



City Council Agenda

Monday, October 21, 2024

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Strahan, Etten, Schroeder, Groff, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Proclaim National Native American Heritage Month - November 2024
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
a. Green To Go Ordinance Discussion
- 6:15 p.m. b. Discuss Draft Ordinances Related to Adult-use Cannabis Regulations
- 6:30 p.m. c. Discuss Shopping Cart Accumulation at the Metro Transit Stop Located at the Southwest Corner of County Road B and Snelling
- 7:30 p.m. c. Discuss Shopping Cart Accumulation at the Metro Transit Stop Located at the Southwest Corner of County Road B and Snelling
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 7:50 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from September 25, 2024 Special City Council Meeting
b. Approve Minutes from October 7, 2024 City Council Meeting
c. Approve Minutes from October 11, 2024 Special City Council Meeting
- 7:55 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
c. Receive City Grant Applications Update
d. Accept Grant Funding through the United States Department of Justice to Seek Accreditation
e. Accept State of Minnesota Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant Award
- 8:00 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
a. Future Agenda Review
- 8:10 p.m. **12. Adjourn**



National Native American Heritage Month November 2024

Whereas: The City of Roseville is located on land obtained through a broken treaty that was first home to the Dakota and Ojibwe people and where many continue to reside; and

Whereas: The City of Roseville recognizes that this treaty entitled non-Native people to live and work on traditional Native lands; and

Whereas: Despite centuries-long and ongoing erasure of Indigenous people from American history and unjust Federal policies of assimilation and termination that ripped children from their families, Native American people have persevered; and

Whereas: The indigenous people of this land, upon which our country and City now stand, have provided values and ideas that have become ingrained in American culture, including respect for the natural environment and rich cultural history; and

Whereas: The City of Roseville is committed to promoting equity and inclusion, equality, and justice as fundamental aspects of a safe and welcoming community and to undo the long-standing trauma and harm of unjust government policies of assimilation and termination that have cost countless lives and displaced and broken up families; and

Whereas: The City of Roseville invites all members of the community to join the federal government in celebrating and acknowledging 2024 National Native American Heritage Month; and

Whereas: This observance offers increased opportunity to better understand Native American heritage, past and present contributions to our communities, and to honor the many Indigenous people who have sacrificed their lives and customs for the growth of our nation.

Now, Therefore Be It Resolved, that the City Council hereby proclaim the month of November 2024 as Native American Heritage Month in the City of Roseville.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 21st day of October 2024.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Green To Go Ordinance Discussion

Background

180 licensed food businesses currently operate in the City of Roseville, and the COVID-19 pandemic resulted in many more restaurants offering take-out service; digital ordering and delivery have grown 300% faster than dine-in traffic since 2014. 20-30% of restaurant sales now come from delivery, generating a significant amount of packaging waste.

Food waste and packaging make up about 45% of all materials in U.S. landfills, and some studies suggest that restaurants account for nearly 80% of disposable packaging waste in the U.S. Of these materials, polystyrene, better known as Styrofoam, is commonly used in food takeout containers. Production, usage, and disposal of this substance presents multiple environmental and public health risks, including contribution to the presence of microplastics in soil and waterways. Following a January 2022 presentation from a University of Minnesota scientist on microplastics and their environmental effect, the Public Works, Environment, and Transportation Commission (PWETC) requested staff research zero waste ordinances in other cities.

As of October 2024, the cities of Minneapolis, Saint Paul, Saint Louis Park, and Edina have enacted ordinances to require takeout food packaging to be either commercially compostable or recyclable, and staff has discussed a potential ordinance with the PWETC several times over the past two years. Additionally, the Packaging Waste and Cost Reduction Act was passed in the 2024 Minnesota legislative session, which will require all packaging in Minnesota to be recyclable or compostable by 2032.

The Minnesota Pollution Control Agency's Metropolitan Policy Plan for the Solid Waste Management sets forth a goal for metro counties to reach a 75% recycling rate by 2030. As of 2020, Roseville's recycling rate was 46.2%. Implementing a takeout food packaging ordinance, in combination with Ramsey County's forthcoming Food Scraps Pickup program, would help the City of Roseville come closer to meeting that goal. Additionally, commercial businesses could reduce their solid waste fees by separately disposing of compostable materials and food waste.

Staff recently concluded a community engagement process spanning approximately five months, which included online surveys for both business owners and residents, a landing

page on the City website with information, resources, and context, and two community conversations for business owners and residents to learn about the proposed ordinance and provide feedback.

Staff drafted a Green To Go ordinance based on language from the City of Edina's Green To Go ordinance, which used language from both the City of Minneapolis and the City of Saint Louis Park's respective ordinances. Staff worked with the Roseville city attorney to update and refine the language for relevancy to Ramsey County, and to reflect Roseville's proposed exclusions and enforcement.

Policy Objectives

The City of Roseville set forth a goal to reduce greenhouse gas emissions 80% by 2050 relative to 2005 levels. Solid waste disposal accounts for 2.3% of greenhouse gas emissions in the City of Roseville as of 2020.

Equity Impact Summary

This ordinance would apply to all Roseville restaurants. We do not have racial demographics of restaurant ownership in Roseville. However, a National Restaurant Association study indicates that 19% of restaurant businesses in Minnesota are minority-owned vs. 11% of all private sector businesses. Racial disparities in business ownership can present in overall earnings, growth, and access to loans and other credit, and BIPOC-owned businesses in Roseville may have narrower profit margins than white-owned businesses.

Budget Implications

Budget implications are not known at this time.

Staff Recommendations

Staff recommends Council consider adoption of a Green To Go ordinance based on resident and business feedback, and to align with other city, county, and state recycling and environmental goals and initiatives.

Requested Council Action

Consider adoption of a Green To Go ordinance.

Prepared by: Noelle Bakken, Sustainability Specialist

Attachments:

1. Green To Go Ordinance
2. Green To Go Ordinance Summary Resolution
3. Excerpt from August 19, 2024 Council Minutes
4. Green To Go Update Presentation

City of Roseville
ORDINANCE NO.

AN ORDINANCE AMENDING

TITLE 4, CHAPTER 412

AN ORDINANCE CREATING TITLE 4 CHAPTER 412 “GREEN TO GO
PACKAGING” TO REQUIRE FOOD ESTABLISHMENTS TO PROVIDE
RECYCLABLE, COMPOSTABLE, OR REUSABLE PACKAGING.

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 4, Chapter 412 of the Roseville City Code, entitled “Green to Go Packaging” is hereby created to read as follows:

CHAPTER 412
GREEN TO GO PACKAGING

SECTION:

412.01	Purpose
412.02	Definitions
412.03	Regulations
412.04	Exclusions and Exceptions
412.05	Enforcement

412.01. PURPOSE.

It is the intent of the City Council, by means of this Chapter, to:

A. Promote waste reduction in order to:

1. Lower the amount of greenhouse gases emitted during the incineration and landfilling of non-recyclable and compostable food and beverage packaging and non-packaging items.
2. Assist the City in reaching the waste reduction goals established by the State of Minnesota and Ramsey County.

B. Promote waste prevention by:

1. Encouraging the use of reusable food and beverage packaging when possible.
2. Reducing or eliminating products that create waste such as single-use, disposable food and beverage packaging and non-packaging items that cannot be recycled or composted and must be disposed of by incinerating or landfill.

C. Promote waste recycling by maximizing the amount of single-use food and beverage packaging and non-packaging items that can be recycled or composted.

D. Minimize contamination in organics and recycling.

412.02. DEFINITIONS.

The following words have the meaning ascribed to them, unless the context clearly indicates a different meaning:

CERTIFIED COMPOSTABLE means that a material or product will biodegrade without leaving a residue or any toxicity in the soil. Any compostable plastic or lined paper must meet the ASTM standards for compostable products, as certified by the Biodegradable Products Institute or other similar independent certification bodies.

COMMERCIALLY COMPOSTABLE means that certified compostable materials will biodegrade at a commercial site used to compost organic materials where the environment is carefully controlled and regulated to facilitate optimal degradation.

FOOD AND BEVERAGE PACKAGING means packaging used to serve food and beverage products intended for immediate consumption including cups, plates, bowls, serving trays, to-go containers, clamshells, wrappers, and lids.

FOOD ESTABLISHMENT means a retail operation that prepares, serves, or otherwise provides food or beverages, or both, for human consumption.

GREEN TO GO PACKAGING means and includes any of the following:

1. **COMPOSTABLE PACKAGING**: packaging that is separable from solid waste by the generator or prior to collection for the purpose of composting. Compostable packaging must be made of unlined paper (unless lining is certified compostable), certified compostable plastic that meets ASTM standards that are acceptable at the Ramsey County composting facility or other cellulose-based packaging capable of being decomposed through composting or anaerobic digestion.
2. **RECYCLABLE PACKAGING**: food or beverage packaging that is separable from solid waste prior to collection for the purpose of recycling. Recyclable packaging must be accepted by the local material recovery facilities (MRF) receiving and processing the materials and have existing robust recycling markets as determined by Ramsey County. This includes glass bottles, aluminum cans and plastic food and beverage packaging. Plastic food and beverage packaging must be acceptable as determined by Ramsey County.
3. **REUSABLE PACKAGING** means food or beverage packaging that is capable of being refilled at a retail location or returned to the distributor for reuse at least once as a container for the same food or beverage.

MOBILE FOOD UNIT means a food establishment that is inside, on or otherwise attached to a vehicle.

NON-PACKAGING FOOD SERVICE ITEMS means items that are not packaging, but are used to consume food, including straws and utensils.

SINGLE-USE means an item designed and intended for a single use.

412.03. REGULATIONS.

- A. No person owning, operating, or conducting a food establishment or any person or organization providing free food or beverage products within the City of Roseville in a manner which would require a permit or license from the City or State of Minnesota, may provide any food and beverage packaging which is not Green to Go. Presence of food and beverage packaging other than Green to Go will be presumed to be non-compliant with this Chapter.
- B. To reduce contamination in recycling and organics, all food establishments must implement the following:
1. Single-use cups and containers that are utilized with lids must have lids of the same category of packaging.
 2. Recyclable packaging must only have recyclable lids.
 3. Compostable packaging must only have compostable lids.
- C. Compostable cups must be labeled to clearly indicate to the consumer that the cup is compostable. Labeling must include at least one of the following:
1. The words "certified compostable," "commercially compostable" or other language which meet ASTM standards. "Made from plants," "bio-based," or "biodegradable" are not acceptable alternatives on their own.
 2. The logo of a third-party certification or testing body indicating the cup meets commercially compostable standards, as approved by the City of Roseville.
- D. All food establishments must implement the following in relation to non-packaging food service items:
1. Single-use utensils including, but not limited to, forks, spoons, and knives must be compostable.
 2. Single-use straws of any kind will only be provided to consumers upon request. Front-of-house straw dispensers, which allow customers to self-serve, meet this requirement.
- E. A food establishment which utilizes single-use compostable and/or recyclable food packaging to serve consumers on-site must have on-site collection for Green to Go packaging.
1. A food establishment that does not utilize single-use packaging to serve consumers on-site is exempt from the requirement to have on-site collection for Green to Go packaging.
 2. A food establishment that does not have dine-in seating for consumers is exempt from the requirement to have on-site collection for Green to Go packaging.
 3. If a mobile food unit or other food establishment is being hosted by an entity as part of an event or regular business, the hosting entity must provide on-site collection for Green to Go packaging.

- 117 F. Containers for the on-site collection of Green to Go packaging must be co-located with
118 garbage containers.
- 119 1. If garbage receptacles are available to consumers, then receptacles for separating Green
120 to Go packaging must also be made available to consumers in the same location.
- 121 2. If garbage receptacles are not available to consumers and are instead placed in areas for
122 use by staff only, then receptacles for separating Green to Go packaging are only
123 required in those locations.
- 124 G. A food establishment must arrange for the collection of Green to Go packaging by a
125 licensed solid waste collector for delivery to an appropriate transfer station or processing
126 facility.

127 **412.04. EXCLUSIONS AND EXCEPTIONS.**

128 Notwithstanding any other provisions to the contrary, this Chapter does not apply to:

- 129 A. Manufacturers, brokers, distributors, or warehouse operators who conduct or transact no
130 retail food or beverage business;
- 131 B. Food and beverage service provided through patient care at hospitals and nursing homes;
- 132 C. Food and beverage service provided through licensed caterers;
- 133 D. Food packaging pre-packaged by a manufacturer, producer, or distributor;
- 134 E. Plastic films less than ten mils in thickness;
- 135 F. Any packaging, which is not considered Green To Go packaging, but for which there is not
136 a commercially available or economically practical alternative as determined by the City of
137 Roseville. The city of Roseville will maintain a list of types of packaging exempted under
138 this paragraph which will be available from the Public Works department.

139 **412.05. ENFORCEMENT.**

- 140 A. A violation of this ordinance is punishable as an administrative offense pursuant to City
141 Code Section 102.01.
- 142 B. The administrative offenses provided for in this Chapter are in addition to any other legal or
143 equitable remedy available to the City for violation of the City Code.
- 144 C. At the time a violation occurs, a warning notice will be given in writing. The food
145 establishment will be given 60 calendar days to take corrective action prior to any
146 enforcement action under this Chapter.

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SECTION 2: Effective date. Section 412.05 of this ordinance will take effect on January 1, 2026, the remainder of this ordinance shall, following its passage, will be published and will take effect on January 1, 2025.

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

DRAFT

155
156 **Signatures as follows on separate page:**

157
158 **Ordinance – *Title of Ordinance* -**

159
160
161 (SEAL)

162
163
164 CITY OF ROSEVILLE

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167 BY: _____
168 Daniel J. Roe, Mayor

169
170 ATTEST:

171
172
173 _____
174 Patrick Trudgeon, City Manager

**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 21st day October, 2024, at 6:00 p.m.

The following members were present: _____ and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING PUBLICATION OF AN ORDINANCE
SUMMARY OF ORD NO. _____ CREATING TITLE 4, CHAPTER 412
OF THE ROSEVILLE CITY CODE**

WHEREAS, The City Council of the City of Roseville, on October 21, 2024, adopted Ordinance No. _____; entitled “AN ORDINANCE CREATING TITLE 4, CHAPTER 412 ‘GREEN TO GO PACKAGING’ TO REQUIRE FOOD ESTABLISHMENTS TO PROVIDE RECYCLABLE, COMPOSTABLE, OR REUSABLE PACKAGING”; and

WHEREAS, Minnesota Statutes § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council has determined that the following summary would clearly inform the public of the intent and effect of the ordinance and where to obtain a copy of the full text.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Roseville, Minnesota, hereby approves the following summary language as publication of the Ordinance:

City of Roseville
SUMMARY PUBLICATION
Ordinance No. _____

The following is the official summary of Ordinance No. _____ entitled “AN ORDINANCE CREATING TITLE 4, CHAPTER 412 ‘GREEN TO GO PACKAGING’ TO REQUIRE FOOD ESTABLISHMENTS TO PROVIDE RECYCLABLE, COMPOSTABLE, OR REUSABLE PACKAGING”:

On October 21, 2024, the City Council of the City of Roseville adopted Ordinance No. _____ an ordinance creating Title 4, Chapter 412, of the Roseville City Code which is summarized as follows:

The City seeks to promote the prevention and reduction of waste and maximize composting or recycling of single-use food and beverage containers. The Ordinance creates requirements for “Green To Go” food and beverage packaging that is recyclable, compostable, or reusable. The requirements, with certain exceptions, apply to packaging

36 of all food and beverages, including utensils. The Ordinance applies to all food
37 establishments, including mobile food establishment.

