMINISTRATION				38,489.16	
Department: 64-00 IMPROVEMENTS - GENERAL					
410-64-00-450000	Buildings & Structures	Schwab vollhaber Lubratt S Boilers		40,600.00	110422
Total Department 64-00 IMPROVEMENTS - GENERAL				40,600.00	
Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND				85,214.16	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-453000-PR2320	Recreation Improvements	Gametime	PLAYGROUND EQUIPMENT	1,293.88	110460
Total Department 40-40 RECREATION ADMINISTRATION				1,293.88	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 411 Recreation Improvements					
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-430000	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL @ 2440 DUNLAP	143.00	110480
411-40-43-430000	Professional Services	Tree Trust	TREE REMOVALS, PLANTINGS, TREATMENTS	2,448.00	110548
411-40-43-430000-PR2350	Professional Services	Tree Trust	TREE REMOVALS, PLANTINGS, TREATMENTS	18,641.71	110548
Total Department 40-43 RECREATION MAINTENANCE				21,232.71	
Total Fund 411 Recreation Improvements				22,526.59	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-424000	Operating Supplies	Century Fence, Co	SPLIT RAIL FENCE STOCK	1,025.00	110542
417-20-20-424000	Operating Supplies	MIDC Enterprises	DIAPHRAGM SPRING IRRIGATION	38.39	110469
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT, STREETSCAPE MAINTENANCE JULY 2024		2,185.00	1567
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				3,248.39	
Total Fund 417 STREETSCAPE				3,248.39	
Fund: 583 TIF District #1-Center Pointe					
Department: 57-00 EDA - GENERAL					
583-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	TIF REPORTING - 2023 REPORTS	442.75	110551
583-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	TIF ADMIN FEE	310.00	110479
Total Department 57-00 EDA - GENERAL				752.75	
Total Fund 583 TIF District #1-Center Pointe				752.75	
Fund: 585 TIF District #17-Twin Lakes					
Department: 57-00 EDA - GENERAL					
585-57-00-448002	ADMINISTRATIVE CHARGE TIF	Ehlers & Associates, Inc.	TIF REPORTING - 2023 REPORTS	442.75	110551
Total Department 57-00 EDA - GENERAL				442.75	
Total Fund 585 TIF District #17-Twin Lakes				442.75	
Fund: 586 TIF #18 Sienna Green					
Department: 57-00 EDA - GENERAL					
586-57-00-448002	ADMINISTRATIVE CHARGE TIF	Ehlers & Associates, Inc.	TIF REPORTING - 2023 REPORTS	442.75	110551
586-57-00-448002	ADMINISTRATIVE CHARGE TIF	Ehlers & Associates, Inc.	TIF ADMIN FEE	310.00	110479
Total Department 57-00 EDA - GENERAL				752.75	
Total Fund 586 TIF #18 Sienna Green				752.75	
Fund: 588 TIF District #20: McGough					
Department: 57-00 EDA - GENERAL					
588-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	TIF REPORTING - 2023 REPORTS	442.75	110551
588-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	TIF ADMIN FEE	310.00	110479
Total Department 57-00 EDA - GENERAL				752.75	
Total Fund 588 TIF District #20: McGough				752.75	
Fund: 589 TIF District #22 Twin Lakes II					
Department: 57-00 EDA - GENERAL					
589-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	TIF REPORTING - 2023 REPORTS	442.75	110551
589-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	TIF ADMIN FEE	310.00	110479
Total Department 57-00 EDA - GENERAL				752.75	
Total Fund 589 TIF District #22 Twin Lakes II				752.75	
Fund: 590 Special Assmt. Construction					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	122,320.28	110510
			Total Department 20-23 STREET CONSTRUCTION	122,320.28	
			Total Fund 590 Special Assmt. Construction	122,320.28	
Fund: 592 Street Construction - 2022					
Department: 20-23 STREET CONSTRUCTION					
592-20-23-490000-PW2222	Contractor Payments	TKDA Associates	MCCARRONS RETAINING WALL	5,066.97	110468
			Total Department 20-23 STREET CONSTRUCTION	5,066.97	
			Total Fund 592 Street Construction - 2022	5,066.97	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ALEC STEWARD	UB refund for account: 015834-000	20.78	110597
600-00-00-202000	Accounts Payable	ANDREW ROGERS	UB refund for account: 024264-000	156.22	110454
600-00-00-202000	Accounts Payable	BAL GURUNG	UB refund for account: 025035-000	86.26	110526
600-00-00-202000	Accounts Payable	BOB GRILZ	UB refund for account: 004142-000	15.49	110598
600-00-00-202000	Accounts Payable	CHERRIE RUBERG	UB refund for account: 005014-000	12.48	110457
600-00-00-202000	Accounts Payable	CHONG LOR	UB refund for account: 026190-000	105.37	110596
600-00-00-202000	Accounts Payable	DEWAYNE FRANKS	UB refund for account: 018373-000	71.65	110602
600-00-00-202000	Accounts Payable	FRANK HUTTON	UB refund for account: 026445-000	114.25	110525
600-00-00-202000	Accounts Payable	GEORGE THOMPSON	UB refund for account: 009866-000	16.97	110455
600-00-00-202000	Accounts Payable	JANE BERG	UB refund for account: 017101-000	20.45	110458
600-00-00-202000	Accounts Payable	JANET FREY	UB refund for account: 002427-000	32.68	110450
600-00-00-202000	Accounts Payable	JOHN L NESLUND	UB refund for account: 007292-000	20.88	110595
600-00-00-202000	Accounts Payable	JOSE ESTRADA	UB refund for account: 025504-000	209.33	110448
600-00-00-202000	Accounts Payable	KEITH ANDERSON	UB refund for account: 009919-000	26.40	110527
600-00-00-202000	Accounts Payable	KHEM P POKHREL	UB refund for account: 022563-000	88.91	110593
600-00-00-202000	Accounts Payable	MILAN RAJACICH	UB refund for account: 009082-000	26.48	110452
600-00-00-202000	Accounts Payable	NICOLE MELSTROM	UB refund for account: 021267-000	78.73	110594
600-00-00-202000	Accounts Payable	OPEN DOOR LAB INC	UB refund for account: 026615-000	7.44	110601
600-00-00-202000	Accounts Payable	PATRICK BERG & ATONG JOK-B	UB refund for account: 022406-000	79.58	110599
600-00-00-202000	Accounts Payable	QUATTRO TWIN LAKES LLC	UB refund for account: 026301-000	240.74	110592
600-00-00-202000	Accounts Payable	RAJU KARMACHARYA	UB refund for account: 016702-000	29.90	110524
600-00-00-202000	Accounts Payable	RICHARD & MAJORIE RIEMENSC	UB refund for account: 019710-000	84.78	110449
600-00-00-202000	Accounts Payable	RICHARD FIDDLE & GAYLE KAS	UB refund for account: 018349-000	80.08	110600
600-00-00-202000	Accounts Payable	SAMER ALZOUBI	UB refund for account: 025125-000	43.22	110528
600-00-00-202000	Accounts Payable	SAMIR ABUMAYYALEH	UB refund for account: 019218-000	83.09	110451
			Total Department 00-00 GENERAL	1,752.16	
Department: 50-00 SANITARY SEWER					
600-50-00-424000	Operating Supplies	Metro-INET	NETCLOUD FOR 3 LIFT STATIONS	639.00	1559
600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER RE	M&B SERVICES	I&I REBATE - 50%	3,100.00	110437
600-50-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	254.70	1563
600-50-00-430000	Professional Services	InfoSend, Inc.	JULY 2024 BILLING	112.51	1558
600-50-00-431100	Postage	InfoSend, Inc.	JULY 2024 BILLING	420.21	1558
600-50-00-436000	Utilities	Xcel Energy	51-011038709-9	2,409.89	1546
600-50-00-438000	Rental	2277 ROSEVILLE LLC	SEPTEMBER LEASE PAYMENT	1,722.43	1562
			Total Department 50-00 SANITARY SEWER	8,658.74	
			Total Fund 600 Sanitary Sewer	10,410.90	
Fund: 610 Water Fund					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ALEC STEWARD	UB refund for account: 015834-000	9.33	110597
610-00-00-202000	Accounts Payable	ALLISON WEBER	UB refund for account: 020808-000	176.55	110453
610-00-00-202000	Accounts Payable	ANDREW ROGERS	UB refund for account: 024264-000	104.03	110454
610-00-00-202000	Accounts Payable	BAL GURUNG	UB refund for account: 025035-000	42.37	110526
610-00-00-202000	Accounts Payable	BOB GRILZ	UB refund for account: 004142-000	13.83	110598
610-00-00-202000	Accounts Payable	CHERRIE RUBERG	UB refund for account: 005014-000	38.79	110457
610-00-00-202000	Accounts Payable	CHONG LOR	UB refund for account: 026190-000	95.77	110596
610-00-00-202000	Accounts Payable	DEWAYNE FRANKS	UB refund for account: 018373-000	53.66	110602
610-00-00-202000	Accounts Payable	FRANK HUTTON	UB refund for account: 026445-000	94.21	110525
610-00-00-202000	Accounts Payable	GEORGE THOMPSON	UB refund for account: 009866-000	14.54	110455
610-00-00-202000	Accounts Payable	JANE BERG	UB refund for account: 017101-000	22.42	110458
610-00-00-202000	Accounts Payable	JANET FREY	UB refund for account: 002427-000	30.42	110450
610-00-00-202000	Accounts Payable	JOHN L NESLUND	UB refund for account: 007292-000	16.35	110595
610-00-00-202000	Accounts Payable	JOSE ESTRADA	UB refund for account: 025504-000	98.09	110448
610-00-00-202000	Accounts Payable	KEITH ANDERSON	UB refund for account: 009919-000	24.61	110527
610-00-00-202000	Accounts Payable	KHEM P POKHREL	UB refund for account: 022563-000	43.45	110593
610-00-00-202000	Accounts Payable	MILAN RAJACICH	UB refund for account: 009082-000	21.12	110452
610-00-00-202000	Accounts Payable	NATHAN GEE	UB refund for account: 023644-000	233.42	110456
610-00-00-202000	Accounts Payable	NICOLE MELSTROM	UB refund for account: 021267-000	29.14	110594
610-00-00-202000	Accounts Payable	OPEN DOOR LAB INC	UB refund for account: 026615-000	7.57	110601
610-00-00-202000	Accounts Payable	PATRICK BERG & ATONG JOK-B	UB refund for account: 022406-000	48.05	110599
610-00-00-202000	Accounts Payable	QUATTRO TWIN LAKES LLC	UB refund for account: 026301-000	156.61	110592
610-00-00-202000	Accounts Payable	RAJU KARMACHARYA	UB refund for account: 016702-000	17.70	110524
610-00-00-202000	Accounts Payable	RICHARD & MAJORIE RIEMENS	UB refund for account: 019710-000	54.52	110449
610-00-00-202000	Accounts Payable	RICHARD FIDDLE & GAYLE KAS	UB refund for account: 018349-000	46.00	110600
610-00-00-202000	Accounts Payable	ROSE KAUFMAN	UB refund for account: 001641-000	60.10	110523
610-00-00-202000	Accounts Payable	SAMER ALZOUBI	UB refund for account: 025125-000	47.80	110528
610-00-00-202000	Accounts Payable	SAMIR ABUMAYYALEH	UB refund for account: 019218-000	71.77	110451
Total Department 00-00 GENERAL				1,672.22	
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	HYDRANT REPAIR PARTS	3,988.26	1566
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	6" ABANDND CORP CAP BAND	1,815.00	1566
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	NEPTUNE REP REG USG	1,265.00	1525
610-51-00-424000	Operating Supplies	Safe-Fast, Inc.	34" MARKING WAND W/ WHEEL	44.50	110579
610-51-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	254.70	1563
610-51-00-430000	Professional Services	InfoSend, Inc.	JULY 2024 BILLING	112.51	1558
610-51-00-431100	Postage	InfoSend, Inc.	JULY 2024 BILLING	420.21	1558
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	7,110.18	1546
610-51-00-438000	Rental	2277 ROSEVILLE LLC	SEPTEMBER LEASE PAYMENT	1,722.43	1562
610-51-00-439000	CONTRACT MAINTENANCE	Cummins Sales and Service	FERNWOOD L/S GENERATOR SERVICE	473.04	110488
610-51-00-439000	CONTRACT MAINTENANCE	Cummins Sales and Service	BOOSTER STATION GENERATOR SERVICE 202	1,218.68	110488
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	WATER MAIN REPAIR 2685 PATTON RD	8,074.46	110550
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL - JULY	642,739.65	110421
610-51-00-453000-PW2401	Other Improvements	AMERICAN ENGINEERING TESTI	SOIL TESTING	7,136.25	1540
610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	22,047.81	110510
Total Department 51-00 WATER FUND				698,422.68	
Total Fund 610 Water Fund				700,094.90	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(103.01)	1575