38 BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of
39 the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN, for public inspection during
40 regular office hours. A copy of the ordinance and summary shall also be posted on the City's
41 website. (www.cityofroseville.com)

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

45 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 21st day of October, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 21st day of October, 2024.

Patrick Trudgeon, City Manager

Seal

Regular City Council Meeting**Monday, August 19, 2024****Page 2**

Ayes: Etten, Groff, Strahan, Schroeder, and Roe.

Nays: None.

b. Proclaim Constitution Week

Mayor Roe read the Constitution Week Proclamation.

Groff moved, Schroeder seconded, proclaiming September 17-23, 2024 Constitution Week.

Roll Call

Ayes: Etten, Groff, Strahan, Schroeder, and Roe.

Nays: None.

c. Recognize Community Relations Awards

Assistant City Manager Olson presented three awards the City of Roseville had won: Northern Lights Awards from the Minnesota Association of Government Communications (MAGC), two first-place awards in the Website Redesign, Special Event categories, and one silver award for the Public Information project.

Mr. Cory Yunke, Ms. Shannon Prather, Community Relations Coordinator, and Mr. Ian Walesch, Community Relations Specialist gave a quick presentation.

Councilmember Groff explained he has seen a huge difference in the City's communication since he became a Councilmember, and these awards reflect that.

Councilmember Schroeder thanked staff for the presentation and congratulated the team on the awards. She has heard a lot from people about how communication has improved.

Councilmember Strahan echoed all the comments and appreciated Mr. Yunke for putting together the team that accomplished this. She appreciated the consistency and forward thinking of the communication.

Councilmember Etten noted that when thinking about the website and the months of transition, there were several times that he asked about it. He thought the team did a tremendous job of peeling away the layers of the website, cleaning it up, and making it more accessible for everyone.

Mayor Roe thanked staff for the great work and echoed all of the comments made and looked forward to further innovation from the team.

6. Items Removed from the Consent Agenda

7. Business Items

a. Receive Green to Go Ordinance Update

Regular City Council Meeting
Monday, August 19, 2024
Page 3

Sustainability Specialist Noelle Bakken briefly highlighted this item as detailed in the Request For Council Action and related attachments dated August 19, 2024.

Mayor Roe asked, regarding recyclable food packages, if there is any correlation between types of containers and packaging that the City might want people to use in terms of recyclables specifically and things accepted in the residential recycling program.

Ms. Bakken explained it is the same. In the ordinance language, there is wording that states the recycling material needs to be accepted by the local hauler.

Councilmember Strahan asked, on the same line of thought, can any of the proposed materials go into the compost.

Ms. Bakken explained the proposed ordinance would require anything that is either recyclable or compostable as the ordinance is written. If the company is offering compostable containers, then they should also provide an organics receptacle at the front of the house for people to use, if needed.

Ms. Bakken continued with the presentation.

Councilmember Schroeder thanked Ms. Bakken for doing this. She indicated it would be nice to find a way to measure this in a meaningful way. It is her understanding that the cities attempting to do this do not have a lot of data yet. She thought it would be nice to figure out how this is working and if the education component is getting to the people. She was also concerned about the number of staff needed for this. One hundred and eighty restaurants are a lot so the Council wants to make sure that if started, the City will have the ability to follow up. She noted it is not only enforcement but also educating and helping with different supplies and things like that. She wondered if an intern would be enough to do this properly.

Ms. Bakken indicated that was an excellent question and one thing she thought of was using Community Development with their code enforcement knowledge to help. She noted it takes a lot of work. She listed different cities and what the cities are doing to help manage this. She thought it was hard to track where all of the waste goes but some metrics are tracking overall Countywide composting and recycling rates that are coming out as those goals become more imminent. She was hoping the City could lean on some of those as well as their internal tracking.

Councilmember Strahan asked if Ms. Bakken could speak to the Statewide initiative that she passed over rather briefly in the presentation, what the possibility is if that were to pass, and what kind of impact that would have if the City did not pass something at the local level.

Regular City Council Meeting
Monday, August 19, 2024
Page 4

Ms. Bakken reviewed the steps involved with the Statewide initiative and the creation of an advisory group.

Councilmember Etten wanted to make sure that this only pertained to containers and not plastic forks or spoons.

Ms. Bakken indicated it would include utensils as well. Right now, there is no recyclable option for that so it would only be compostable.

Councilmember Groff asked how it would be handled if there is no container available on the marketplace for a particular use that works.

Ms. Bakken explained there is an exemption language written in the ordinance that speaks somewhat to that issue. She reviewed the language with the Council.

Mayor Roe commented on the possibility of partnering with a neighboring community that is putting something in place or has something in place with more infrastructure in terms of enforcement, and where the City of Roseville could pay that city an annual fee to do that as opposed to how it affects Roseville City staffing and ability to pay that way.

Ms. Bakken explained the Cities of Edina, Richfield, and Bloomington have a public health group that serves those communities and is something Roseville could look into with neighboring communities.

Mayor Roe also noted there may be ways to partner with Minneapolis or St. Paul since they are already staffed for their enforcement needs.

Public Comment

Mayor Roe offered an opportunity for public comment.

Mr. John Connelly, President of the Twin Cities North Chamber of Commerce

Mr. Connelly indicated he was one of the stakeholders in the Green to Go. He explained their vision is to promote business, develop leaders, and connect communities with the stakeholders and city staff on some of the implementation of this. The Chamber does promote recycling within their network so it is always front and center with all of their businesses, new and existing.

Mr. Connelly explained their solution and position is that they always want to encourage their members to migrate to this. One of the things they think about is if this is going to cause hardship and if it is not going to do that, then he asks that the City give them plenty of runway and also ways to minimize cost through innovation. There will be some innovation in the next year or two in the packaging world that is going to come up and looking forward to the opportunity to do those

Regular City Council Meeting
Monday, August 19, 2024
Page 5

things. He explained they want to make sure that the cost is minimal or minimized. They also want the time to adapt to what is going to happen over the next couple of years.

Mayor Roe thanked the Twin Cities North Chamber for their work with the City on this and work with the City in general. He indicated in terms of enforcement, he was thinking about the sixty days to respond, if the City needs to phase that in overtime, and when the ordinance finally would go into effect, if the time is extended out.

Ms. Bakken indicated in the initial draft she thought there was a thirty-day turnover period on container inventory at restaurants and based on the feedback received, she extended that out to sixty days. But, she thought even something like ninety days would be reasonable based on the cycle of having to order products.

Mayor Roe noted the City would want to hear more from the businesses regarding that as well.

Councilmember Strahan thought many City events were zero waste and there has been a phenomenal, dedicated staff and an amazing group of volunteers. She did not know if there was any way that the City could tap into any of those volunteers to provide opportunities for more of the community to be aware of what could be done. She appreciated adding the possibility of coordinating with another city that might have more infrastructure that Roseville could partner with in some way but also thought the City has an opportunity as it rolls out the compost to do some education at that point.

Councilmember Groff thanked Ms. Bakken for her presentation and all of the research done in preparation for this item. He thought this was an ongoing thing and education was an important component of it. He noted the educational period needs to be carefully looked over and also to reach people who may have a language barrier. He wants this to be a collaboration with the businesses and not an enforcement thing.

Councilmember Etten thanked Ms. Bakken for the work. He had brought this up in 2019 during the pandemic and Ms. Bakken moved this forward once some time had passed since the pandemic ended. He felt this was going to happen on its own as well due to existing market trends. He noted this was a great time to be doing this with everything that is changing in the workplace, State, and world. He thought it made sense for January 2026 as a deadline and at that point, hopefully, more of the systems will be in place.

Mayor Roe asked if the Council would like to have this item brought back for further discussion and if there were specific items the Council wanted staff to be looking at in the meantime, questions that need to be answered, or would the

Regular City Council Meeting
Monday, August 19, 2024
Page 6

Council like to table this and go into a more in-depth discussion at another time and then provide that guidance to staff.

The Council consensus was to move this item forward and come back with an actual ordinance before the end of the year.

Councilmember Schroeder wanted to make sure there was a system for the educational piece. She would like to see what the City is going to do as a plan for educating the public.

The Council agreed and thought the educational piece would be separate from the ordinance, but an outline of an education plan should be considered at the same time as the ordinance.

b. Authorize Staff to Begin Vacation Process for Excess Rights-of-Way for South McCarrons Boulevard

Public Works Director Jesse Freihammer briefly highlighted this item as detailed in the Request For Council Action and related attachments dated August 19, 2024. He also noted that as a City initiated vacation, the Council's subsequent action on each specific vacation would require a super-majority vote.

Public Comment

Mayor Roe offered an opportunity for public comment with no one coming forward.

Etten moved, Groff seconded, authorizing staff to begin the vacation process to vacate excess right-of-way on the north side of South McCarrons Boulevard between Roselawn Avenue and Galtier Street.

Roll Call

Ayes: Etten, Groff, Strahan, Schroeder, and Roe.

Nays: None

c. Consider Entering into a Professional Services Agreement with INspiring SIGHT for Strategic Planning Services

City Manager Trudgeon briefly highlighted this item as detailed in the Request For Council Action and related attachments dated August 19, 2024.

Strahan moved, Schroeder seconded, approving the Professional Services Agreement with INspiring SIGHT at a cost not to exceed \$33,175 as shown in Attachment 1.

Council Discussion

Green To Go Implementation

Public Works Department

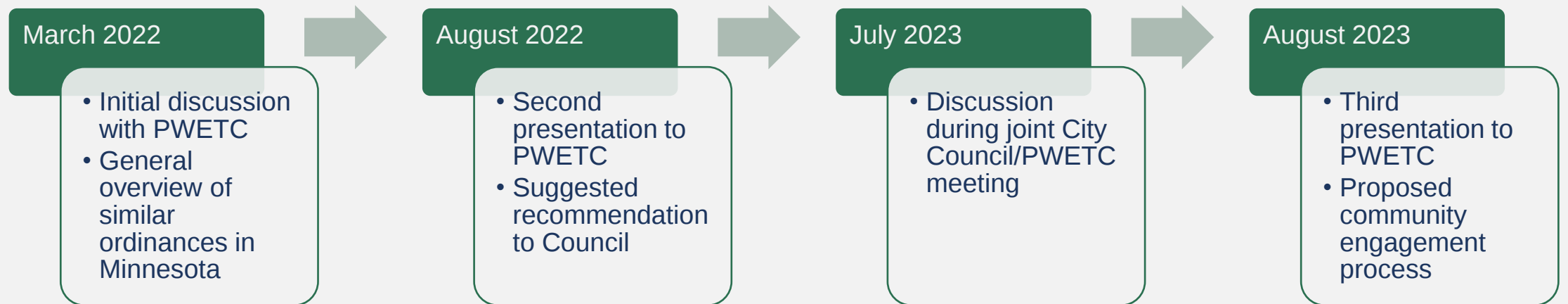
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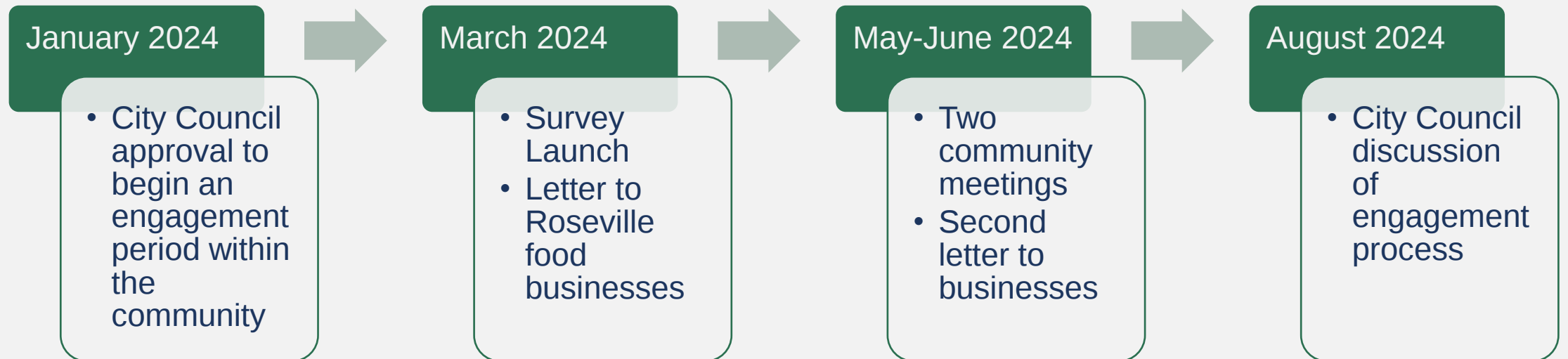
Green to Go - Overview

- History of discussion
- Why implement a packaging ordinance?
- Goals
- Implementation & enforcement timeline
- Questions and discussion

Green to Go – Discussion History



Green to Go – History



Why Green to Go?

- Reduce use of Styrofoam packaging in food service
- Reduce PFAS in the waste stream
- Support MPCA's Solid Waste Plan and increase recycling rate
 - Goal: 75% recycling rate by 2030
 - Roseville's rate is approximately 46%
- Encourage composting materials with **Ramsey & Washington Counties' food scraps pickup program** coming sometime in 2026
- Adds consistency with other nearby communities and the newly passed **Packaging Waste and Cost Reduction Act**
- **Reducing waste is as important on a local scale as it is globally.**

Why Takeout Containers for Food?

- Two major solid waste issues:
 - **Plastic pollution & microplastics**
 - **Food waste**
- Food and packaging make up almost 45% of materials landfilled in the US
- Plastic production is at an all time high – 50% of all plastic ever produced has been made in the last 18 years.
- Rates of ordering food for takeout or delivery more than doubled during the pandemic, and 20-30% of restaurant sales are delivery.
- 4-10% of food purchased by food service businesses is thrown out before even reaching the consumer
 - **30% of food is wasted in total**
- By composting food waste scraps, we can turn them back into a useful material (compost).

Benefits

- Businesses diverting waste to recycling or compost can **save money on solid waste fees**
 - Ramsey County solid waste tax is 70% - 17% state tax, County Environmental Charge of 53%).
 - **Recycling and organics disposal do not receive this tax.**
- Waste is inefficient: a business **pays** for a product, **pays** to collect the product, **pays** to dispose of the left-over product, and **pays** a tax on the disposal.
- Businesses modeling recycling and organic waste separation at front of house **normalizes** the process for consumers.