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
Total Department 00-00 GENERAL				(103.01)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-372000	Green Fees	JANE MORLEY	CEDARHOLM PUNCH CARD PRO-RATED REFUND	93.80	110411
620-52-51-423000	Vehicle Supplies & Mainten	Batteries Plus Bulbs	SLI51 BATTERY	152.95	110491
620-52-51-424000	Operating Supplies	Batteries Plus Bulbs	SLI51	152.95	110491
620-52-51-424000	Operating Supplies	Reinders Inc.	HEADWAY G 30LB BAG (4)	288.00	110485
620-52-51-424000	Operating Supplies	THE VERNON COMPANY	3D TEXTURE PRINTED PIN - 50 CT	178.73	110447
620-52-51-424000	Operating Supplies	Tio's Food and Beverage	FRIED CHICKEN BUFFET FOR ROSEFEST GOL	1,402.77	110435
620-52-51-424000	Operating Supplies	Twin Cities Flag Source, I	FLAGS FOR CEDARHOLM AND CITY HALL	271.00	110492
620-52-51-424000-PR5304	Operating Supplies	Uline	CEDARHOLM COMMUNITY BUILDING SUPPLIES	896.03	1582
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	MERCHANDISE FOR SALE	207.85	1568
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEVERAGES FOR RESALE	477.20	1541
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	MERCHANDISE FOR SALE	258.65	1568
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	MERCHANDISE FOR SALE	497.00	110484
620-52-51-430000	Professional Services	T Mobile	CELL PHONES	37.37	110497
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,601.40	1575
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	C02 RENTAL AND SERVICE	51.00	110511
620-52-51-439000	CONTRACT MAINTENANCE	Comcast	BUSINESS SERVICES AT CEDARHOLM - 2323	170.73	110475
620-52-51-439000	CONTRACT MAINTENANCE	Fikes, Inc.	CEDARHOLM RESTROOM CLEANING	160.61	1520
620-52-51-440000	Conferences	MRPA	STATE CONFERENCE REGISTRATION	420.00	110465
620-52-51-441000	Training	Serving Alcohol, Inc.	MN ALCOHOL SELLER SERVER TRAINING	25.41	110430
Total Department 52-51 CEDARHOLM GOLF COURSE				7,343.45	
Total Fund 620 Golf Course				7,240.44	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ALEC STEWARD	UB refund for account: 015834-000	5.58	110597
640-00-00-202000	Accounts Payable	ANDREW ROGERS	UB refund for account: 024264-000	62.19	110454
640-00-00-202000	Accounts Payable	BAL GURUNG	UB refund for account: 025035-000	25.33	110526
640-00-00-202000	Accounts Payable	BOB GRILZ	UB refund for account: 004142-000	8.26	110598
640-00-00-202000	Accounts Payable	CHERRIE RUBERG	UB refund for account: 005014-000	8.81	110457
640-00-00-202000	Accounts Payable	CHONG LOR	UB refund for account: 026190-000	57.23	110596
640-00-00-202000	Accounts Payable	DEWAYNE FRANKS	UB refund for account: 018373-000	32.06	110602
640-00-00-202000	Accounts Payable	FRANK HUTTON	UB refund for account: 026445-000	56.26	110525
640-00-00-202000	Accounts Payable	GEORGE THOMPSON	UB refund for account: 009866-000	8.70	110455
640-00-00-202000	Accounts Payable	JANE BERG	UB refund for account: 017101-000	10.03	110458
640-00-00-202000	Accounts Payable	JANET FREY	UB refund for account: 002427-000	18.17	110450
640-00-00-202000	Accounts Payable	JOHN L NESLUND	UB refund for account: 007292-000	9.77	110595
640-00-00-202000	Accounts Payable	JOSE ESTRADA	UB refund for account: 025504-000	58.58	110448
640-00-00-202000	Accounts Payable	KEITH ANDERSON	UB refund for account: 009919-000	14.70	110527
640-00-00-202000	Accounts Payable	KHEM P POKHREL	UB refund for account: 022563-000	25.98	110593
640-00-00-202000	Accounts Payable	MILAN RAJACICH	UB refund for account: 009082-000	12.61	110452
640-00-00-202000	Accounts Payable	NICOLE MELSTROM	UB refund for account: 021267-000	17.41	110594
640-00-00-202000	Accounts Payable	OPEN DOOR LAB INC	UB refund for account: 026615-000	4.53	110601
640-00-00-202000	Accounts Payable	PATRICK BERG & ATONG JOK-B	UB refund for account: 022406-000	28.70	110599
640-00-00-202000	Accounts Payable	QUATTRO TWIN LAKES LLC	UB refund for account: 026301-000	68.66	110592
640-00-00-202000	Accounts Payable	RAJU KARMACHARYA	UB refund for account: 016702-000	10.56	110524
640-00-00-202000	Accounts Payable	RICHARD & MAJORIE RIEMENSC	UB refund for account: 019710-000	32.60	110449
640-00-00-202000	Accounts Payable	RICHARD FIDDLE & GAYLE KAS	UB refund for account: 018349-000	27.48	110600
640-00-00-202000	Accounts Payable	SAMER ALZOUBI	UB refund for account: 025125-000	20.51	110528
640-00-00-202000	Accounts Payable	SAMIR ABUMAYYALEH	UB refund for account: 019218-000	42.89	110451