Implementation Goals

Businesses are aware of ordinance

Businesses understand supply options

Businesses understand disposal options

Increase residential recycling rate

Recognize businesses already compliant

- Develop one-page flyer with translated versions in Spanish, Hmong, Karen, Somali, and Nepali.
- Mailing to businesses to include explanation of ordinance and flyer
- Update landing page on City website
- Hold two packaging fairs in spring and fall
- In-person outreach with businesses – meet with 10-15 per month starting February 2025.
 - Track visits in Excel database.
- Introduce ordinance at a Roseville Business Council meeting
- Online recorded webinar with Q&A

- Update landing page on City website
- Hold two packaging fairs in spring and fall
 - Connect businesses with packaging suppliers
- In-person outreach with businesses – meet with 10-15 per month starting February 2025.
 - Help businesses know where to go for financial and technical support

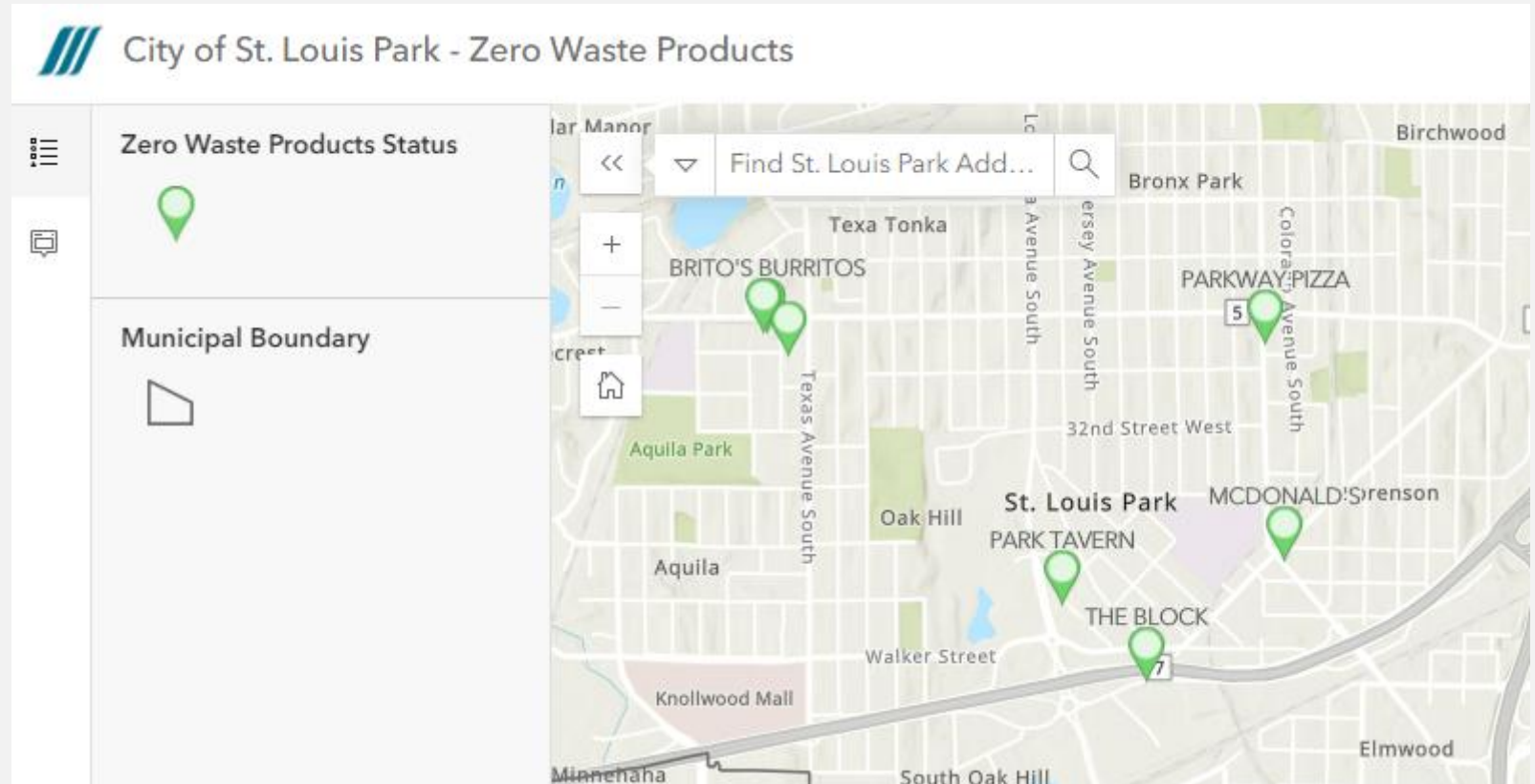
- Update landing page on City website
- Hold two packaging fairs in spring and fall
 - Connect businesses with **BizRecycling**
- In-person outreach with businesses – meet with 10-15 per month starting February 2025.
 - Help businesses know where to go for financial and technical support

- Education at community events
 - Waste sorting game
 - Recycling flyer
 - Food scraps & compost information
- Collaborate with Waste Management
 - Recyclable materials
 - “Recycling 101” webinar and Q&A
 - Tours of Material Recovery Facility
- Collaborate with Ramsey Washington Recycling & Energy
 - Tours of Recycling & Energy facility in Newport
- Promotion of Environmental Service Center
- Promotion of Food Scraps Pickup program
- Hauler reports

Goals

Recognize businesses already compliant

- Use tracking database to develop a map of businesses using “Green To Go” approved materials
- Recognize businesses in late 2025 at Roseville Business Council event
- Sustainable Steward Program



Resources available for businesses

Support from BizRecycling & WasteWise

Technical assistance from MN Chamber of Commerce

- Evaluate hauler bills alongside arranging organics pickup
- Connect with suppliers
- Help finding products

Recycling grants

- Up to \$10,000
- Includes all containers and equipment, bin labels
- Can include switching to reusable ware
 - Dishwashers and sanitizers
- Enclosure builds/expansions
- Staff training
- Compostable containers (up to \$5000 or a 6-month supply)

Resources available for businesses

MNimize

Technical assistance program from MN Chamber of Commerce, Waste Wise, and Hennepin County

- Reduce single-use plastic in the restaurant industry
- Available to restaurants all over Minnesota
- Different tier statuses to promote continual growth
- \$1,000 rebate to reduce single-use plastic

ReThink Disposable

Program through the Clean Water Fund, MPCA, and Plastic Free Restaurants

- Focus on shifting to reusable serve ware for dining in
- Technical assistance to help with identifying areas to reduce waste and purchasing materials
 - Plastic Free Restaurants have grants to cover the cost of switching to non-plastic dine-in materials
 - Additional “mini-grants” for women or BIPOC-owned businesses

Recommended Next Steps

- 12-month phase for education, adaptation
 - Packaging fairs to connect restaurants with suppliers
 - Observe whether any material exemptions needed
 - Early adopters during this time frame receive recognition from City's Sustainable Steward award program
- Post-12-month phase-in:
 - Annual site visits to restaurants to explain ordinance and check inventory and onsite recycling/organics collection.
 - Informational packet for new restaurants
- Throughout:
 - Staff should connect frequently with small businesses to help them find technical assistance and grant programs.

Other Recommendations

- Create City of Roseville Green To Go email inbox to streamline communications
- Use summer intern support in 2025 to assist with outreach and education
- Apply for a Minnesota GreenCorps member in early 2025 to start September 2025
 - Assist with Green To Go implementation in 2025-2026
 - Assist with Climate Action Plan efforts

Draft timeline

	2024		2025											
Activity	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Draft mailing														
Create one-page flyer														
Translate flyer														
Update city website														
Mailing to businesses														
Introduce ordinance at Roseville Business Council														
Plan packaging fair														
Develop tracking spreadsheet for map														
Door to door visits with restaurants														
Hold online webinar with Q&A & post recording														
Spring packaging fair														
Second mailing to businesses														
Create map of restaurants already in compliance														
Plan second packaging fair														
Second packaging fair														
Third mailing to businesses														



Questions?



THANK YOU

Public Works Department

REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Discuss Draft Ordinances Related to Adult-use Cannabis Regulations

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.

On January 1, 2025, the City's moratorium will expire and the City may start receiving zoning compliance requests from the state regarding applications for cannabis business licenses. There is no current estimated timeline of when this will actually occur. In preparation, 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 local needs. However, state law is fairly prescriptive, limiting the City's role in both the regulation of adult-use cannabis and lower-potency hemp.

To date, the following meeting discussions have occurred surrounding this topic:

- September 4, 2024 Planning Commission
- September 9, 2024 City Council
- October 2, 2024 Planning Commission

Since the Council's discussion on September 9, 2024, draft ordinances have been prepared by the City Attorney's office and a City webpage has been created in an attempt to inform the public about the City's past and upcoming discussions surrounding adult-use cannabis regulations.

Three draft ordinances are provided and are summarized below. Items in ***bold italics*** reflect topics the City Attorney has highlighted as needing direction.

- Title 3, Chapter 318: Cannabis and Hemp Business Regulations (Attachment 2)
 - Establishes a registration requirement for cannabis and lower-potency hemp retailers.
 - Caps the number of cannabis retailers at one registration per 12,500 residents (be advised lower-potency hemp retailers or medical cannabis businesses cannot be included in the cap). ***The City Attorney has highlighted an item for discussion surrounding two types of licenses/registrations that are currently drafted to be excluded from this cap but could be included in this cap (see lines 142-143).***
 - Registrations will be processed on a first-come, first-served basis

- Establishes application requirements, including fees
- Establishes a preliminary compliance check prior to opening operations
- Outlines basis for denial of registration
- Outlines the issuance of renewal registrations
- Establishes that registrations are not transferrable
- Provides for registration enforcement mechanisms, including a right to a hearing when a fine or suspension is imposed, and an emergency provision when there is an imminent threat to the health and safety of the public
- Establishes penalties for noncompliance
- Provides for operating regulations for cannabis retailers, including compliance checks of at least one per calendar year, hours of operation, license display, and advertising (signs)
- Provides for operating regulations for lower-potency hemp retailers, including compliance checks of at least one per calendar year, license display, and advertising
- Title 4, Chapter 318: Temporary Cannabis Event Regulations (Attachment 3)
 - Provides definitions that have specific meaning to the regulation of temporary cannabis events. **The City Attorney has highlighted that certain terms only need to be defined if the City wants to require buffers between these uses and Temporary Cannabis Events (see lines 60-61).**
 - A requirement for a permit to hold a temporary cannabis event
 - Permit application requirements - **The City Attorney has highlighted that a proposed 30-day advance notice requirement is optional and can be longer, shorter or eliminated.**
 - Permit application review criteria, including 11 items under which a permit could be denied - be advised of the term "special services" and the definition outlined in lines 63-74
 - Provides for a Special Services Fee Deposit to be determined by the City Manager based on input from the City's department heads and a User Fee to be completed post-event based on special services provided. The draft language will require the City to establish a "Special Services Rate" in the City's Fee Schedule. **The City Attorney has highlighted needed discussion surrounding this topic (see line 201).**
 - Indemnification and Insurance requirements - **see highlighted text in lines 224-225 regarding on-site consumption. The City Attorney is looking for feedback on whether the Council wishes to permit on-site consumption at Temporary Cannabis Events.**
 - Temporary Cannabis Event regulations - **please note the City Attorney is looking for feedback on whether hours of operation should be imposed, if on-site consumption will be allowed, and if there are any other location restrictions the Council wishes to impose (see lines 247-253).**
 - Enforcement mechanisms
- Title 10, Chapters 1001, 1005, 1006, 1009, and 1011 incorporating cannabis and hemp uses (Attachment 4)
 - Provides definitions for all types of cannabis businesses allowed under the state law
 - Edits the Table of Allowed Uses for the commercial zoning districts (the MU districts) illustrating what uses are not permitted (NP), permitted (P), or conditionally permitted (C).
 - Edits the Table of Allowed Uses for the employment zoning districts (the E & I districts) illustrating what uses are not permitted (NP), permitted (P), or conditionally permitted (C).
 - Both Table of Allowed Uses has been edited to include footnotes regarding the application of certain standards already in place for similar warehousing, distribution and production and processing uses.
 - Establishes two new conditions for conditionally permitted cannabis uses related to odor and trucking limitations. The odor condition was written specifically to address potential odors created by cannabis businesses and the trucking limitation merely applies a standard already in place for similar trucking related businesses in the code. Beyond these descriptive conditions, the general health, safety and welfare standards applying to all conditional uses will also apply to conditionally permitted cannabis uses.

- Section 1011.12.E, additional standards for specific business and commercial uses in all districts, has been edited to reflect the footnote references within the Table of Allowed Uses sections.

The Planning Commission reviewed the draft zoning ordinance at their meeting on October 2, 2024. While the Commission engaged in general conversations surrounding the regulation of adult-use cannabis, they did not recommend any revisions to the draft ordinance provided as Attachment 4. The Planning Commission was not engaged on either the registration or events ordinance, given these regulations will exist outside the Zoning Code.

Staff is seeking feedback on the draft ordinances, especially the items highlighted by the City Attorney so that the draft ordinances can be finalized for future adoption. The Planning Commission intends to hold the required public hearing on the zoning amendments on November 6, 2024. This leaves two City Council meetings, November 25, 2024 and December 2, 2024, for ordinance adoption before the January 1, 2025 deadline.

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

The City of Roseville has a limited role in the regulation of adult-use cannabis. Most of the city's influence stems from its zoning authority, which affects owners of commercial property and business owners who intend to run a cannabis business. Decisions surrounding where such businesses may locate within the city are based on already established zoning allowances. For example, the manufacturing or retail sales of cannabis are allowed in zoning districts that already allow manufacturing and retail sales of other goods. Proposed regulations, aside from zoning authority, are being informed by existing alcohol and tobacco regulations, which have been established and enforced for decades.

The state will seek zoning compliance certification from the City of Roseville before deciding whether to issue a business license for a cannabis business/use. The State Office of Cannabis Management (OCM) has established a social equity process to help ensure corporations and/or deep-pocketed investors cannot monopolize the business of manufacturing and selling cannabis in Minnesota. The social equity process established by OCM intends for those who have suffered the most from cannabis prohibition will be first in line to benefit from its legalization.

Aside from age-compliance regulations surrounding the retail sale of cannabis, which will be conducted locally, under the law OCM is tasked with general licensing enforcement. It should be recognized that persons/parties will likely seek enforcement from the City of Roseville but will be burdened by the city's lack of standing and referral to OCM, which could result in non-timely response to negative impacts.

The impacts of the legalization of cannabis are not yet known, and the City must be prepared to amend its regulations as needed to address mitigations within local control, including engaging with affected parties within the community on those non-state mandated revisions. The fully completed Equity and Inclusion Toolkit is provided as Attachment 5.

Budget Implications

There are no budget impacts related to the drafting of ordinances. There are fee implications related to retail registration and Temporary Cannabis Events. 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

148 distributed to counties and 50% is distributed to cities in June and December.