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
Total Department 00-00 GENERAL				667.60	
Department: 54-00 STORM WATER					
640-54-00-424000	Operating Supplies	Ramsey County	RECYCLING MATTRESS	23.40	110487
640-54-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	254.70	1563
640-54-00-430000	Professional Services	InfoSend, Inc.	JULY 2024 BILLING	112.51	1558
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	246.00	1586
640-54-00-431100	Postage	InfoSend, Inc.	JULY 2024 BILLING	420.21	1558
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	20.53	1573
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	2,063.15	1576
640-54-00-438000	Rental	2277 ROSEVILLE LLC	SEPTEMBER LEASE PAYMENT	1,722.43	1562
640-54-00-439000	CONTRACT MAINTENANCE	Hugo's Tree Care	1611 CTY RD C2	3,087.50	110429
640-54-00-443500	Minor Equipment	GARY CARLSON EQUIPMENT CO.	2 INCH SUBMERSIBLE PUMP	636.86	110534
640-54-00-453000	Other Improvements	Cummins Sales and Service	ST. CROIX L/S GENERATOR COOLANT AND B	6,101.46	110560
640-54-00-453000	Other Improvements	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	313,632.64	110510
640-54-00-453000-PW2409	2024 BMP Maintenance	SANDSTROM LAND MANAGEMENT,	WILLIAMS ST POND TREE REMOVAL	4,045.50	1528
640-54-00-453000-PW2409	2024 BMP Maintenance	SANDSTROM LAND MANAGEMENT,	BMP MAINTENANCE JULY 2024	11,143.80	1556
640-54-00-453000-PW2410	Other Improvements	PRECISION LANDSCAPE & TREE	TREE REMOVAL 2122 CLEVELAND	1,200.00	110417
640-54-00-453000-PW2410	Other Improvements	PRECISION LANDSCAPE & TREE	TREE REMOVAL 3065 SANDY HOOK	1,777.00	110417
640-54-00-453000-PW2410	Other Improvements	SANDSTROM LAND MANAGEMENT,	SANDY HOOK EASEMENT GRADING	14,294.17	1528
Total Department 54-00 STORM WATER				360,781.86	
Total Fund 640 Storm Drainage				361,449.46	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ALEC STEWARD	UB refund for account: 015834-000	3.02	110597
650-00-00-202000	Accounts Payable	ANDREW ROGERS	UB refund for account: 024264-000	33.74	110454
650-00-00-202000	Accounts Payable	BAL GURUNG	UB refund for account: 025035-000	13.73	110526
650-00-00-202000	Accounts Payable	BOB GRILZ	UB refund for account: 004142-000	4.48	110598
650-00-00-202000	Accounts Payable	CHERRIE RUBERG	UB refund for account: 005014-000	4.77	110457
650-00-00-202000	Accounts Payable	CHONG LOR	UB refund for account: 026190-000	31.01	110596
650-00-00-202000	Accounts Payable	DEWAYNE FRANKS	UB refund for account: 018373-000	17.37	110602
650-00-00-202000	Accounts Payable	FRANK HUTTON	UB refund for account: 026445-000	30.54	110525
650-00-00-202000	Accounts Payable	GEORGE THOMPSON	UB refund for account: 009866-000	4.71	110455
650-00-00-202000	Accounts Payable	JANE BERG	UB refund for account: 017101-000	5.45	110458
650-00-00-202000	Accounts Payable	JANET FREY	UB refund for account: 002427-000	9.85	110450
650-00-00-202000	Accounts Payable	JOHN L NESLUND	UB refund for account: 007292-000	5.29	110595
650-00-00-202000	Accounts Payable	JOSE ESTRADA	UB refund for account: 025504-000	31.79	110448
650-00-00-202000	Accounts Payable	KEITH ANDERSON	UB refund for account: 009919-000	7.97	110527
650-00-00-202000	Accounts Payable	KHEM P POKHREL	UB refund for account: 022563-000	14.08	110593
650-00-00-202000	Accounts Payable	MILAN RAJACICH	UB refund for account: 009082-000	6.84	110452
650-00-00-202000	Accounts Payable	NICOLE MELSTROM	UB refund for account: 021267-000	9.44	110594
650-00-00-202000	Accounts Payable	OPEN DOOR LAB INC	UB refund for account: 026615-000	2.45	110601
650-00-00-202000	Accounts Payable	PATRICK BERG & ATONG JOK-B	UB refund for account: 022406-000	15.56	110599
650-00-00-202000	Accounts Payable	RAJU KARMACHARYA	UB refund for account: 016702-000	5.72	110524
650-00-00-202000	Accounts Payable	RICHARD & MAJORIE RIEMENSC	UB refund for account: 019710-000	17.66	110449
650-00-00-202000	Accounts Payable	RICHARD FIDDLE & GAYLE KAS	UB refund for account: 018349-000	14.90	110600
650-00-00-202000	Accounts Payable	SAMER ALZOUBI	UB refund for account: 025125-000	11.11	110528
650-00-00-202000	Accounts Payable	SAMIR ABUMAYYALEH	UB refund for account: 019218-000	23.24	110451
Total Department 00-00 GENERAL				324.72	
Department: 65-00 SOLID WASTE RECYCLE					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 650 ENVIRONMENTAL					
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Eureka Recycling	RECYCLING SERVICES THRU JULY 31	75,245.45	1564
			Total Department 65-00 SOLID WASTE RECYCLE	75,245.45	
			Total Fund 650 ENVIRONMENTAL	75,570.17	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-441000	Training	Midwest Training Associate	CONFINED SPACE	450.00	110567
710-61-00-441000	Training	OECS - 170064	SEPTEMBER	525.00	110578
			Total Department 61-00 RISK MANAGEMENT	975.00	
			Total Fund 710 Risk Management	975.00	
Fund: 722 C.D.B.G. Park Improvements					
Department: 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM					
722-57-78-490000	Contractor Payments	Kimmes-Bauer Well Drilling	WELL SEALING DUE TO DEMO	3,878.00	110546
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	ACCELERATED ABATEMENT	342.00	110566
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	GRASS ABATEMENT	547.00	110535
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	ACCELERATED ABATEMENT	457.00	110431
			Total Department 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM	5,224.00	
			Total Fund 722 C.D.B.G. Park Improvements	5,224.00	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	GENERAL ATTORNEY SERVICES FOR EDA	69.00	110481
			Total Department 57-00 EDA - GENERAL	69.00	
Department: 57-87 EDA - SOUTHEAST ROSEVILLE INITIATIVE					
725-57-87-430000	Professional Services	Golden Shovel Agency	MARKETING	1,050.00	1557
			Total Department 57-87 EDA - SOUTHEAST ROSEVILLE INITIATIVE	1,050.00	
			Total Fund 725 EDA Operating Fund	1,119.00	
Fund: 727 South East Roseville Initiativ					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	Saint Paul Area Chamber of	RICE & LARPENTEUR ALLIANCE PROFESSION	10,416.67	110493
			Total Department 57-00 EDA - GENERAL	10,416.67	
			Total Fund 727 South East Roseville Initiativ	10,416.67	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-211100	ICMA Def Comp	9,390.83	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-01-00-430000	Professional Services	11,355.00	
		100-01-00-442000	Memberships & Subscriptions	1,952.00	
		100-01-00-448000	Miscellaneous	383.00	
		100-02-00-415100	Unemployment Insurance	2,006.72	
		100-02-00-430000	Professional Services	78.93	
		100-02-00-430060	Wellness Plan	149.16	
		100-02-00-439000	CONTRACT MAINTENANCE	683.40	
		100-02-00-441100	Tuition Reimbursement	1,500.00	
		100-02-00-442000	Memberships & Subscriptions	869.20	
		100-02-00-448054	Volunteer Recognition	308.21	
		100-04-00-430000	Professional Services	2,281.39	
		100-06-00-430000	Professional Services	14,978.00	
		100-08-00-424000	Operating Supplies	103.13	
		100-08-00-431100	Postage	350.00	
		100-10-00-422000	Clothing	267.99	
		100-10-00-423000	Vehicle Supplies & Maintenance	39.95	
		100-10-00-424000-PD0002	Operating Supplies	370.06	
		100-10-00-430000	Professional Services	11,768.00	
		100-10-00-437000	Contract Maint. - Vehicles	492.00	
		100-10-00-439000	CONTRACT MAINTENANCE	33.05	
		100-10-00-441100	Tuition Reimbursement	2,589.00	
		100-10-00-443500	Minor Equipment	8,858.70	
		100-10-00-448050	Employee Recognition	510.00	
		100-13-00-423000	Vehicle Supplies & Maintenance	835.04	
		100-13-00-430000	Professional Services	872.00	
		100-13-00-439000	CONTRACT MAINTENANCE	19,932.23	
		100-13-13-424000	Operating Supplies	145.00	
		100-13-13-436000	Utilities	3,234.91	
		100-13-13-436000-FD2660	Utilities	386.71	
		100-13-13-437000	Contract Maint. - Vehicles	7,225.18	
		100-13-18-436000	Utilities	75.67	
		100-20-20-424000	Operating Supplies	737.00	
		100-20-20-430000	Professional Services	165.00	
		100-20-21-424000	Operating Supplies	744.00	
		100-20-21-439000	CONTRACT MAINTENANCE	1,716.94	
		100-20-22-436000	Utilities	16,790.06	
		100-20-30-421000	Motor Fuel	10,450.29	
		100-20-30-422000	Clothing	132.33	
		100-20-30-423000	Vehicle Supplies & Maintenance	4,344.34	
		100-20-30-437000	Contract Maint. - Vehicles	5,331.10	
		100-23-00-424000	Op Supplies-City Hall	874.02	
		100-23-00-430000	Professional Services	11,046.99	
		100-23-00-436001	Utilities-City Hall	9,880.07	
		100-23-00-436001-PW2660	Utilities-City Hall	386.71	
		100-23-00-436003	Utilities-City Garage	2,232.00	
		100-23-00-436003-PW2660	Utilities-City Garage	1,354.40	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	2,944.75	
		100-23-00-439003	Contract Maint.- City Garage	356.55	
		103-00-00-230000	Deposits	14,412.18	
		110-09-00-430000	Professional Services	9,048.08	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		110-09-00-431100	Postage	4,284.22	
		110-09-00-442000	Memberships & Subscriptions	401.89	
		200-40-40-424000	Operating Supplies	13.00	
		200-40-40-431000	Telephone	256.92	
		200-40-40-432000	Transportation	195.64	
		200-40-40-434000	Printing	5,488.31	
		200-40-40-441000	Training	119.00	
		200-40-41-344000-PR0274	Fee Program Revenue	100.00	
		200-40-41-344000-PR0281	Fee Program Revenue	100.00	
		200-40-41-424000-PR0212	Operating Supplies	3,173.52	
		200-40-41-424000-PR0253	Operating Supplies	243.01	
		200-40-41-424000-PR0274	Operating Supplies	74.00	
		200-40-41-430000-PR0210	Professional Services	495.00	
		200-40-41-430000-PR0211	Professional Services	929.00	
		200-40-41-430000-PR0212	Professional Services	5,382.00	
		200-40-41-430000-PR0227	Professional Services	1,936.00	
		200-40-41-430000-PR0248	Professional Services	1,776.00	
		200-40-41-430000-PR0249	Professional Services	990.00	
		200-40-41-430000-PR0253	Professional Services	5,505.60	
		200-40-41-430000-PR0255	Professional Services	120.00	
		200-40-41-430000-PR0260	Professional Services	9,892.00	
		200-40-41-430000-PR0270	Professional Services	892.50	
		200-40-41-430000-PR0290	Professional Services	730.00	
		200-40-41-436000-PR0253	Utilities	2,377.87	
		200-40-42-430000-PR0102	Professional Services	90.00	
		200-40-42-430000-PR0115	Professional Services	4,728.54	
		200-40-42-430000-PR0121	Professional Services	100.00	
		200-40-42-438000	Rental	2,351.50	
		200-40-49-439000	CONTRACT MAINTENANCE	100,124.00	
		200-40-50-436000-PR0119	Utilities	772.94	
		200-40-53-382100	Building Rental	400.00	
		200-40-53-424000	Operating Supplies	428.52	
		200-40-53-430000-PR5502	Professional Services	180.00	
		200-40-53-430000-PR5505	Professional Services	1,357.50	
		200-40-53-439000	CONTRACT MAINTENANCE	4,793.12	
		200-40-53-442000	Memberships & Subscriptions	200.00	
		204-40-43-422000	Clothing	5.46	
		204-40-43-424000	Operating Supplies	5,660.05	
		204-40-43-430000	Professional Services	21,447.61	
		204-40-43-431000	Telephone	172.83	
		204-40-43-436000	Utilities	5,445.57	
		260-00-00-207000	Building Surcharge	1.00	
		260-00-00-230000	Deposits	1,000.00	
		260-00-00-230130-CD1229	Development Escrow	332.31	
		260-00-00-230130-CD1235	Development Escrow	216.10	
		260-00-00-230130-CD1240	Development Escrow	808.85	
		260-00-00-230130-CD2720	Development Escrow	1,797.89	
		260-56-17-321006	Building Permits	112.00	
		260-56-55-431100	Postage	(500.82)	
		260-56-57-430000	Professional Services	334.00	
		265-05-00-430000	Professional Services	2,225.74	
		265-05-00-431000	Telephone	167.48	
		265-05-00-432000	Transportation	400.68	
		265-05-00-436000	Utilities	929.07	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		265-05-00-440000	Conferences	150.00	
		265-05-00-448000	Miscellaneous	144.93	
		282-56-56-430000-CD0725	Professional Services	22,606.80	
		295-10-00-424000-PD0025	Operating Supplies	55.04	
		295-10-00-441000-PD0033	Pathways to Policing Training	4,223.46	
		400-10-00-443500-PD0032	Public Safety Aid - Minor Equi	2,500.00	
		400-10-00-452000	Vehicles / Equipment	48,493.02	
		401-13-00-443500	Minor Equipment	13,108.32	
		403-20-20-452000	vehicles / Equipment	11,752.50	
		404-04-00-453000	Other Improvements	96,030.00	
		409-08-00-438101	Postage Meter	332.00	
		410-02-00-453000	Other Improvements	6,125.00	
		410-40-40-453000	Other Improvements	38,489.16	
		410-64-00-450000	Buildings & Structures	40,600.00	
		411-40-40-453000-PR2320	Recreation Improvements	1,293.88	
		411-40-43-430000	Professional Services	2,591.00	
		411-40-43-430000-PR2350	Professional Services	18,641.71	
		417-20-20-424000	Operating Supplies	1,063.39	
		417-20-20-439000	CONTRACT MAINTENANCE	2,185.00	
		583-57-00-448002	Administrative Charge TIF	752.75	
		585-57-00-448002	ADMINISTRATIVE CHARGE TIF	442.75	
		586-57-00-448002	ADMINISTRATIVE CHARGE TIF	752.75	
		588-57-00-448002	Administrative Charge TIF	752.75	
		589-57-00-448002	Administrative Charge TIF	752.75	
		590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	122,320.28	
		592-20-23-490000-PW2222	Contractor Payments	5,066.97	
		600-00-00-202000	Accounts Payable	1,752.16	
		600-50-00-424000	Operating Supplies	639.00	
		600-50-00-424200-PW2418	PRIVATE SANITARY SEWER REPAIRS	3,100.00	
		600-50-00-430000	Professional Services	367.21	
		600-50-00-431100	Postage	420.21	
		600-50-00-436000	Utilities	2,409.89	
		600-50-00-438000	Rental	1,722.43	
		610-00-00-202000	Accounts Payable	1,672.22	
		610-51-00-424000	Operating Supplies	7,112.76	
		610-51-00-430000	Professional Services	367.21	
		610-51-00-431100	Postage	420.21	
		610-51-00-436000	Utilities	7,110.18	
		610-51-00-438000	Rental	1,722.43	
		610-51-00-439000	CONTRACT MAINTENANCE	9,766.18	
		610-51-00-444000	St.Paul Water	642,739.65	
		610-51-00-453000-PW2401	Other Improvements	7,136.25	
		610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	22,047.81	
		620-00-00-209001	Use Tax Payable	(103.01)	
		620-52-51-372000	Green Fees	93.80	
		620-52-51-423000	Vehicle Supplies & Maintenance	152.95	
		620-52-51-424000	Operating Supplies	2,293.45	
		620-52-51-424000-PR5304	Operating Supplies	896.03	
		620-52-51-425000	Merchandise for Sale	1,440.70	
		620-52-51-430000	Professional Services	37.37	
		620-52-51-436000	Utilities	1,601.40	
		620-52-51-439000	CONTRACT MAINTENANCE	382.34	
		620-52-51-440000	Conferences	420.00	
		620-52-51-441000	Training	25.41	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		640-00-00-202000	Accounts Payable	667.60	
		640-54-00-424000	Operating Supplies	23.40	
		640-54-00-430000	Professional Services	613.21	
		640-54-00-431100	Postage	420.21	
		640-54-00-436000	Utilities	2,083.68	
		640-54-00-438000	Rental	1,722.43	
		640-54-00-439000	CONTRACT MAINTENANCE	3,087.50	
		640-54-00-443500	Minor Equipment	636.86	
		640-54-00-453000	Other Improvements	319,734.10	
		640-54-00-453000-PW2409	2024 BMP Maintenance	15,189.30	
		640-54-00-453000-PW2410	Other Improvements	17,271.17	
		650-00-00-202000	Accounts Payable	324.72	
		650-65-00-430000	Professional Services	75,245.45	
		710-61-00-441000	Training	975.00	
		722-57-78-490000	Contractor Payments	5,224.00	
		725-57-00-430000-ED0006	Professional Services	69.00	
		725-57-87-430000	Professional Services	1,050.00	
		727-57-00-430000	Professional Services	10,416.67	
---	TOTALS BY FUND ---				
		100	General Fund	173,761.01	
		103	Contracted Engineering Svcs	14,412.18	
		110	Telecommunications	13,734.19	
		200	Recreation Fund	156,315.49	
		204	PARK MAINTENANCE	32,731.52	
		260	Community Development	4,101.33	
		265	License Center	4,017.90	
		282	American Rescue Plan	22,606.80	
		295	Police Grants	4,278.50	
		400	Equipment Revolving	50,993.02	
		401	Fire Equipment	13,108.32	
		403	Public Works Vehicle Revolving	11,752.50	
		404	Finance Equipment Revolving	96,030.00	
		409	Plant Fund	332.00	
		410	GENERAL FACILITIES REPLACEMENT FUND	85,214.16	
		411	Recreation Improvements	22,526.59	
		417	STREETSCAPE	3,248.39	
		583	TIF District #1-Center Pointe	752.75	
		585	TIF District #17-Twin Lakes	442.75	
		586	TIF #18 Sienna Green	752.75	
		588	TIF District #20: McGough	752.75	
		589	TIF District #22 Twin Lakes II	752.75	
		590	Special Assmt. Construction	122,320.28	
		592	Street Construction - 2022	5,066.97	
		600	Sanitary Sewer	10,410.90	
		610	Water Fund	700,094.90	
		620	Golf Course	7,240.44	
		640	Storm Drainage	361,449.46	
		650	ENVIRONMENTAL	75,570.17	
		710	Risk Management	975.00	
		722	C.D.B.G. Park Improvements	5,224.00	
		725	EDA Operating Fund	1,119.00	
		727	South East Roseville Initiativ	10,416.67	
		Total For All Funds:		2,012,505.44	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approval of 1 Temporary Liquor License