149

150 **Staff Recommendations**

151 Review draft ordinances and provide feedback.

152

153 **Requested Council Action**

154 Review draft ordinances and provide feedback.

155

156 **Prepared by:** Janice Gundlach, Community Development Director

- 157
- Attachments:**
1. A Guide for Local Minnesota Governments on Adult-Use Cannabis
 2. Draft Cannabis and Hemp Retail Registration Ordinance
 3. Draft Temporary Cannabis Event Ordinance
 4. Draft Zoning Ordinance
 5. Equity and Inclusion Toolkit



A Guide for Local Governments on Adult-Use Cannabis

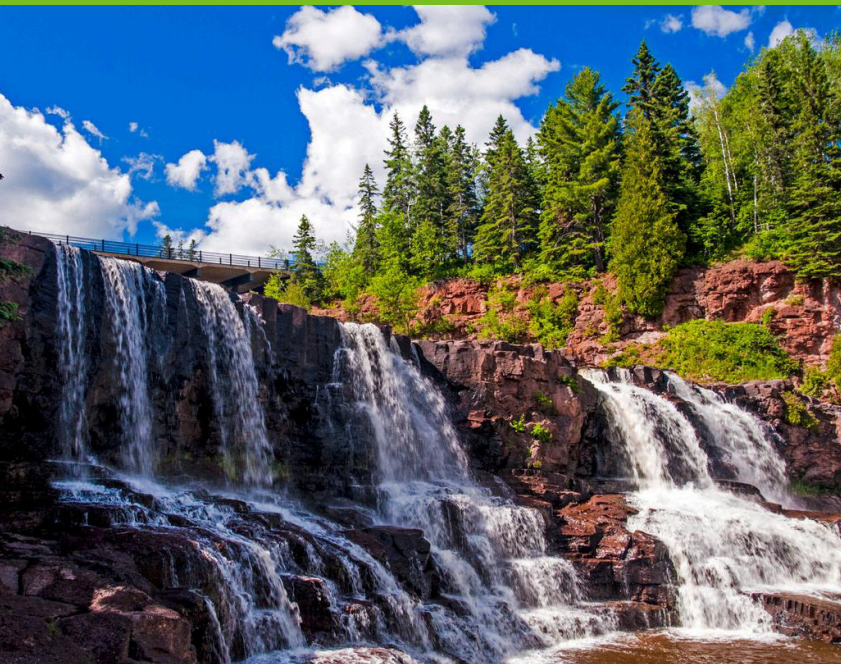


Table of Contents

<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)

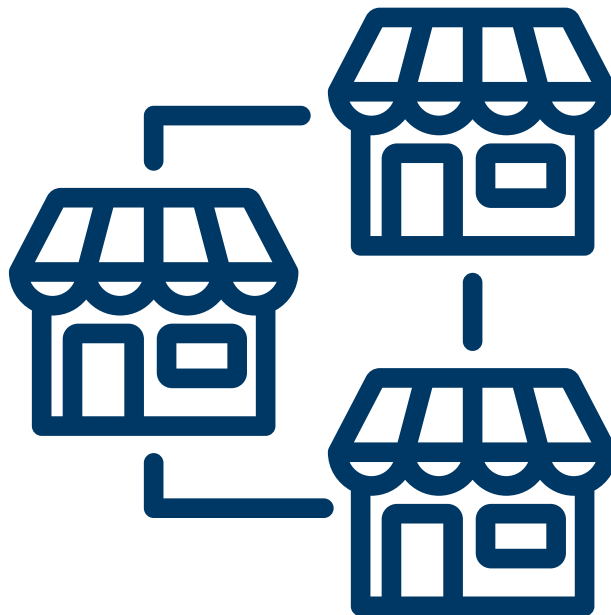
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

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

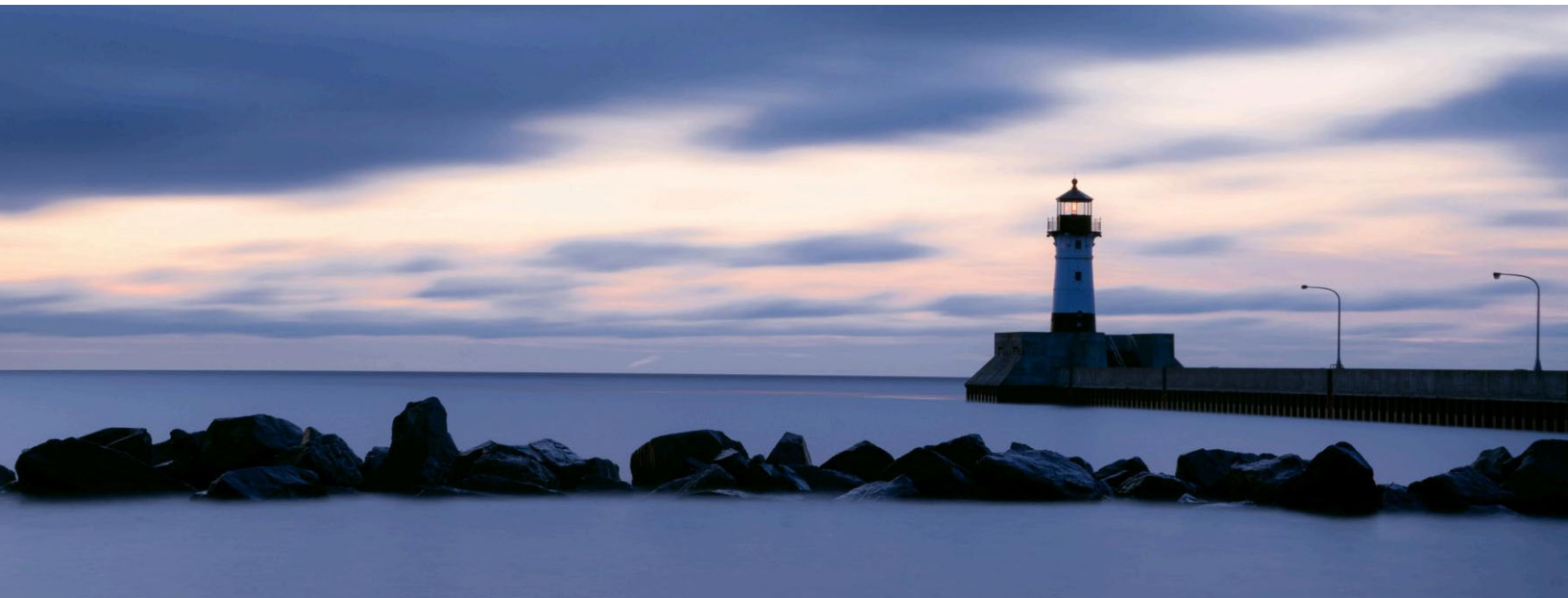
As authorized in Chapter 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

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:

- a) 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

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?				MN 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."

ATTACHMENT 1

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.

City of Roseville
ORDINANCE NO. [REDACTED]

AN ORDINANCE AMENDING

TITLE 3, CHAPTER 318

AN ORDINANCE ESTABLISHING TITLE 3, CHAPTER 318 TO PROVIDE
FOR REGISTRATION OF CANNABIS AND HEMP BUSINESSES AND
RELATED REGULATIONS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter 318 of the Roseville City Code is established
to read as follows:

CHAPTER 318

CANNABIS AND HEMP BUSINESS REGULATIONS

SECTION:

- 318.01 Purpose and Findings
- 318.02 Definitions
- 318.03 Pre-License Certification of Cannabis Businesses
- 318.04 Registration of Retailers
- 318.05 Cannabis Retailer Registration Limits
- 318.06 Processing Registration
- 318.07 Application for Registration
- 318.08 Preliminary Compliance Check
- 318.09 Basis for Denial
- 318.10 Issuance of Registration or Renewal
- 318.11 Registration Nontransferable
- 318.12 Enforcement
- 318.13 Penalties
- 318.14 Cannabis Business Operating Regulations
- 318.15 Lower-Potency Hemp Retailer Operating Regulations

318.01 PURPOSE AND FINDINGS.

The City of Roseville makes the following legislative findings: The purpose of this ordinance is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to cannabis and hemp

businesses within the City. The City finds and concludes that these regulations are appropriate and lawful, that the proposed amendments will promote the community's interest in reasonable stability in the development and redevelopment of the City for now and in the future, and that the regulations are in the public interest and for the public good.

318.02 DEFINITIONS.

The following words, terms, and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Chapter, except where the context clearly indicates a different meaning:

APPLICANT means an entity with a license issued by the OCM that is applying for an initial registration or for registration renewal.

THE ACT means Minnesota Statutes, Chapter 342, as is may be amended from time to time.

CANNABIS BUSINESS shall have the definition in Minnesota Statutes Section 342.01.

CANNABIS RETAILER means every retail cannabis business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

HEMP BUSINESS shall have the definition in Minnesota Statutes Section 342.01.

LOWER-POTENCY HEMP RETAILER means every lower-potency hemp edible retail business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

MEDICAL CANNABIS COMBINATION BUSINESS shall have the definition in Minnesota Statutes Section 342.01.

OCM means the Office of Cannabis Management.

POTENTIAL LICENSEE means an applicant that has not received a license from the OCM.

318.03 PRE-LICENSE CERTIFICATION OF CANNABIS BUSINESSES.

A. The City Manager, or their designee, is authorized to certify whether a proposed Cannabis Business complies with the City's zoning ordinances and, if applicable, with state fire code and building code, pursuant to Minnesota Statutes, section 342.13.

B. Potential licensees are responsible for making all necessary zoning applications prior to the City receiving the request for certification from the OCM. If a

potential licensee fails to obtain necessary zoning approvals prior to the City receiving a request for certification, the City will inform the OCM that the potential licensee does not meet zoning and land use laws. If, at the time the City receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the City will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior the City's receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.

318.04 REGISTRATION OF RETAILERS.

Retail Registration Required. Before making retail sales to customers or patients, all Cannabis Retailers and Lower-Potency Hemp Retailers must register with the City. Making retail sales to customers or patients without an active registration is prohibited.

318.05 CANNABIS RETAILER REGISTRATION LIMITS.

A. Cap on number of Cannabis Retailer registrations:

1. The City will issue one registration per 12,500 residents in the City, except that the city will not issue any registrations if there is one registration per 12,500 residents in Ramsey County.
2. The number of registrations available will be calculated by dividing the state demographer's estimate of the City's population by 12,500 and rounding up to the nearest whole number.
3. The City will update the number of registrations available based on the most recent data available from the state demographer on January 1 and June 1 each year.
4. The number of registrations in the County will be based on the number of registrations in the County on the day the application is received.
5. If the number of registrations available within the City decreases based on the County reaching the one per 12,500 threshold or the City's population decreases below a previous threshold, businesses with current registrations will be allowed to maintain and renew their registrations but no new registration will be issued.
6. Registrations issued to businesses with a license preapproval will count toward the City's registration limit.

B. The following businesses are not subject to the cap on registration under Paragraph A above:

1. Businesses operating under a tribal compact entered into under Minnesota Statutes, Section 3.9224 or 3.9228;

2. Tribally issued licenses and registrations;

[Note: The above exclusions can be excluded from the cap or included in the cap, they are included here in order to have that discussion.]

3. Lower-Potency Hemp Retailer; and

4. Medical cannabis combination businesses.

318.06 PROCESSING REGISTRATION.

Applications for registration will be processed on a first-come, first-served basis based on the City receiving a complete application and payment of all fees. Applications will be considered complete when all materials in Section 318.07, including all required information, are received by the City. The date a certification under Section 318.03 is issued will have no impact on the applicant's registration processing and is not an indication that the cap on registrations has not been met.

318.07 APPLICATION FOR REGISTRATION.

All applicants for initial registration or renewal registration must submit a registration application or renewal form provided by the City. The form may be amended from time to time by the City Manager, but must include or be accompanied by:

- A. Name of the property owner;
- B. Name and date of birth of the applicant;
- C. Address and parcel ID for the property for which the registration is sought;
- D. Certification that the applicant complies with the requirements of this Chapter;
- E. Fee Required. At the time of initial application, and prior to the City's consideration of any renewal application, each Cannabis Retailer must pay, as established in the City's fee schedule, the following fees:
 - 1. At the time of initial registration:
 - i. An initial registration fee. The initial registration fee will pay for the costs of registration and the cost of the first year of operation.
 - ii. The renewal fee for the second year of operation.

2. At the time of the first annual renewal (prior to the second year of operation), no fee will be due.
 3. At the time of the second annual renewal, and each year thereafter, the renewal fee must be paid prior to the City issuing any renewal registration.
 4. Initial registration fees and renewal registration fees are nonrefundable.
- F. A copy of a valid state license or written notice of OCM license preapproval;

318.08 PRELIMINARY COMPLIANCE CHECK.

Initial Cannabis Retailer or Lower-Potency Hemp Retailer registration shall not be issued unless, prior to opening for operations following approval of an application for initial registration, the applicant has passed a preliminary compliance check conducted by the City to ensure compliance with this Chapter and any other regulations established pursuant to Minnesota Statutes, section 342.13.

318.09 BASIS FOR DENIAL.

The City shall not issue a registration or renewal for any Cannabis Retailer or Lower-Potency Hemp Retailer if any of the following conditions are true:

- A. The applicant has not submitted a complete application.
- B. The applicant does not comply with the requirements of this Chapter.
- C. The applicant does not comply with applicable zoning and land use regulations.
- D. If applicable, the applicant is found to not comply with the requirements of the Act, this Chapter, the building code, or the fire code at the preliminary compliance check.
- E. The applicant is not current on all property taxes and assessments at the location where the retail establishment is located.
- F. If applicable, the maximum number of registrations, pursuant to Section 318.05 have been issued by the City or within the County.
- G. The applicant does not have a valid license from the OCM.

318.10 ISSUANCE OF REGISTRATION OR RENEWAL.

The City shall issue the registration or renewal if the applicant meets the requirements of this Chapter, including that none of the reasons for denial in this Chapter are true.

318.11 REGISTRATION NONTRANSFERABLE.

A registration is not transferable to another person, entity, or location.

318.12 ENFORCEMENT

A. Generally. The City may impose a fine or suspend a registration under this Chapter on a finding that the registered business has failed to comply with an applicable statute, regulation, or ordinance, including a violation of this Chapter.

B. Notice and Right to Hearing. Prior to imposing a fine or suspending any registration under this Chapter, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of its right to a hearing on the alleged violation.

1. Notice shall be delivered in person or by regular mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a response must be submitted within ten (10) days of receipt of the notice, or the right to a hearing will be waived.

2. After receipt of a request for a hearing, the registered business will be given an opportunity for a hearing before the City's Hearing Officer, as defined in Roseville City Code Section 102.01, before final action to fine or suspend a registration. The Hearing Officer shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to fine or suspend the registration only upon written findings. Within 10 days of the Hearing Officer's order, the decision may be appealed to the City Council.

3. If no request for a hearing is received within ten (10) days following the service of the notice, the matter shall be submitted to the City Council for imposition of the fine or suspension.

C. Emergency. If, in the discretion of the City, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in Paragraph B above.

D. Reinstatement. The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate the registration if the OCM determines the violations have been resolved.

E. All enforcement actions under this Chapter will be reported to the OCM.

318.13 PENALTIES.

- A. Misdemeanor: Any person who violates this Chapter is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.
- B. Administrative fine: Any person who violates this Chapter is subject to administrative fines in an amount set in the City Fee Schedule. Each day any violation continues or exists constitutes a separate offense.
- C. Violation of this Chapter shall be grounds for enforcement against any business license issued by the City of Roseville.

318.14 CANNABIS RETAILER OPERATING REGULATIONS

- A. Compliance Checks. The City shall complete, at a minimum, one compliance check per calendar year of every registered business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and this ordinance. Any failures under this section are a basis for enforcement action and must be reported to the OCM.
- B. Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday, and 10:00 a.m. and 9:00 p.m. on Sunday.
- C. Display of License and Registration. All licenses and registrations must be posted and displayed in plain view of the general public on the premises.
- D. Advertising. Signage is subject to the City's sign code, Roseville City Code Chapter 1010, with the addition of the following: Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business.

318.15 LOWER-POTENCY HEMP RETAILER OPERATING REGULATIONS

- A. Compliance Checks. The City shall complete, at a minimum, one compliance check per calendar year of every registered business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and this ordinance. Any failures under this section are a basis for enforcement action and must be reported to the OCM.
- B. Display of License and Registration. All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

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C. Advertising. Signage is subject to the City's sign code, Roseville City Code Chapter 1010.