Background

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

Temporary Liquor License

New Life Presbyterian Church
965 Larpenteur Ave West
Roseville, MN 55113

New Life Presbyterian Church is hosting a private anniversary celebration on October 4, 2024. This is their 1st event in 2024. Their total number of days is 1 out of the limit of 12 for the calendar year.

Policy Objectives

Required by City Code.

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

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

Staff Recommendations

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

Requested Council Action

Motion to approve 1 Temporary Liquor License for New Life Presbyterian Church.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. New Life Presbyterian Temp Liquor



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Attachment 1

Name of organization		Date of organization	Tax exempt number
New Life Presbyterian Church		8/29/24	8568105
Organization Address (No PO Boxes)	City	State	Zip Code
965 Larpenteur Avenue West	Roseville	MN	55113
Name of person making application		Business phone	Home phone
Michelle Kozitza		651-488-5581	
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer		
10/4/24--Anniversary Celebration	☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
Michelle Kozitza-Church Administrator	Roseville	MN	55113
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.
Inside Church's Great Room.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
N/A

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☒ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 10.c.

Department Approval



City Manager Approval



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

Background

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

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

Policy Objectives

Required under City Code 103.05.

Equity Impact Summary

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 broader goals of reducing racial economic disparities as well as Roseville's aspiration to be a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

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

34
35
36
37
38
39
40
41
42
43
44
45
46
47

Staff Recommendations

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

Requested Council Action

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

Prepared by: Joshua Kent - Assistant Finance Director

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

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Public Works (Street Lighting)	Voss Lighting	City Hall Parking Lot and Pathway	(a)	\$ 43,593	\$ 20,300	2024 CIP
Public Works (Storm)	Bituminous Roadways	Drainage Improvement	(b)	\$ 518,158	\$ 96,454	2024 CIP
Public Works (Streets)	Boyer Trucks, Inc.	2026 Western Star Single Axle Cab and Chassis	(c)	\$ 131,239	\$ 131,239	2025 CIP
Public Works (Streets)	Towmaster	Hydraulics and Plow Package for 2026 Western Star	(d)	\$ 179,761	\$ 160,897	2025 CIP

Key

The City Hall parking lot lights were installed in 2003 and are at the end of their life cycle. The interior lights were replaced in 2019 as part of the parking lot project. The remaining 5 poles would be replaced as part of this project.

- (a) There is an amount of \$43,593 remaining in the 2024 Street Lighting CIP Fund that was previously allocated to a Patton Rd system project, which was able to be completed underbudget. Quotes were taken from three vendors, with Voss Lighting coming in as the lowest quote.

Staff has requested that the City Council authorize a purchase order to Bituminous Roadways in the amount of \$96,453.50 to extend storm sewer pipe in preparation for a lift station project, removing/replacing curb and driveway

- (b) aprons to keep public water in the street, and adding storm sewer to reduce overland flow issues. There were two quotes that were received with Bituminous Roadways coming in with the lowest quote. This project would be funded out of the 2024 Storm Water CIP Fund.

It is being requested for authorization to purchase a 2026 Western Star single axle cab and chassis from Boyer Trucks, Inc. per the Minnesota State Bid Contract T-647(5) #194857 in the amount of \$131,239 to replace our current 2013

- (c) International which is scheduled for replacement in 2025. The proposed 2025 Public Works Vehicle and Equipment Replacement Fund includes a budget of \$311,000 for a single axle plow truck replacement. Due to long build dates we are having to purchase plow truck cab and chassis 12 months out prior to replacement.

With the request for authorization of purchase for the 2026 Western Star single axle cab and chassis, an additional purchase order is being requested for the truck to be fitted for use (truck box, hydraulics and plow package) from

- (d) Towmaster Truck Equipment on the Minnesota State Bid Contract S-863(5) #222949 in the amount of \$160,897. This would be apart of the \$311,000 that is currently proposed within the 2025 Public Works Vehicle and Equipment Replacement Fund.

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	Storm Infrastructure Rehabilitation
Total Estimated Cost:	\$600,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab portions of the storm sewer system within the city. Many of the storm pipes and structures are over 50 years old and are at the end of the expected design life. The City typically uses this line item to replace pipes as part of the Pavement Management Program (PMP) project, to do other storm sewer replacement as part of larger drainage improvement projects, or to rehab sewer lines with cured-in-place pipe (CIPP) lining projects. CIPP lining coats the inside of the pipe to extend the life of the pipe another 50 years and lessen the risk of flooding and sinkholes due to collapse of pipes.