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

Passed by the City Council of the City of Roseville this ____ day of _____ 20XX.

Signatures as follows on separate page:

Ordinance – Title of Ordinance -

(SEAL)

CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville
ORDINANCE NO.

AN ORDINANCE AMENDING

TITLE 4, CHAPTER 318

AN ORDINANCE ESTABLISHING TITLE 4 CHAPTER 318 TO REGULATE
TEMPORARY CANNABIS EVENTS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 4, Chapter 318 of the Roseville City Code is established to
read as follows:

CHAPTER 318

TEMPORARY CANNABIS EVENT REGULATIONS

SECTION:

- 318.01 Purpose and Findings
- 318.02 Definitions
- 318.03 Temporary Cannabis Event, Permit Required
- 318.04 Permit Application
- 318.05 Permit Application Review
- 318.06 Fees for Special Services
- 318.07 Indemnification and Insurance
- 318.08 Temporary Cannabis Event Regulations
- 318.09 Enforcement

318.01 PURPOSE AND FINDINGS.

The City of Roseville makes the following legislative findings: The purpose of this ordinance is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to temporary cannabis events within the City. The City finds and concludes that these regulations are appropriate and lawful, that the proposed amendments will promote the community's interest in reasonable stability in the development and redevelopment of the City for now and in the future, and that the regulations are in the public interest and for the public good.

318.02 DEFINITIONS.

CANNABINOID PRODUCT. A cannabis product, a hemp derived consumer product, or a lower-potency hemp edible as defined in Minn. Stat. § 342.01.

PARK FEATURE. An attraction within a public park that is regularly used by minors, including, but certainly not limited to, a playground or athletic field.

RESIDENTIAL TREATMENT FACILITY. Any facility licensed or regulated by the Minnesota Department of Human Services that provides 24-hour-a-day care, lodging, or supervision outside a person's home and which also provides chemical dependency or mental health services.

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.

[Note: the above terms are only needed if the City wants to require buffers between these uses and Temporary Cannabis Events.]

SPECIAL SERVICES. The exclusive allocation of city resources, including, but not limited to, city personnel, equipment, rights-of-way, property or facilities for use in conjunction with a specific event or activity, as requested by the host or sponsor of the event, or as requested by or on behalf of any person attending the event, or deemed necessary by city staff in order to maintain public safety. Special Services shall include, but not be limited to, any of the following: street closures; requiring police officers to stop or reroute traffic; special police protection; stationing emergency vehicles at or in the immediate vicinity of the event; exclusive use of city streets or property as a staging area or for event parking; additional street cleaning and garbage removal services; special signage, such as temporary no parking signs; the use of any city building, equipment or other property for any purpose other than the normal operations of the facilities; or the City otherwise providing exclusive services.

TEMPORARY CANNABIS EVENT ORGANIZER. An individual or an organization licensed by the State of Minnesota to hold a Temporary Cannabis Event, as described in Minnesota Statute Section 342.39 and 342.40.

318.03 TEMPORARY CANNABIS EVENT, PERMIT REQUIRED.

Any person or organization desiring to hold a Temporary Cannabis Event in the City must first obtain a Temporary Cannabis Event Permit.

318.04 PERMIT APPLICATION.

A. Form. Any person or organization desiring to hold a Temporary Cannabis Event must apply to the using the application provided. Incomplete applications will be returned to the Applicant with details on how to make the application complete. In addition to other relevant information, the application must contain the following:

1. Applicant name, address, phone number;
2. Address of proposed Temporary Cannabis Event;
3. Name of property owner, if different from applicant, and signature of property owner authorizing use of property for the Temporary Cannabis Event;
4. A copy of the application for a Temporary Cannabis Event Organizer license submitted to the Office of Cannabis Management under Minn. Stat. § 342.39, subd. 2;
5. A description of any services, city personnel, city equipment and city property which the applicant requests the City to provide, including the applicant's estimate of the number and type needed, and the basis on which the estimate is made. Notwithstanding the foregoing, the City retains sole discretion to determine the number and type of services required for the event;
6. Whether any sound amplification or public address system will be used or if there will be any playing of any music or musical instruments.

B. Time for filing. A Temporary Cannabis Event permit application must be filed with the City at least 30 days in advance of the date in which the Temporary Cannabis Event is to occur.

[Note: this timing requirement is optional – can be longer, shorter, or eliminated.]

C. Permit fee. An applicant for a Temporary Cannabis Event permit must pay a nonrefundable permit fee in the amount established by the City's fee ordinance.

318.05 PERMIT APPLICATION REVIEW.

A. Special Services. The City shall determine whether Special Services may be necessary, and the cost for such Special Services.

B. Review. When a Temporary Cannabis Event will not require any Special Services, the City Manager, or their designee, may review and approve the permit application administratively. In cases where a Temporary Cannabis Event requires Special Services, the application will be presented to the City Council for review.

C. Permit Denial. The City may deny an application for a Temporary Cannabis Event permit if it determines from a consideration of the application or other pertinent information, that:

1. The information contained in the application or supplemental information requested from the applicant is false or nonexistent in any material detail;

2. The applicant fails to supplement the application after having been notified by the City of additional information or documents needed;
3. The applicant fails to agree to abide or comply with all of the conditions and terms of the Temporary Cannabis Event permit, including payment of all costs and expenses;
4. The Temporary Cannabis Event would substantially or unnecessarily interfere with traffic in the City, would interfere with access to the fire station or fire hydrants, or would interfere with access to businesses or residences in the immediate vicinity of the event and there are not sufficient city resources available at the time of the event to mitigate the disruption;
5. The Temporary Cannabis Event is of the size or nature that requires the diversion of so many law enforcement officers to properly police the event, site and contiguous areas that allowing the Temporary Cannabis Event would unreasonably deny law enforcement protection to the remainder of the City and its residents;
6. The proposed date and time of the Temporary Cannabis Event conflicts with a previously scheduled event and there are not available at the time of the proposed Temporary Cannabis Event sufficient city resources to provide services for both events without substantially or unnecessarily interfering with police, fire, water, public works, or other services to the City as a whole;
7. The location of the Temporary Cannabis Event will substantially interfere with any construction or maintenance work scheduled to take place upon or along public property or right-of-way;
8. The Temporary Cannabis Event would likely endanger the public safety or health;
9. The Temporary Cannabis Event would substantially or unnecessarily interfere with police, fire, water, public works, or other services to the City as a whole and there are not available at the time of the proposed event sufficient city resources to mitigate the disruption;
10. The applicant fails to comply with the liability insurance requirements or the applicant's insurance lapses or is canceled;
11. The applicant has on prior occasions made material misrepresentations regarding the nature and extent of Special Services required for a Temporary Cannabis Event in the City or has violated the terms of a prior Temporary Cannabis Event permit.

318.06 FEES FOR SPECIAL SERVICES.

- 184 A. Special Services Fee Deposit. If any Special Services are to be used during the
 185 Temporary Cannabis Event, the applicant may be required to pay a Special Services
 186 fee deposit at least ten business days before the Temporary Cannabis Event. The City
 187 Manager shall determine the Special Services fee deposit. It shall be based upon an
 188 estimate of Special Services that are necessary as determined by the City's
 189 department heads.
 190
- 191 B. User Fee. Upon completion of the Temporary Cannabis Event, the City may prepare a
 192 detailed account of all Special Services provided for the Temporary Cannabis Event
 193 and in such cases, will set the final user fee using the rates, fees and charges
 194 established as provided in this ordinance. The City will then provide the applicant
 195 with a copy of the detailed account of the Special Services and an invoice for the user
 196 fee, less the fee deposit. The balance of the user fee will then become due and payable
 197 immediately upon its receipt.
 198
- 199 C. Special Services Rates. The rates charged shall be set by the City's fee ordinance.
 200

201 **[Rather than B and C, the city could charge actual costs.]**
 202

203 **318.07 INDEMNIFICATION AND INSURANCE.**
 204

- 205 A. If the Temporary Cannabis Event requires Special Services, or is to be held on city
 206 property, prior to the issuance of a Temporary Cannabis Event permit, the permit
 207 applicant and authorizing officer of the sponsoring organization, if any, must sign an
 208 agreement to indemnify, defend and hold the City, its officials, employees, and agents
 209 harmless from any claim that arises in whole or in part out of the Temporary
 210 Cannabis Event, except any claims arising solely out of the negligent acts or
 211 omissions of the City, its officials, employees and agents.
 212
- 213 B. Liability Insurance Required. The applicant must possess or obtain liability insurance
 214 to protect against loss from liability imposed by law for damages on account of bodily
 215 injury or property damage arising from the Temporary Cannabis Event. A certificate
 216 of insurance must be filed with the City prior to issuance of the Temporary Cannabis
 217 Event permit. The certificate of insurance must name the City, its officials, employees
 218 and agents as additional insureds. Insurance coverage must be maintained for the
 219 duration of the Temporary Cannabis Event. Any company hired or working on behalf
 220 of the applicant or sponsor must also present the City with a certificate of insurance
 221 naming the City, its officials, its employees, and agents as additional insureds.
 222
- 223 C. Minimum Limits. Insurance coverage must be a commercial general liability policy.
 224 The minimum limits must be at least \$1,000,000. **If on-site consumption is permitted**
 225 **at the Temporary Cannabis Event,** the policy must also include an endorsement for
 226 such consumption. The City may require additional endorsements depending upon the
 227 type of Temporary Cannabis Event and the proposed activities.
 228

D. Waiver or Reduction of Required Limits. The City may waive or reduce insurance requirements of this section under the following circumstances:

1. The applicant or officer of the sponsoring organization signs a verified statement that the insurance coverage required by this section is impossible to obtain; or
2. The City determines that the insurance requirements are in excess of the reasonable risk presented by the proposed Temporary Cannabis Event.

318.08 TEMPORARY CANNABIS EVENT REGULATIONS.

A. Location Restrictions. Temporary cannabis events are prohibited:

1. On City-owned property;
2. If held outdoors, on property within 500 feet of a school, residential treatment facility, or park that includes a park feature;
3. [OTHER]

B. [OPTIONAL] Hours Restrictions: Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

C. On-site consumption of cannabinoid products [is prohibited.] OR [is permitted under the following conditions:]

D. No person holding a permit for a Temporary Cannabis Event shall allow and no participant in a Temporary Cannabis Event shall camp overnight at the location of a Temporary Cannabis Event, except for a reasonable number of persons required to maintain security.

E. Noise. The Temporary Cannabis Event must be in compliance with the City's nuisance ordinance at all times.

F. All Temporary Cannabis Events must follow all requirements of Minn. Stat. § 342.01, et seq.

318.09 ENFORCEMENT.

A. Misdemeanor: Any person who violates this chapter is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.

B. Administrative fine: any person who violates this chapter is subject to administrative fines in an amount set in the City Fee Schedule. Each day each violation continues or exists, constitutes a separate offense.

- 275
276 C. Violation of any provision of this Chapter shall also be grounds for revocation of the
277 Temporary Cannabis Event Permit, denial of any future application for a Temporary
278 Cannabis Event permit, and action against any City-issued business license held by
279 the Temporary Cannabis Event Organizer.
280

281
282 SECTION 2: Effective date. This ordinance shall take effect upon its passage and
283 publication.
284

285 Passed by the City Council of the City of Roseville this ____ day of _____ 20XX.
286
287

Signatures as follows on separate page:

Ordinance – *Title of Ordinance* -

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville
ORDINANCE NO.

AN ORDINANCE AMENDING TITLE 10 CHAPTERS 1001, 1005, 1006,
1009, AND 1011 OF THE ROSEVILLE CITY CODE TO INCORPORATE
CANNABIS AND HEMP USES

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 10, Section 1001 of the Roseville City Code is amended
to read as follows:

1001.10: DEFINITIONS.

CANNABIS CULTIVATION BUSINESS means a business with a cannabis cultivator license, medical cannabis cultivator license, or cultivation endorsement from the State of Minnesota Office of Cannabis Management.

CANNABIS DELIVERY/TRANSPORTATION BUSINESS means a business with a cannabis delivery service license or delivery service endorsement, or cannabis transporter license or transportation endorsement from the State of Minnesota Office of Cannabis Management.

CANNABIS COMBINATION BUSINESS means a business with a cannabis mezzobusiness license with a retail operations endorsement or a cannabis microbusiness license with a retail operations endorsement from the Stat of Minnesota Office of Cannabis Management.

CANNABIS LOUNGE means a portion of the premises of a cannabis business or hemp business licensed or endorsed by the State of Minnesota Office of Cannabis Management for on-site consumption of edible cannabis products and lower-potency hemp edibles.

CANNABIS OR HEMP INDUSTRIAL BUSINESS means a business with a cannabis manufacturer license, cannabis wholesaler license, cannabis testing facility license, medical cannabis manufacturer, medical cannabis combination business license, lower-potency hemp edible manufacturing license, or manufacturing or testing endorsement from the State of Minnesota Office of Cannabis Management.

CANNABIS OR HEMP RETAILER means a business with a cannabis retailer license, medical cannabis retailer license, lower-potency hemp edible retailer license, or retail endorsement from the State of Minnesota Office of Cannabis Management.

33 SECTION 2: Title 10, Section 1005 of the Roseville City Code is amended
34 to read as follows:

35 **1005.03 TABLE OF ALLOWED USES.**

Table 1005-1	MU-1	MU-2A	MU-2B	MU-3	MU-4	Standards
Commercial Uses						
<u>Cannabis or Hemp Retailer</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<u>Cannabis Delivery/Transportation Business</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P^a</u>	<u>P^a</u>	
<u>Cannabis or Hemp Industrial Business</u>	<u>NP</u>	<u>C^b</u>	<u>P^c</u>	<u>P^c</u>	<u>P^c</u>	<u>Y</u>
<u>Cannabis Combination Business</u>	<u>NP</u>	<u>C^b</u>	<u>C^b</u>	<u>C^b</u>	<u>P^d</u>	<u>Y</u>
Accessory Uses						
<u>Cannabis Lounge</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
a. See Section 1011.12.E.13 for standards pertaining to limited warehousing and distribution. b. See Section 1009.02.D.40 for specific criteria pertaining to conditional uses. c. See Section 1011.12.E.14 for standards pertaining to limited production and processing. d. See Section 1011.12.E.15 for standards pertaining to limited production and processing.						

36 SECTION 3: Title 10, Section 1006 of the Roseville City Code is amended
37 to read as follows:

38 **1006.03 TABLE OF ALLOWED USES.**

Table 1006-1	E-1	E-2	I	Standards
Manufacturing, Research, and Wholesale uses				
<u>Cannabis or Hemp Retailer</u>	<u>P^a</u>	<u>P^a</u>	<u>NP</u>	<u>Y</u>
<u>Cannabis Delivery/Transportation Business</u>	<u>P^b/C^c</u>	<u>P^b/C^c</u>	<u>P</u>	<u>Y</u>
<u>Cannabis or Hemp Industrial Business</u>	<u>P^d</u>	<u>P^d</u>	<u>P</u>	<u>Y</u>
<u>Cannabis Combination Business</u>	<u>P^e</u>	<u>P^e</u>	<u>P^f</u>	<u>Y</u>
<u>Cannabis Cultivator Business</u>	<u>NP</u>	<u>NP</u>	<u>C^g</u>	
Accessory Uses				
<u>Cannabis Lounge</u>	<u>P</u>	<u>P</u>	<u>NP</u>	
a. See Section 1011.12.F.11 for standards pertaining to retail in Employment Districts.				

- b. See Section 1011.12.F.12 for standards pertaining to limited warehousing and distribution.
- c. See Section 1009.02.D.41 for specific criteria pertaining to conditional uses.
- d. See Section 1011.12.F.13 for standards pertaining to limited production and processing.
- e. See Section 1011.12.F.14 for standards pertaining to limited production and processing and retail in Employment Districts.
- f. The retail component of a cannabis combination business is not permitted in the I zoning district.
- g. See Section 1009.02.D.40 for specific criteria pertaining to conditional uses.

39 SECTION 4: Title 10, Section 1009.02.D (i.e., additional specific
40 standards and criteria for reviewing conditional uses) of the Roseville City
41 Code is amended to read as follows:

42 40. Cannabis Cultivation Business, Cannabis or Hemp Industrial Business,
43 Cannabis Combination Business: An Odor Mitigation Plan shall be submitted that
44 outlines all odor emitting aspects of the business and mitigations to be
45 implemented to ensure compliance with Section 1011.02.C.4 of this Title,
46 ensuring odor is not readily detectable beyond the boundaries of the immediate
47 site upon establishment of the business and for the full duration of the business.

48 41. Cannabis Delivery/Transportation Business: These shall be regulated
49 consistent with Limited Warehousing and Distribution uses, such that uses
50 utilizing 9 or greater pick-up, cargo, and/or cube variety fleet delivery/distribution
51 trucks require approval as a conditional use. There are no specific standards for
52 this use.

53 SECTION 5: Title 10, Section 1011.12.E (i.e., additional standards for
54 specific business and commercial uses in all districts) of the Roseville City
55 Code is amended to read as follows:

56 13. Cannabis Delivery/Transportation Business: Where a licensed cannabis
57 delivery/transportation business is located in a Mixed Use zoning district, the scale
58 of such business shall conform to the definition of a Limited
59 Warehousing/Distribution use in Section 1001.10 of this Title.

60 14. Cannabis or Hemp Industrial Business: Where a licensed cannabis or hemp
61 industrial business is located in a Mixed Use zoning district, the scale of such
62 business shall conform to the definition of a Limited Production/Processing use in
63 Section 1001.10 of this Title.

64 15. Cannabis Combination Business: Where a licensed cannabis combination
65 business is located in a Mixed Use zoning district, the scale of cultivation and
66 manufacturing elements of such business shall conform to the definition of a
67 Limited Production/Processing use in Section 1001.10 of this Title.

SECTION 6: Title 10, Section 1011.12.F (i.e., additional standards for specific employment uses in all districts) of the Roseville City Code is amended to read as follows:

11. Cannabis or Hemp Retailer: Where a licensed cannabis or hemp retailer is located in an E-1 or E-2 zoning district, such business shall be subject to the limitation established in Section 1011.12.F.2 of this Title.

12. Cannabis Delivery/Transportation Business: Where a licensed cannabis delivery/transportation business is located in an E-1 or E-2 zoning district, the scale of such business shall conform to the definition of a Limited Warehousing/Distribution use in Section 1001.10 of this Title.

13. Cannabis or Hemp Industrial Business: Where a licensed cannabis or hemp industrial business is located in an E-1 or E-2 zoning district, the scale of manufacturing elements of such business shall conform to the definition of a Limited Production/Processing use in Section 1001.10 of this Title. Further, a wholesale element of such business shall be subject to the limitation established in Section 1011.12.F.5 of this Title.

14. Cannabis Combination Business: Where a licensed cannabis combination business is located in an E-1 or E-2 zoning district, the scale of cultivation and manufacturing elements of such business shall conform to the definition of a Limited Production/Processing use in Section 1001.10 of this Title. Further, the retail element of such business shall be subject to the limitation established in Section 1011.12.F.2 of this Title.

SECTION 7: Effective date. This ordinance shall take effect on January 1, 2025, following its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 20XX.

94 *Ordinance –Amending Title 10 Chapters 1001, 1005, 1006, 1009, and 1011 of the Roseville City Code to incorporate cannabis and*
95 *hemp uses*

96
97
98 (SEAL)
99

100
101 CITY OF ROSEVILLE
102
103

104 BY: _____
105 Daniel J. Roe, Mayor
106

107 ATTEST:
108
109

110 _____
111 Patrick Trudgeon, City Manager
112
113

EQUITY & INCLUSION TOOLKIT



To Guide Decision Making on Policies, Programs, Initiatives, and Budget Proposals to Help Build an Equitable and Inclusive Community

Things to know about the toolkit

1. The Equity & Inclusion Toolkit (EIT) is a reflective tool to assist decision makers in evaluating ideas and proposed solutions with a perspective inclusive of equity.
2. The EIT is NOT a test of competence in equity and inclusion, but a tool to help make decisions that are advancing our community aspirations in an equitable and inclusive way.
3. This is a public document. The public should know city leaders are diligent in considering community voices and potential adverse outcomes of decisions.
4. Please seek diverse perspectives on the completion of this document, including your colleagues. The Equity and Inclusion Manager and your Department Head are additional resources that should review this document upon completion.
5. As lessons are learned and/or outcomes are achieved, the EIT is a working document that should be updated.

Equity & Inclusion Toolkit Instructions

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

Agenda Item Title:

Brief Description:

Meeting Date(s):

Prepared by:

Reviewed by:

Which of the community aspirations does this request for council action most align with?

- ☐ Foster a strong sense of community through effective and inclusive communication, effective engagement, and collaborative decision-making.
- ☐ A community that is welcoming and inclusive of all people regardless of country of origin, race, ethnicity, gender, sexual preferences, age, physical ability, or socioeconomic standing.
- ☐ A city where all people feel safe and secure and where mutual trust and respect are fostered between the community and their police, fire, and all emergency responders.
- ☐ 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 embraces diversity through multicultural public programming, public gathering spaces, and parks in ways that are suitable for all people regardless of age, ability, or access to information.
- ☐ A community that treasures and preserves natural areas and open space and prioritizes environmental conservation and sustainability.
- ☐ A community that is economically prosperous with a stable and broad tax base, vibrant small businesses, high quality employment opportunities, and a range of retail and entertainment options.
- ☐ A community with a safe, inclusive, and well-connected transportation and infrastructure system that supports the health and well-being of residents, visitors, customers, businesses, and employees regardless of ability, access, cultural background, or socioeconomic standing.

What are the desired outcomes and impacts in the community?

Who will benefit from or be burdened by this decision?

What are potential unintended consequences and are there strategies to mitigate any negative consequences?

How have we incorporated and/or engaged community perspective into this recommendation?

Equity Impact Analysis (Summary)

In 1-3 paragraphs, how would you summarize the consideration of equity on this recommendation? How does this help us achieve our Community Aspirations? This summary should be included under the Equity Impact Summary of the RCA.

Resources

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

[American Community Survey](#) – A survey by the U.S. Census Bureau updated annually.

[Google Scholar](#) – Publicly available scholarly literature which may contain relevant data.

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

Previous Completed Equity & Inclusion Toolkits

REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

Item No.: 7.c.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

Item Description: Discuss Shopping Cart Accumulation at the Metro Transit Stop Located at the Southwest Corner of County Road B and Snelling

Background

During the last several years, there has been an increase in concern regarding the accumulation of shopping carts at or near the Metro Transit stop at County Road B and south bound Snelling Avenue. Community Development staff has worked proactively with several store managers to retrieve their carts on a timely basis when they are observed off store property. The carts generally collect in the grass area just north of the platform, although on occasion one may leave the median area and roll into the right-of-way.

The current enforcement process for addressing the abandoned carts is to contact the store managers when either staff observes the accumulation of carts or when a complaint is received. The store managers have been cooperative in responding to the City. On a couple of occasions in 2022 and 2023, when the stores did not respond in a timely manner, the City did abate the carts and charge the stores whose carts were removed by the City. On these rare occasions, all fees incurred by the City were paid by the responsible cart owner. Since that time, staff has received full cooperation from the stores in their cart retrieval and the City has not needed to abate the carts. This is likely due to the cost of abatement and that the carts themselves are worth several hundred dollars. This is not to say that carts do not collect, because they do due to the concentration of shopping in the area, the concentration of multifamily housing units nearby, and the presence of the Metro Transit stop. However, staff's observations are such that the accumulated carts are voluntarily retrieved by the stores, repeating day after day (see Attachment 1). There have also been circumstances where individuals are bringing carts into the median to use as benches. The Community Action Team within Roseville PD, and Ramsey County staff have worked with these individuals and have been able to have these carts removed from the medians.

Staff has examined options that would require the utilization of devices that prevent carts from being removed from the cart owner's property. An ordinance requiring these devices would need to be adopted. After discussions with the City Attorney, it was discovered such ordinances are rare and in order to apply the ordinance to existing businesses one would have to find such regulations are necessary from a public safety and nuisance standpoint. The City of Minneapolis has such an ordinance, but their ordinance only applies to licensed businesses and "cart control plans" are allowed in lieu of cart locks. The City Attorney also found that in cities (not in Minnesota) where ordinances have been adopted, cart locks are only required for new businesses and the control plan is allowed for existing businesses. This research suggests it may not be as easily defensible, legally, to require cart locks for existing businesses, given the current process used by staff essentially equates to a cart control plan. And while the carts accumulated at the station are not pleasant aesthetically, it is rare they present a public safety or nuisance concern.

As a bit more background, the City recently completed a pedestrian study of this area, with a Community Development request to consider concepts for improvements to intersections that could potentially better

accommodate the presence of carts at the bus stop. And while the concepts within the study did not address cart storage, the comments from the public during the course of the study did reveal the concern, suggesting establishment of an issue needing mitigating if/when intersection improvements are undertaken. Unfortunately, the City doesn't control any of this right-of-way, so the timing and designs of future intersection improvements will be minimally influenced by the City. In the short-term, the Community Development Director has been in contact with Metro Transit discussing the possibility of installing a cart corral in proximity of the transit station to improve the appearance and safety in relation to carts that are left by those individuals who are utilizing mass transit for their shopping. Metro Transit agreed to examine the issue and get back to staff after reviewing options. This solution, if even feasible, will not discourage the accumulation of carts, but it will help to ensure no carts travel into the right-of-way, creating a safer and more aesthetic transit stop. With the closure of several stores in nearby communities, this has led to more shoppers utilizing public transportation to bring them into Roseville for their shopping needs. When returning to their homes, their only convenient option is to leave the cart that they have used to carry their purchases to the transit station.

In summary, the current process Community Development follows includes:

- Once carts are confirmed to be off-premise, staff contacts store management by email and advises they collect their carts.
- If the carts remain after 24 hours of store notification, staff contacts the city vendor to remove the carts from the off-premise location. This entails cataloging how many carts are from which stores and billing those stores based on the number of carts collected, plus an administrative fee. The vendor used by staff returns the carts to the stores rather than submitting them for solid waste.

While the need to actually have carts removed by the city vendor is very infrequent, it is staff's opinion that the current process has been shown to be effective.

Policy Objectives

The City has adopted regulations to mitigate issues deemed a public nuisance. The objective of public nuisance regulations is to mitigate negative affects on the public's comfort or repose or public health and safety.

Equity Impact Summary

Any policies, procedures or ordinances aimed at eliminating the presence of shopping carts at a bus station will affect individuals that rely on bus transit to complete their shopping needs. Metro transit reports 43% of riders make less than \$35K, 55% are BIPOC, and 52% are riders with no car. These policies, procedures, or ordinances could burden our low income, racially and ethnically diverse residents, and/or residents who don't or can't drive.

Budget Implications

None

Staff Recommendations

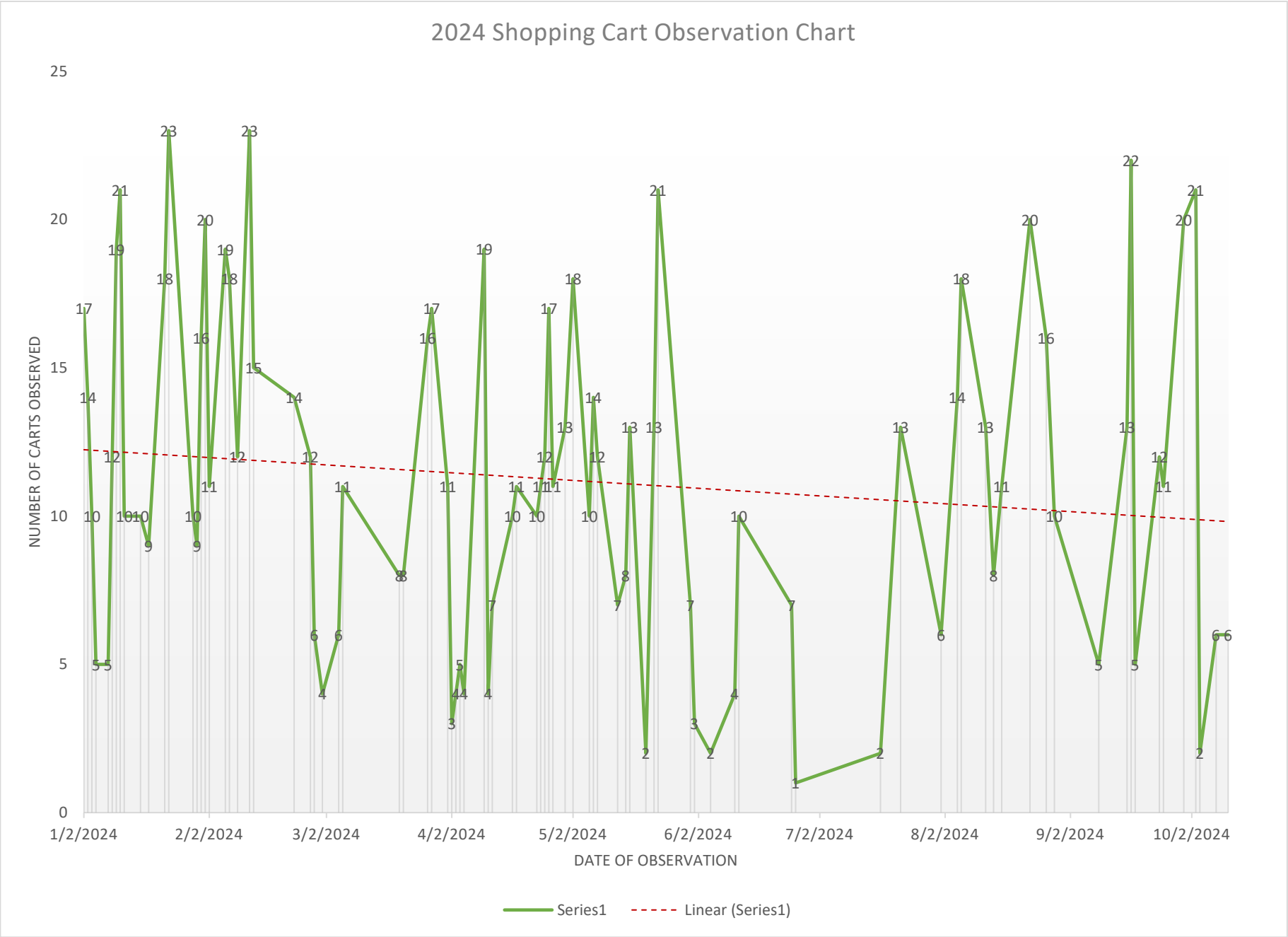
Review the information provided herein and provide direction to staff on any needed policy or procedure changes related to this issue.