Location:

Various Locations in the City

2024 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	Water Quality Device Rehabilitation
Total Estimated Cost:	\$400,000
Funding Source:	Storm Sewer Fund (<i>Utility fees</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab portions of water quality devices or best management practices (BMP's) within the storm sewer system within the city. Many of these ponds, rain gardens, manholes and other devices are over 25 years old and are at the end of the expected design life. The City typically uses this line item to perform pond dredging, expand storage capacity of ponds and basin, replace rain gardens or rehab other BMP devices. This extends the life of these devices another 25 years, lessens the risk of flooding, and provides better water quality treatment.

Location:

Various Locations in the City

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024
Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve 2025 Insurance Benefit Renewals and City Cafeteria Contributions

Background

A cafeteria plan is a type of employee benefit plan offered pursuant to Section 125 of the Internal Revenue Code. The Internal Revenue Code sets forth the requirements and tax treatment of cafeteria plans. A cafeteria plan allows employees to choose between different types of pre-tax benefits. Employees may choose benefits such as health insurance, group-term life insurance, voluntary "supplemental" insurance and flexible spending accounts through the plan.

The City of Roseville has a cafeteria benefits plan that meets the requirements of Section 125 of the Code. One of the main purposes of a cafeteria plan are the tax savings advantages for both the employer and the employee. Employees' pretax contributions are not subject to federal, state or social security taxes. As an employer, the City saves on the employer portion of FICA, FUTA and worker's compensation insurance premiums.

History

In 2022, the city solicited Request for Proposals for medical insurance for 2023. The contract was awarded to Medica at the September 6, 2023, council meeting. This new contract set the renewal rates for 2023 below what the city had been paying in 2022 and offered a rate cap of 12% for calendar year 2024. In 2024, the city received an average of 5% for its renewal rates.

2025 Rates

Historically, the city has offered 2 plans, one of which follows the IRS regulations for an embedded Health Savings Account (HSA) for a High Deductible Health Plan (HDHP). The other traditionally has been indexed to the High Deductible Plan for the annual deductible and coupled with a Health Reimbursement Account (HRA) with a slightly lower annual deductible (\$2,000). However, since the IRS has increased the annual deductible required for the High Deductible Plan to remain embedded, the other plan has not kept pace with the indexed deductible amount. This means that several years ago, the HDHP had an annual deductible of \$3,000, while the plan with the HRA had an annual deductible of \$2,000. Over the last several years, the IRS has increased the annual HDHP deductible amount required to remain embedded to \$3,300, while the HRA plan has remained with a \$2,000 annual deductible.

This year, in order to lower the monthly premium costs for both the employee and employer and to regain the index status of the plan, staff requested an increase to the deductible so it can again be indexed to the HDHP. This increases the deductible from \$2,000 to \$2,300 for the HRA plan. This results in a lowered monthly premium and an average cost increase of monthly premiums of 9.84% for the two plans. This change resulted in nearly a full percentage point lower increase to the monthly premiums than keeping the current plans.

City Cafeteria Contributions

Historically, as other municipalities have done, the city has paid 100% of the premium for medical

42 insurance for a single plan. This does not mean that a single employee has free coverage. Employees
43 are still responsible for fulfilling their deductible as well as their out-of-pocket costs. Since 2010, the city
44 has utilized a benefits contribution incentive that has worked well and provides the full cafeteria dollar
45 amount only to those benefit-eligible employees who participate in a confidential health risk assessment,
46 a preventative care physical and blood pressure check. If an employee does not participate in these
47 wellness items, they receive \$40 less per month in their cafeteria amount.
48
49

2025 Cafeteria Contribution Rates * <i>with wellness incentive</i>		
	2024 Monthly Cafeteria Contribution*	2025 Monthly Cafeteria Contribution*
Opt Out	\$510	\$510
<u>\$2300 Deductible</u>		
Single	\$806.99	\$885.82
Single +1	\$1,017.02	\$1,087.60
Family	\$1,382.18	\$1,487.00
<u>\$3300 Deductible</u>		
Single	\$842.64	\$862.74
Single+1	\$1,078.33	\$1,175.42
Family	\$1,396.03	\$1,532.44

50
51 **Basic & Voluntary Life, AD&D and Long Term Disability Insurance**
52 There are no changes to our ancillary insurance premiums for 2025.
53

54 **Dental Insurance**
55 The city is self-insured for dental insurance. The dental claims paid were slightly below what is collected
56 in premiums. However, there is sufficient fund balance to cover the anticipated claims without the need
57 to raise premiums this year. Thus, there will be no increase in premium costs for staff in 2025.
58

59
60 **Policy Objectives**
61 To offer and maintain market comparable and equitable benefits internally and externally that solidify
62 retention and attract exceptional employees.
63

64 **Equity Impact Summary**
65 No racial equity impacts have been identified at this point.
66

67 **Budget Implications**
68 The proposed cafeteria plan budget for 2025 as presented above is within the 5% budget increase that
69 has been included in the 2025 City Manager recommended budget.
70

71 **Staff Recommendations**
72 Approve the 2025 city employer cafeteria contributions as described in this report.
73

74 **Requested Council Action**
75 Approve the 2025 city employer cafeteria contributions as described in this report.
76
77

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 10.e.

Department Approval

Janice Gundlach

City Manager Approval

Samir Truoglu

Item Description: Approve the renewal of a short term rental license for 1901 Shady Beach Avenue

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. The original short term rental license for 1901 Shady Beach Avenue was issued on September 13, 2021. On August 3, 2024, an application for renewal of the short term rental license was submitted by the property owner. The property is a three-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. The subject property's current short term rental license is valid through September 13, 2024. There have been no nuisance or property maintenance violations confirmed during the current license period. Lodging tax payments have been made for June 2024. Short term rentals licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year. This property is one of eight licensed short term rentals within the City.

Upon renewal, the license will be valid for 365 days from the expiration date of the current 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. Within ten days of Council approval, all residential properties of one to four units within 300 feet must be provided a copy of the City issued license. A draft of the license is provided as Attachment 2.

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 the 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 equity impacts related to this action.

Budget Implications

The correct fees were paid to the City at the time of application submittal.

36
37
38
39
40
41
42
43
44
45

Staff Recommendations

Staff recommends approval of a one year renewal of a short term rental license for 1901 Shady Beach Avenue.

Requested Council Action

By motion, approve the renewal of the short term rental license for 1901 Shady Beach Avenue.

Prepared by: David Englund, Building Official

- Attachments:**
- 1. Application
 - 2. Draft License

File Date: 06/03/2024

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Application](#)

Address: 1901 Shady Branch Ave N Rossville MN 55113

Custom Fields: UNIT DETAILS

Unit Type
[Single-Family Home](#)

Number of Bedrooms
[2](#)

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 2478 Lynda Ave	Active	Corinne Martz

Owner Name:

DBA Name:

Total Fee Assessed: \$530.45

Total Fee Invoiced: \$530.45

Balance: \$0.00

Workflow Status: Task

Assigned To
[Jan Rosenmeyer](#)

Status

Status Date

Action By

Initiated by Product: ACA

[License Issuance](#)

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-006

Owner: Connie Marty

Phone: 651-XXX-XXXX

Email: connie80john@gmail.com

Address: 1901 Shady Beach Ave

Expiration: 9/13/2025

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: 9/9/2024
Item No.: 10.f.

Department Approval

Janice Gundlach

City Manager Approval

Samir J. Truogian

Item Description: Approve the renewal of a short term rental license for 1277 Garden Avenue

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. The original short term rental license for 1277 Garden Avenue was issued on September 13, 2022. On August 22, 2024, an application for renewal of the 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. The subject property's current short term rental license is valid through September 13, 2024. There have been no nuisance or property maintenance violations confirmed during the current license period. Lodging tax payments have been made for October and November 2023. Short term rentals licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year. This property is one of eight licensed short term rentals within the City.

Upon renewal, the license will be valid for 365 days from the expiration date of the current 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. Within ten days of Council approval, all residential properties of one to four units within 300 feet must be provided a copy of the City issued license. A draft of the license is provided as Attachment 2.

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 the 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 equity impacts related to this action.

Budget Implications

The correct fees were paid to the City at the time of application submittal.