Requested Council Action

Review the information provided herein and provide direction to staff on any needed policy or procedure changes related to this issue.

Prepared by: David Englund, Building Official

Attachments: 1. Shopping Cart Observation Log



Attachment 1

2024 Shopping Cart Observation Log

Number of Carts Observed										
Date	Target	Cub	Marshalls	Goodwill	Michaels	Home Goods	Burlington	Total	Email Sent	
Tuesday, January 2, 2024	9	3	2	1	1		1	17		
Wednesday, January 3, 2024	10	0		1	0		1	14		
Thursday, January 4, 2024	4	1	2	0	1	1	1	10		
Friday, January 5, 2024	3		2					5		
Monday, January 8, 2024	3	1			1			5		
Tuesday, January 9, 2024	7	1	2		1		1	12		
Wednesday, January 10, 2024	9	2	4		2	1	1	19		
Thursday, January 11, 2024	11	3	4		2	0	1	21	X	
Friday, January 12, 2024	0	0	4	0	1	3	2	10		
Saturday, January 13, 2024								0		
Sunday, January 14, 2024								0		
Monday, January 15, 2024								0		
Tuesday, January 16, 2024	1	2	4	0	1	0	2	10		
Wednesday, January 17, 2024								0		
Thursday, January 18, 2024	2		4	0	1	0	2	9		
Friday, January 19, 2024								0		
Saturday, January 20, 2024								0		
Sunday, January 21, 2024								0		
Monday, January 22, 2024	11	0	4	0	1	0	2	18		
Tuesday, January 23, 2024	15	1	1	0	1	2	3	23	X	
Wednesday, January 24, 2024								0		
Thursday, January 25, 2024								0		
Friday, January 26, 2024								0		
Saturday, January 27, 2024								0		
Sunday, January 28, 2024								0		
Monday, January 29, 2024	5	1	0	0	1	2	1	10		
Tuesday, January 30, 2024	6	0	0	0	0	2	1	9		
Wednesday, January 31, 2024	9	3	1	0	0	2	1	16		
Thursday, February 1, 2024	7	4	2	0	2	4	1	20	X	
Friday, February 2, 2024	1	4	2	0	2	1	1	11		
Saturday, February 3, 2024								0		
Sunday, February 4, 2024								0		
Monday, February 5, 2024								0		
Tuesday, February 6, 2024	5	5	1	0	4	1	3	19		
Wednesday, February 7, 2024	6	6	1	0	2	0	3	18		
Thursday, February 8, 2024								0		
Friday, February 9, 2024	6	0	0	0	3	1	2	12		
Saturday, February 10, 2024								0		
Sunday, February 11, 2024								0		
Monday, February 12, 2024	7	8	5		1	1	1	23	x	
Tuesday, February 13, 2024	2	5	2	0	2	3	1	15		
Wednesday, February 14, 2024								0		
Thursday, February 15, 2024								0		
Friday, February 16, 2024								0		
Saturday, February 17, 2024								0		
Sunday, February 18, 2024								0		
Monday, February 19, 2024								0		
Tuesday, February 20, 2024								0		
Wednesday, February 21, 2024								0		
Thursday, February 22, 2024								0		
Friday, February 23, 2024	5	4	1	0	0	4	0	14		
Saturday, February 24, 2024								0		
Sunday, February 25, 2024								0		
Monday, February 26, 2024								0		
Tuesday, February 27, 2024	6	1	0	0	0	4	1	12		
Wednesday, February 28, 2024	1	2	0	0	0	2	1	6		
Thursday, February 29, 2024								0		
Friday, March 1, 2024	1	1				1	1	4		
Saturday, March 2, 2024								0		
Sunday, March 3, 2024								0		
Monday, March 4, 2024								0		
Tuesday, March 5, 2024	3	2	1					6		
Wednesday, March 6, 2024	2	4			3	2		11		
Thursday, March 7, 2024								0		
Friday, March 8, 2024								0		
Saturday, March 9, 2024								0		
Sunday, March 10, 2024								0		
Monday, March 11, 2024								0		
Tuesday, March 12, 2024								0		
Wednesday, March 13, 2024								0		
Thursday, March 14, 2024								0		

Attachment 1

Friday, March 15, 2024								0	
Saturday, March 16, 2024								0	
Sunday, March 17, 2024								0	
Monday, March 18, 2024								0	
Tuesday, March 19, 2024								0	
Wednesday, March 20, 2024	6				2			8	
Thursday, March 21, 2024	6	2						8	X
Friday, March 22, 2024								0	
Saturday, March 23, 2024								0	
Sunday, March 24, 2024								0	
Monday, March 25, 2024								0	
Tuesday, March 26, 2024								0	
Wednesday, March 27, 2024	4	9	1		2			16	
Thursday, March 28, 2024	3	10	1		3			17	
Friday, March 29, 2024								0	
Saturday, March 30, 2024								0	
Sunday, March 31, 2024								0	
Monday, April 1, 2024	1	4	1		3	2		11	
Tuesday, April 2, 2024	2		1					3	
Wednesday, April 3, 2024	2	1			1			4	
Thursday, April 4, 2024	3	1	1					5	
Friday, April 5, 2024		3	1					4	
Saturday, April 6, 2024								0	
Sunday, April 7, 2024								0	
Monday, April 8, 2024								0	
Tuesday, April 9, 2024								0	
Wednesday, April 10, 2024	4	13	1		1			19	
Thursday, April 11, 2024	1	2	1					4	
Friday, April 12, 2024	3	2	1	1				7	
Saturday, April 13, 2024								0	
Sunday, April 14, 2024								0	
Monday, April 15, 2024								0	
Tuesday, April 16, 2024								0	
Wednesday, April 17, 2024		8	1			1		10	
Thursday, April 18, 2024	2	7	1			1		11	
Friday, April 19, 2024								0	
Saturday, April 20, 2024								0	
Sunday, April 21, 2024								0	
Monday, April 22, 2024								0	
Tuesday, April 23, 2024	5	2	2			1		10	
Wednesday, April 24, 2024	6	2	2			1		11	
Thursday, April 25, 2024	6	3	2			1		12	
Friday, April 26, 2024	10	4	2			1		17	
Saturday, April 27, 2024	2	4	1		1	3		11	
Sunday, April 28, 2024								0	
Monday, April 29, 2024								0	
Tuesday, April 30, 2024	6	3	1			3		13	
Wednesday, May 1, 2024								0	
Thursday, May 2, 2024	6	5	3		1	3		18	
Friday, May 3, 2024								0	
Saturday, May 4, 2024								0	
Sunday, May 5, 2024								0	
Monday, May 6, 2024		3	2			5		10	
Tuesday, May 7, 2024		7	2			5		14	
Wednesday, May 8, 2024		11	1					12	
Thursday, May 9, 2024								0	
Friday, May 10, 2024								0	
Saturday, May 11, 2024								0	
Sunday, May 12, 2024								0	
Monday, May 13, 2024	1	2	1			2	1	7	
Tuesday, May 14, 2024								0	
Wednesday, May 15, 2024	3	4	1					8	
Thursday, May 16, 2024	7	5	1					13	
Friday, May 17, 2024								0	
Saturday, May 18, 2024								0	
Sunday, May 19, 2024								0	
Monday, May 20, 2024	2							2	
Tuesday, May 21, 2024								0	
Wednesday, May 22, 2024	6	6				1		13	
Thursday, May 23, 2024	7	10				4		21	
Friday, May 24, 2024								0	
Saturday, May 25, 2024								0	
Sunday, May 26, 2024								0	
Monday, May 27, 2024								0	

Attachment 1

Tuesday, May 28, 2024							0
Wednesday, May 29, 2024							0
Thursday, May 30, 2024							0
Friday, May 31, 2024	1	4			2		7
Saturday, June 1, 2024	2		1				3
Sunday, June 2, 2024							0
Monday, June 3, 2024							0
Tuesday, June 4, 2024							0
Wednesday, June 5, 2024		2					2
Thursday, June 6, 2024							0
Friday, June 7, 2024							0
Saturday, June 8, 2024							0
Sunday, June 9, 2024							0
Monday, June 10, 2024							0
Tuesday, June 11, 2024		4					4
Wednesday, June 12, 2024	5	4		1			10
Thursday, June 13, 2024							0
Friday, June 14, 2024							0
Saturday, June 15, 2024							0
Sunday, June 16, 2024							0
Monday, June 17, 2024							0
Tuesday, June 18, 2024							0
Wednesday, June 19, 2024							0
Thursday, June 20, 2024							0
Friday, June 21, 2024							0
Saturday, June 22, 2024							0
Sunday, June 23, 2024							0
Monday, June 24, 2024							0
Tuesday, June 25, 2024	3	2			2		7
Wednesday, June 26, 2024					1		1
Thursday, June 27, 2024							0
Friday, June 28, 2024							0
Saturday, June 29, 2024							0
Sunday, June 30, 2024							0
Monday, July 1, 2024							0
Tuesday, July 2, 2024							0
Wednesday, July 3, 2024							0
Thursday, July 4, 2024							0
Friday, July 5, 2024							0
Saturday, July 6, 2024							0
Sunday, July 7, 2024							0
Monday, July 8, 2024							0
Tuesday, July 9, 2024							0
Wednesday, July 10, 2024							0
Thursday, July 11, 2024							0
Friday, July 12, 2024							0
Saturday, July 13, 2024							0
Sunday, July 14, 2024							0
Monday, July 15, 2024							0
Tuesday, July 16, 2024							0
Wednesday, July 17, 2024	1			1			2
Thursday, July 18, 2024							0
Friday, July 19, 2024							0
Saturday, July 20, 2024							0
Sunday, July 21, 2024							0
Monday, July 22, 2024	10		1		2		13
Tuesday, July 23, 2024							0
Wednesday, July 24, 2024							0
Thursday, July 25, 2024							0
Friday, July 26, 2024							0
Saturday, July 27, 2024							0
Sunday, July 28, 2024							0
Monday, July 29, 2024							0
Tuesday, July 30, 2024							0
Wednesday, July 31, 2024							0
Thursday, August 1, 2024	1	4		1			6
Friday, August 2, 2024							0
Saturday, August 3, 2024							0
Sunday, August 4, 2024							0
Monday, August 5, 2024	6	6			2		14
Tuesday, August 6, 2024	9	8			1		18
Wednesday, August 7, 2024							0
Thursday, August 8, 2024							0
Friday, August 9, 2024							0

Attachment 1

Saturday, August 10, 2024								0
Sunday, August 11, 2024								0
Monday, August 12, 2024	1	8		1	1	2		13
Tuesday, August 13, 2024								0
Wednesday, August 14, 2024		1			2	5		8
Thursday, August 15, 2024								0
Friday, August 16, 2024	1	1	1	1	2	5		11
Saturday, August 17, 2024								0
Sunday, August 18, 2024								0
Monday, August 19, 2024								0
Tuesday, August 20, 2024								0
Wednesday, August 21, 2024								0
Thursday, August 22, 2024								0
Friday, August 23, 2024	7	7	3		3			20
Saturday, August 24, 2024								0
Sunday, August 25, 2024								0
Monday, August 26, 2024								0
Tuesday, August 27, 2024	3	1	6		3	3		16
Wednesday, August 28, 2024								0
Thursday, August 29, 2024	2	1	4		3			10
Friday, August 30, 2024								0
Saturday, August 31, 2024								0
Sunday, September 1, 2024								0
Monday, September 2, 2024								0
Tuesday, September 3, 2024								0
Wednesday, September 4, 2024								0
Thursday, September 5, 2024								0
Friday, September 6, 2024								0
Saturday, September 7, 2024								0
Sunday, September 8, 2024								0
Monday, September 9, 2024	1	3				1		5
Tuesday, September 10, 2024								0
Wednesday, September 11, 2024								0
Thursday, September 12, 2024								0
Friday, September 13, 2024								0
Saturday, September 14, 2024								0
Sunday, September 15, 2024								0
Monday, September 16, 2024	2	4		2	1	4		13
Tuesday, September 17, 2024	6	7	1	2	2	4		22
Wednesday, September 18, 2024			2		1	2		5
Thursday, September 19, 2024								0
Friday, September 20, 2024								0
Saturday, September 21, 2024								0
Sunday, September 22, 2024								0
Monday, September 23, 2024								0
Tuesday, September 24, 2024	1	3	2	1	2	3		12
Wednesday, September 25, 2024	3	3	2			3		11
Thursday, September 26, 2024								0
Friday, September 27, 2024								0
Saturday, September 28, 2024								0
Sunday, September 29, 2024								0
Monday, September 30, 2024	3	6	3		3	5		20
Tuesday, October 1, 2024								0
Wednesday, October 2, 2024								0
Thursday, October 3, 2024	1	4	4		2	10		21
Friday, October 4, 2024	1	1						2
Saturday, October 5, 2024								0
Sunday, October 6, 2024								0
Monday, October 7, 2024								0
Tuesday, October 8, 2024	3	3						6
Wednesday, October 9, 2024								0
Thursday, October 10, 2024								0
Friday, October 11, 2024	2	4						6
Saturday, October 12, 2024								0
Sunday, October 13, 2024								0
Monday, October 14, 2024								0
Tuesday, October 15, 2024								0
Wednesday, October 16, 2024								0
Thursday, October 17, 2024								0
Friday, October 18, 2024								0
Saturday, October 19, 2024								0
Sunday, October 20, 2024								0
Monday, October 21, 2024								0
Tuesday, October 22, 2024								0

2024 Shopping Cart Observation Log

Date	Total
Tuesday, January 2, 2024	17
Wednesday, January 3, 2024	14
Thursday, January 4, 2024	10
Friday, January 5, 2024	5
Monday, January 8, 2024	5
Tuesday, January 9, 2024	12
Wednesday, January 10, 2024	19
Thursday, January 11, 2024	21
Friday, January 12, 2024	10
Tuesday, January 16, 2024	10
Thursday, January 18, 2024	9
Monday, January 22, 2024	18
Tuesday, January 23, 2024	23
Monday, January 29, 2024	10
Tuesday, January 30, 2024	9
Wednesday, January 31, 2024	16
Thursday, February 1, 2024	20
Friday, February 2, 2024	11
Tuesday, February 6, 2024	19
Wednesday, February 7, 2024	18
Friday, February 9, 2024	12
Monday, February 12, 2024	23
Tuesday, February 13, 2024	15
Friday, February 23, 2024	14
Tuesday, February 27, 2024	12
Wednesday, February 28, 2024	6
Friday, March 1, 2024	4
Tuesday, March 5, 2024	6
Wednesday, March 6, 2024	11
Wednesday, March 20, 2024	8
Thursday, March 21, 2024	8
Wednesday, March 27, 2024	16
Thursday, March 28, 2024	17
Monday, April 1, 2024	11
Tuesday, April 2, 2024	3
Wednesday, April 3, 2024	4
Thursday, April 4, 2024	5
Friday, April 5, 2024	4
Wednesday, April 10, 2024	19
Thursday, April 11, 2024	4
Friday, April 12, 2024	7
Wednesday, April 17, 2024	10
Thursday, April 18, 2024	11

Attachment 1

Tuesday, April 23, 2024	10
Wednesday, April 24, 2024	11
Thursday, April 25, 2024	12
Friday, April 26, 2024	17
Saturday, April 27, 2024	11
Tuesday, April 30, 2024	13
Thursday, May 2, 2024	18
Monday, May 6, 2024	10
Tuesday, May 7, 2024	14
Wednesday, May 8, 2024	12
Monday, May 13, 2024	7
Wednesday, May 15, 2024	8
Thursday, May 16, 2024	13
Monday, May 20, 2024	2
Wednesday, May 22, 2024	13
Thursday, May 23, 2024	21
Friday, May 31, 2024	7
Saturday, June 1, 2024	3
Wednesday, June 5, 2024	2
Tuesday, June 11, 2024	4
Wednesday, June 12, 2024	10
Tuesday, June 25, 2024	7
Wednesday, June 26, 2024	1
Wednesday, July 17, 2024	2
Monday, July 22, 2024	13
Thursday, August 1, 2024	6
Monday, August 5, 2024	14
Tuesday, August 6, 2024	18
Monday, August 12, 2024	13
Wednesday, August 14, 2024	8
Friday, August 16, 2024	11
Friday, August 23, 2024	20
Tuesday, August 27, 2024	16
Thursday, August 29, 2024	10
Monday, September 9, 2024	5
Monday, September 16, 2024	13
Tuesday, September 17, 2024	22
Wednesday, September 18, 2024	5
Tuesday, September 24, 2024	12
Wednesday, September 25, 2024	11
Monday, September 30, 2024	20
Thursday, October 3, 2024	21
Friday, October 4, 2024	2
Tuesday, October 8, 2024	6
Friday, October 11, 2024	6

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

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	\$399,780.14
110854 – 110984	\$1,896,357.04
Total	\$2,296,137.18

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.