36
37 **Staff Recommendations**

38 Staff recommends approval of a one year renewal of a short term rental license for 1277
39 Garden Avenue.

40
41 **Requested Council Action**

42 By motion, approve the renewal of the short term rental license for 1277 Garden Avenue.

43
44 **Prepared by:** David Englund, Building Official

Attachments: 1. Application
2. Draft License

45

Menu Reports Help

File Date: 06/22/2024

Application Status: In Review

Application Detail: Detail

Application Type: Short-Term Rental License Renewal

Address: 1277 Garden Ave 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
License Holder		Infinity Stays LLC	Mailing, 81 Rice Creek	Active	Cornie Zeileis
Organization		Infinity Stays LLC		Active	Georgi Zeileis

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: \$530.45

Total Fee Invoiced: \$530.45

Balance: \$0.00

Workflow Status: Task

Assigned To: Jan Rosemeyer

Status:

Status Date:

Action By:

Initiated by Product: ACA

License Issuance

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-007

Owner: Infiniti Stays LLC

Phone: 651-XXX-XXXX

Email: infinitystaysllc@gmail.com

Address: 1277 Garden Ave

Expiration: 9/13/2025

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: 9/9/2024
Item No.: 10.g.

Department Approval



City Manager Approval



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

Background

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

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

Staff received three proposals:

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

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

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

Policy Objectives

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

32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

Equity Impact Summary

There should be no equity impacts associated with this agreement.

Budget Implications

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

Staff Recommendations

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

Requested Council Action

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

Prepared by: Jesse Freihammer, Public Works Director

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

51

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

This Professional Services Agreement (“Agreement”) is made on the 9th day of September, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), and SEH, Inc., a corporation (the “Contractor”, each a “Party” and together the “Parties”).

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

2. Term and Termination. The term of this Agreement will commence on May 20, 2024. Unless extended by written agreement of the Parties, this Agreement will terminate no later than May 20, 2025, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.

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

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

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

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

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

To City:

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

To Contractor:

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

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

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

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

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

10. Non-Discrimination. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-

discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

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

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

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

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

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

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

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

b. Professional/Technical (Errors and Omissions) Liability Insurance

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

The Contractor is required to carry the following minimum limits:

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

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

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

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

The following coverages shall be included:

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

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

d. Business Automobile Liability Insurance.

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance

or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage
- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

e. Additional Insurance conditions:

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

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

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

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

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

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

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

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

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

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

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

CITY OF ROSEVILLE

SEH, INC.

By: _____
Daniel J. Roe, Mayor

By: _____
Its: _____

By: _____
Patrick Trudgeon, City Manager

By: _____
Its: _____



Building a Better World
for All of Us®

May 13, 2024

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

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

Dear Jesse:

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

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

PROJECT BACKGROUND

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

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

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

PROJECT SCOPE

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

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

Roseville meter reading system for remote flow data reading.

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

SCOPE OF SERVICES

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

TASK 1 – PROJECT INITIATION & DATA COLLECTION

(May 2024)

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

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

TASK 2 – METER VAULT DESIGN

(June 2024)

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

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

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

TASK 3 – REGULATORY APPROVAL

(June 2024)

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

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

PROJECT DELIVERABLES

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

PROJECT SCHEDULE

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

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

PROJECT ASSUMPTIONS

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

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

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

PROJECT STAFFING

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

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

FEE PROPOSAL

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

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

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

SUMMARY

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

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



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

Cc: Lindsey Roberts McKenzie

Project Level of Effort Estimate

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



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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Resolution Ratifying the Labor Agreement between the City of Roseville and Law Enforcement Labor Services Local 478

Background

The City of Roseville has six collective bargaining units. The City works with representatives of each unit to negotiate the terms of an agreement which lay out conditions of employment. This agreement is then brought to the respective union members for a vote, and sent to the City Council for review, discussion and approval. The collective bargaining agreement with Law Enforcement Labor Services (LELS) local 478 (Deputy Chief) expires at the end of 2024.

The union has voted to accept the proposed terms and conditions which are outlined in the attached Tentative Agreement (Attachment 1). As part of the negotiation process, staff and union representatives looked at both internal and external market comparisons regarding wages and benefits. City staff and the union have found common ground for a settlement on the contract provisions outline in the attached Tentative Agreement.

Policy Objectives

Each year the City budgets wage and benefit adjustments for all employees. The adjustments stem from the best information known or anticipated from the metro labor market, labor settlements and budgetary considerations.

Objectives considered when negotiating this contract included utilizing internal and external comparisons in order to reach a fair and equitable agreement for both sides. Additionally, a cost analysis, market survey, internal wage compression issues, and review of current economic conditions were conducted and considered along with compliance with the Minnesota Pay Equity Act.

Equity Impact Summary

The consideration of equity in this recommendation ensures that the contract aligns with the community's aspirations for safety, security, and fair treatment. The decision supports the Deputy Chief's role in fostering a secure environment, which is vital for community trust and safety. The contract also reflects the city's commitment to fair and transparent negotiations, which is integral to maintaining a positive relationship with both the police department and the community.

Budget Implications

The proposed Personnel Services budget is sufficient to cover the cost of the proposed collective bargaining agreement for 2025. The City Council will need to provide adequate funding for the subsequent years.

Staff Recommendations

By motion, approve the resolution ratifying the labor agreement between the City of Roseville and LELS 478 for a contract term beginning January 1, 2025 through December 31, 2026.

Requested Council Action

Approve the resolution ratifying the labor agreement between the City of Roseville and LELS 478 for a contract term beginning January 1, 2025 through December 31, 2026.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments:

1. Tentative Agreement
2. Resolution

Law Enforcement Labor Services, Inc., Local #478 (Roseville Deputy Chief)
Contract Negotiations
Initial Meeting: 7/08/2024

TENTATIVE AGREEMENT

The following items have been tentatively agreed to by LELS Local #478 and the City of Roseville and will be incorporated into a contract that will be sent for final approval.

1. **Duration:** January 1, 2025 – December 31, 2026
2. **Definitions:** (Article 3) Added definition for Business Hours and alphabetized them.
3. **Work Schedules:** (Article 12) Clarifying language added regarding the position's FLSA status.
4. **Wages and Compensation:** (Article 13) Agreed upon wages for 2025 – 2026.

	January 1, 2025	January 1, 2026
Step 1 (Start)	\$73.37	\$76.33
Step 2 (6 months)	\$77.03	\$80.13
Step 3 (Year 1)	\$80.89	\$84.15
Step 4 (Year 2)	\$84.14	\$87.53

5. **Overtime:** (Article 13) Allowing additional compensation at the overtime rate of the top Sergeant under the following circumstances:
 - a. When not scheduled to work, and outside of Business Hours, EMPLOYEE may work law-enforcement related overtime that is grant or contract funded in accordance with the EMPLOYER'S rules and regulations.
 - b. When required to respond to the police department (or other physical location) following a critical incident after regular business hours on a Friday, or at any time on a Saturday, Sunday, or Holiday. Such overtime pay will only be paid when the requirement for EMPLOYEE to be at the police department (or other physical location) as a result of the critical incident would require EMPLOYEE to work in excess of forty (40) hours in a work week and where EMPLOYEE was unable to reduce hours after the critical incident within the current pay period to compensate for the time spent as described herein related to the critical incident.
 - c. When designated by the Chief of Police to work in the role of Patrol Sergeant where the City was not otherwise able to fill the Patrol Sergeant shift with a qualified, lower-ranking employee. Such overtime hours must be outside Business Hours on a Friday, or any time on a Saturday, Sunday or Holiday, to maintain minimum patrol staffing levels. The unfilled overtime shift must first have been offered to officers and sergeants, gone unfilled and fall within the next 7 days.
6. **Uniforms** (Article 17): Updates the dates for the uniform allowance.

7. **Paid Time Off:** (Article 21) Updated to reflect Annual Accrual Rates rather than biweekly rates. This allows the new BS&A financial system to accurately divide the annual hours into biweekly rates with the updated decimal point system.
8. **Deferred Compensation Rollover** (Article 22): Inserts the language from the MOU into the contract allowing an annual deposit of unused but accrued PTO into an employee's Deferred Compensation Account.
9. **Holidays:** (Article 23) Deletes the contingent language regarding Juneteenth holiday as the city has added this as an official holiday and is closed.
10. **Post-Employment Health Care MOU:** The contract with MSRS that allows the Deputy Chief to participate in the Post-Employment Health Care Savings Account is updated to reflect the new contract term length.
11. **Miscellaneous:** Updates various grammatical issues throughout the contract as well as removes Roman Numerals from the Articles.

Patrick Trudgeon, City Manager

DATED: _____

Jeffrey Giles, Business Agent

DATED: _____

Joe Adams, Union Steward

DATED: _____

**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 _____ 2024 at 6:00 p.m.

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No. 12083

APPROVING THE TENTATIVE AGREEMENT BETWEEN THE CITY OF ROSEVILLE
AND
LAW ENFORCEMENT LABOR SERVICES, INC
REPRESENTING THE POLICE DEPUTY CHIEF BARGAINING UNIT, LOCAL 478
FOR CALENDAR YEARS 2025-2026

WHEREAS, representatives of the City of Roseville and representatives of Law Enforcement Labor Services, Inc representing the Police Commanders Local 431 bargaining unit of the City have negotiated a 2-year labor agreement for the term January 1, 2025 through December 31, 2026; and

WHEREAS, the attached document summarizes the agreement between the parties.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves and ratifies the tentative agreement and that the appropriate individuals designated by the City are authorized and directed to execute the original contracts.

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

and the following voted against the same: _____.

WHEREUPON said resolution was declared duly passed and adopted.

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 ____ day of _____, 2024 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 9th day of September, 2024.

SEAL

Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/9/2024

Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Approve Resolution Ratifying the Labor Agreement between the City of Roseville and Law Enforcement Labor Services Local 431

Background

The City of Roseville has six collective bargaining units. The City works with representatives of each unit to negotiate the terms of an agreement which lay out conditions of employment. This agreement is then brought to the respective union members for a vote, and sent to the City Council for review, discussion and approval. The collective bargaining agreement with Law Enforcement Labor Services (LELS) local 431 (Police Commanders) expires at the end of 2024. It should be noted that prior to this contract, the title of the position was considered "Lieutenant". However, to better align the position with comparable cities, the title of the position has been changed to Commander. All job duties and responsibilities remain the same.

The union has voted to accept the proposed terms and conditions which are outlined in the attached Tentative Agreement (Attachment 1). As part of the negotiation process, staff and union representatives looked at both internal and external market comparisons regarding wages and benefits. City staff and the union have found common ground for a settlement on the contract provisions outlined in the attached Tentative Agreement.

Policy Objectives

Each year the City budgets wage and benefit adjustments for all employees. The adjustments stem from the best information known or anticipated from the metro labor market, labor settlements and budgetary considerations.

Objectives considered when negotiating this contract included utilizing internal and external comparisons in order to reach a fair and equitable agreement for both sides. Additionally, a cost analysis, market survey, internal wage compression issues, and review of current economic conditions were conducted and considered along with compliance with the Minnesota Pay Equity Act.

Equity Impact Summary

The consideration of equity in this recommendation ensures that the contract aligns with the community's aspirations for safety, security, and fair treatment. The decision supports the Police Commanders' role in fostering a secure environment, which is vital for community trust and safety. The contract also reflects the city's commitment to fair and transparent negotiations, which is integral to maintaining a positive relationship with both

the police department and the community.

Budget Implications

The proposed Personnel Services budget is sufficient to cover the cost of the proposed collective bargaining agreement for 2025. The City Council will need to provide adequate funding for the subsequent years.

Staff Recommendations

By motion, approve the resolution ratifying the labor agreement between the City of Roseville and LELS 431 for a contract term beginning January 1, 2025 through December 31, 2026.

Requested Council Action

Approve the resolution ratifying the labor agreement between the City of Roseville and LELS 431 for a contract term beginning January 1, 2025 through December 31, 2026.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments:

1. Tentative Agreement
2. Resolution

**Law Enforcement Labor Services, Inc., Local #431 (Roseville
Police Commanders)
Contract Negotiations
Initial Meeting: 08/07/2024**

TENTATIVE AGREEMENT

The following items have been tentatively agreed to by LELS Local #431 and the City of Roseville and will be incorporated into a contract that will be sent for final approval.

1. **Duration:** January 1, 2025 – December 31, 2026
2. **Recognition:** Updates the reference to the position classification from Lieutenant to Commander.
3. **Definitions:** Updates the definition of the job classification from Lieutenant to Commander. Removes the definition of Emergent Call Back Flex Time. Adds definition of Business Hours. Alphabetizes definitions.
4. **Work Schedules:** (Article 12) Clarifying language added regarding the position's FLSA status.
5. **Emergent Call Back Flex Time:** (Article 13). This article is removed.
6. **Wages and Compensation:** (Article 13) Agreed upon wages for 2025 – 2026.

	January 1, 2025	January 1, 2026
Step 1 (Start)	\$69.70	\$73.18
Step 2 (6 months)	\$73.18	\$76.84
Step 3 (Year 1)	\$75.38	\$79.15
Step 4 (Year 2)	\$77.64	\$81.52

7. **Overtime:** (Article 13) Allowing additional compensation at the overtime rate of the top Sergeant under the following circumstances:
 - a. When working shifts for City-contracted, or grant-funded services.
 - b. When responding to critical incidents on a weekend or holiday when the employee is unable to flex their time within the pay period.
 - c. When required to work in the role of Patrol Sergeant where the City was not otherwise able to fill the Patrol Sergeant shift with a lower-ranking employee.
8. **Uniforms** (Article 17): Updates the dates for the uniform allowance.

9. **Vacation:** (Article 21) Updated to reflect Annual Accrual Rates rather than biweekly rates. This allows the new BS&A financial system to accurately divide the annual hours into biweekly rates with the updated decimal point system.
10. **Holidays:** (Article 22) Deletes the contingent language regarding Juneteenth holiday as the city has added this as an official holiday and is closed, and updates the number of annual holiday hours.
11. **Sick Leave:** Incorporates the MOU related to legislative changes for Earned Sick and Safe Time (ESST), and updates the accrual rate to an annual amount.
12. **Post-Employment Health Care MOU:** The contract with MSRS that allows the Commanders to participate in the Post-Employment Health Care Savings Account is updated to reflect the new contract terms.
13. **Miscellaneous:** Updates various grammatical issues throughout the contract as well as removes Roman Numerals from the Articles and addresses several grammatical changes.



Patrick Trudgeon, City Manager

DATED: 08/27/24



Sean McKnight, Business Representative

DATED: 08/26/2024



Travis Steinberg, Union Steward

DATED: 08/28/24

**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 _____ 2024 at 6:00 p.m.

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No.

**APPROVING THE TENTATIVE AGREEMENT BETWEEN THE CITY OF ROSEVILLE
AND
LAW ENFORCEMENT LABOR SERVICES, INC
REPRESENTING THE POLICE COMMANDER’S BARGAINING UNIT, LOCAL 431
FOR CALENDAR YEARS 2025-2026**

WHEREAS, representatives of the City of Roseville and representatives of Law Enforcement Labor Services, Inc representing the Police Commanders Local 431 bargaining unit of the City have negotiated a 2-year labor agreement for the term January 1, 2025 through December 31, 2026; and

WHEREAS, the attached document summarizes the agreement between the parties.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves and ratifies the tentative agreement and that the appropriate individuals designated by the City are authorized and directed to execute the original contracts.

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

47 and the following voted against the same: .

48

49 WHEREUPON said resolution was declared duly passed and adopted.

50

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 9th day of September, 2024 with the original thereof on file in my office.

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

SEAL

Patrick J. Trudgeon, City Manager

FUTURE MEETING AGENDA HIGHLIGHTS

September 9, 2024

September 16, 2024 EDA Meeting

- Recommend Preliminary EDA Levy and Budget
- Consider entering into Professional Services Agreement with Stantec regarding housing needs study

September 16, 2024 City Council Meeting (Work Session)

- Finance Commission Recommendation on Budget
- Park and Recreation Joint Meeting

September 23, 2024 City Council Meeting

- Adopt Preliminary City Budget and Levy

October 7, 2024 City Council Meeting

- Award of Recycling Contract
- Award of Recycling Cart Contract
- Consideration of Various R-O-W Vacations

October 14, 2024 City Council Meeting (Work Session)

- Receive Ramsey County Commissioner Mary Jo McGuire Presentation
- Discuss Police Department Staff Allocation Study
- Receive Utility Rate Study from Ehlers (Tentative)

Future Agenda Review - Longer Term Initiatives

(items that likely require council discussion/action)

9/4/20

<u>Item</u>				<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
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)
Zero Waste Packaging/Compostable Containers				Etten/Strahan	4th qtr '24	CC received update 1/22/24, 8/19/24 and 8/19/24. ordinance will brought back by end of year
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	
Addiction Month Awareness				Strahan	TBD	For September 2025