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34 **Requested Council Action**

35 Motion to approve the payment of claims as submitted.

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Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

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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					
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	2,890.50	2119
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	141.00	2119
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	493.50	2119
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	70.50	2119
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	1,050.00	110858
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,331.50	2108
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	2083
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,972.00	2083
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,064.64	2083
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,317.00	2083
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	2083
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	8,475.00	2098
Total Department 00-00 GENERAL				25,205.64	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	Alerus Financial NA	COBRA AUG SERVICE FEE PAID SEPT 2024	213.00	110902
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	706.46	2129
Total Department 01-00 CITY COUNCIL				919.46	
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	Metro-INET	OCT IT SERVICES	74,971.00	2134
100-02-00-439000	CONTRACT MAINTENANCE	NFP Insurance Services, In	BSWIFT AND ACA FEE	697.00	110893
100-02-00-448054	Volunteer Recognition	Rachel Boggs	REIMBURSEMENT FOR ARBORETUM VOLUNTEER	14.48	2110
Total Department 02-00 ADMINISTRATION				75,682.48	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	SEPT 2024 SERVICE CHARGE	776.39	110947
100-04-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	206.50	2129
100-04-00-440000	Conferences	Joshua Kent	MILEAGE REIMBURSEMENT 9/24 - 9/27/24	188.27	2113
100-04-00-440000	Conferences	Phil Weix	MILEAGE TO ARROWWOOD FOR MNGFOA	144.72	2132
Total Department 04-00 FINANCE				1,315.88	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	American Mailing Machines	INKJET CARTRIDGE - FREIGHT CHARGE	15.64	110895
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	WATER FILTER	160.94	110867
Total Department 08-00 CENTRAL SERVICES				176.58	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-422000	Clothing	Galls, LLC	VEST ID - M. SWANSON	20.95	2095
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM - LARSON	1,172.85	2093
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM - KROSNOWSKI	1,469.81	2093
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM DUPAUL	1,788.78	2093
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM KUHNE	2,009.78	2093
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM KROSNOWSKI	99.96	110866
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM LARSON	238.96	2093
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM DUPAUL	28.98	110866
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM KROSNOWSKI	168.00	2093
100-10-00-422000	Clothing	STREICHER'S	CHIEF'S UNIFORM	316.93	2093
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM KUHNE	28.98	2093
100-10-00-424000	Operating Supplies	ST. ANTHONY POLICE DEPARTM	4 ROLLS OF EVIDENCE LABELS - UNABLE T	60.00	110909
100-10-00-430000	Professional Services	CITY OF ST. PAUL	K9 BOARDING - ROOSTER JULY 19 - JULY	105.00	110857
100-10-00-430000	Professional Services	CITY OF ST. PAUL	K9 BOARDING CAL & ROOSTER 7/4 7/6	210.00	110857
100-10-00-430000	Professional Services	CITY OF ST. PAUL	K9 BOARDING CAL 6/28 6/30	70.00	110857

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					
100-10-00-431000	Telephone	Verizon	DATA AUG 27-SEPT 26	40.01	110957
100-10-00-431000	Telephone	Verizon	PHONE CHARGES AUG 9 - SEP 8	4,216.95	110891
100-10-00-439000	CONTRACT MAINTENANCE	CITY OF ST. PAUL	JUNE 2024 RADIO MAINTENANCE WORK ORDE	251.58	110857
100-10-00-443500	Minor Equipment	SHI International Corp	SQUAD PRINTER REPLACEMENT	345.41	2091
Total Department 10-00 POLICE DEPARTMENT				12,642.93	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-422000	Clothing	Aspen Mills Inc.	SJOSTROM	231.80	110931
100-13-00-423000	Vehicle Supplies & Mainten	AMAZON CAPITAL SERVICES	EMS BAG	50.00	110965
100-13-00-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	SYNC MODULE	228.54	2081
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	HOT PACKS	20.80	110892
100-13-00-430000	Professional Services	Fire Loss Management, LLC	FIRE ALARM - NEW LIFE CHURCH	100.00	110886
100-13-00-430000	Professional Services	Masa Consulting, Inc.	SEPT	2,100.00	2103
100-13-00-439000	CONTRACT MAINTENANCE	Adam's Pest Control Inc	FALL PREVENTION	269.43	2097
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	SEPT	798.43	110887
100-13-00-439000	CONTRACT MAINTENANCE	KENDELL DOORS & HARDWARE,	HINGE REPAIR	260.00	110863
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	568.56	110940
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	SEPT	305.76	110946
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	MID SEASON MAINT	827.00	2125
Total Department 13-00 FIRE DEPARTMENT				5,760.32	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	3,025.90	2086
100-13-13-441000	Training	Group Health Non-Patient A	EDU AGREEMENT 2024	3,450.00	110900
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				6,475.90	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-439000	CONTRACT MAINTENANCE	Ready Watt Electric, Inc.	SIREN MAINT.	1,565.00	2124
Total Department 13-18 EMERGENCY SERVICES				1,565.00	
Department: 13-23 FIRE RELIEF					
100-13-23-414000	Employer Pension	Roseville Firefighter's Re	2024 Fire Supplemental	46,399.68	2117
Total Department 13-23 FIRE RELIEF				46,399.68	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	110880
100-20-20-424000	Operating Supplies	Hardwood Creek Lumber, Inc	LUMBER	867.00	110935
100-20-20-440000	Conferences	Jolinda Stapleton	CONFERENCE EXPENSES REIMBURSEMENT	223.59	2122
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				1,130.59	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT PATCHING MATERIAL	897.25	110932
100-20-21-424000	Operating Supplies	Precise MRM, LLC	10 MB FLAT DATA PLAN US WITH NAF	736.00	2128
100-20-21-424000	Operating Supplies	Ramsey County	MEGAHERTZ SUPPORT	115.44	110928
100-20-21-424000	Operating Supplies	Ramsey County	APRIL 800 MEGAHERTZ PUBLIC WORKS	109.20	110946
100-20-21-424000	Operating Supplies	Ramsey County	SEPTEMBER 800 MEGAHERTZ PUBLIC WORKS	115.44	110946
100-20-21-424000	Operating Supplies	T. A. Schifsky & Sons, Inc	ASPHALT PATCHING MATERIAL	2,935.44	2118
100-20-21-424000	Operating Supplies	T. A. Schifsky & Sons, Inc	ASPHALT PATCHING MATERIAL	2,447.82	2118
100-20-21-430000	Professional Services	GOODPOINT TECHNOLOGY	2024 PAVEMENT CONDITION DATA COLLECTI	1,995.00	110854
Total Department 20-21 STREET DEPARTMENT				9,351.59	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,557.01	2087
Total Department 20-22 STREET LIGHTING				2,557.01	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	44.11	110877
100-20-30-422000	Clothing	Cintas Corporation	CLOTHING	44.11	110877
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM CLOTHING	44.11	110945
100-20-30-423000	Vehicle Supplies & Mainten	Cushman Motor Co Inc	BROOM CORE	1,514.82	2088
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BULB STOCK	4.69	2082
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY #610	230.44	2082
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	MOLDING	301.50	110894
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	WHEEL GUIDE	1,177.17	2116
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	AIR CLEANER CAP	192.25	2084
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	STOCK TIRES	1,314.00	110878
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	G622 RSD LRG	626.64	110878
100-20-30-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL/TOILET TISSUE PAPER	299.33	2126
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	STARTER	440.40	110894
100-20-30-437000	Contract Maint. - Vehicles	BOYER TRUCKS - TRANSWEST	TOWING	500.00	110896
100-20-30-437000	Contract Maint. - Vehicles	TWIN CITIES TRANSPORT & RE	VEHICLE TOW	125.00	110860
100-20-30-437000	Contract Maint. - Vehicles	Zahl Petroleum Maintenance	UNLEADED PUMP 2 FAILURE RESET	617.72	110933
Total Department 20-30 VEHICLE MAINTENANCE				7,476.29	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	Fikes, Inc.	ROLL TOWEL/TOILET TISSUE	782.26	2126
100-23-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	7,817.70	110940
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Adam's Pest Control Inc	PEST CONTROL CITY HALL	148.19	2097
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Cummins Sales and Service	CITY HALL GENERATOR PM SERVICE	2,068.28	110879
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT/RUGS POLICE DEPT	151.68	110954
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MATS/RUGS CITY HALL	170.45	110954
100-23-00-439003	Contract Maint.- City Gara	Adam's Pest Control Inc	PEST CONTROL PUBLIC WORKS	148.19	2097
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MATS/RUGS PUBLIC WORKS	156.55	110954
100-23-00-439010	Contract Maniit. - HVAC	Yale Mechanical	REPAIR VAV BOX IN PD	1,353.71	2101
100-23-00-439010	Contract Maniit. - HVAC	Yale Mechanical	PM SERVICE CITY HALL	1,972.00	2101
Total Department 23-00 BUILDING MAINTENANCE				14,769.01	
Total Fund 100 General Fund				211,428.36	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	B2 BUILDERS, LLC	ESCROW REFUND	2,250.00	110972
103-00-00-230000	Deposits	CY-CON, INC.	ESCROW REFUND	1,000.00	110971
103-00-00-230000	Deposits	O'MEARA CUSTOM BUILDING, I	ESCROW REFUND	5,250.00	110907
103-00-00-230000	Deposits	Ovation Homes LLC	ESCROW REFUND	6,000.00	110897
103-00-00-230000	Deposits	VCC, LLC	ESCROW REFUND	30,000.00	110959
103-00-00-230125	Water/Sewer Disconnect Esc	Ovation Homes LLC	ESCROW REFUND	10,000.00	110897
Total Department 00-00 GENERAL				54,500.00	
Total Fund 103 Contracted Engineering Svcs				54,500.00	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	BI-MONTHLY PRINT NEWSLETTER	7,023.79	110889
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	BI-MONTHLY PRINT NEWSLETTER	7,026.60	110889
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	BI-MONTHLY PRINT NEWSLETTER	7,027.04	110889
Total Department 09-00 COMMUNICATIONS				21,077.43	
Total Fund 110 Telecommunications				21,077.43	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 00-00 GENERAL					
200-00-00-230160	Deposits-Arboretum Bricks	Central Park Foundation	BRICK REPAYMENT FOR \$ COLLECTED (\$205	830.00	110943
			Total Department 00-00 GENERAL	830.00	
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-431000	Telephone	T Mobile	CELL PHONES SEPT AND OCT	515.61	110956
200-40-40-432000	Transportation	Deon Haider	MILEAGE	352.42	2114
200-40-40-432000	Transportation	Josh Thygesen	MILEAGE	209.71	2112
200-40-40-432000	Transportation	Matthews, Jessica	MILEAGE - MRPA CONFERENCE	95.14	2115
			Total Department 40-40 RECREATION ADMINISTRATION	1,172.88	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-424000-PR0290	Operating Supplies	Ancom Technical Center	ROSEFEST RADIO'S	210.00	2090
200-40-41-430000-PR0212	Professional Services	Willie McCray	SOFTBALL UMPIRE PAYMENT	1,947.00	2107
200-40-41-430000-PR0212	Professional Services	Willie McCray	SOFTBALL UMPIRE PAYMENT	1,947.00	2130
200-40-41-430000-PR0250	Professional Services	LANCASTER, JACOB	YOUTH FALL SOCCER REFEREE PAYMENT	160.00	110966
200-40-41-430000-PR0250	Professional Services	WHATTON, CHRISTOPHER	YOUTH FALL SOCCER REFEREE PAYMENT	80.00	110967
200-40-41-430000-PR0252	Professional Services	ZEN ENDEAVORS INC	CONTRACTOR FEE FOR KAWAII CUTE AND GA	3,024.00	110969
200-40-41-430000-PR0265	Professional Services	Rosetown Playhouse	ROSETOWN PLAYHOUSE SUMMER CAMPS	9,172.80	110936
200-40-41-430000-PR0270	Professional Services	Atsuko Johnson	HULA PAYMENT (SEPTEMBER)	35.00	2111
200-40-41-430000-PR0273	Professional Services	A. Norman & Company Inc	ADULT TRIP - MOBSTERS IN MINNEAPOLIS	2,890.00	110899
200-40-41-430000-PR0273	Professional Services	Independent School Distric	ADULT TRIP - CHANHASSEN DINNER THEATE	1,430.00	110903
			Total Department 40-41 RECREATION FEE PROGRAMS	20,895.80	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLES	1,422.50	110859
			Total Department 40-42 RECREATION NON FEE PROGRAMS	1,422.50	
Department: 40-50 NATURE CENTER					
200-40-50-430000-PR0119	Professional Services	Andrea Fairbanks	OJIBWE LANGUAGE ACTIVITY AT WILD RICE	200.00	110955
200-40-50-430000-PR0119	Professional Services	Antonia Lowell	OJIBWE LANGUAGE ACTIVITY FOR WILD RIC	200.00	110960
200-40-50-430000-PR0119	Professional Services	Gibbs Farm	OUTREACH LESSON FOR WILDRICE FESTIVAL	400.00	110950
200-40-50-430000-PR0119	Professional Services	Jeffry Chapman	MUSIC PERFORMANCES AT WILD RICE FESTI	300.00	110952
200-40-50-430000-PR0119	Professional Services	Nashke Native Games	GAME SALES AND ACTIVITY WILD RICE FES	1,201.84	110963
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	588.88	2121
			Total Department 40-50 NATURE CENTER	2,890.72	
Department: 40-53 SKATING CENTER					
200-40-53-382100	Building Rental	GLORIA RUTLEDGE	REFUND FOR BANQUET ROOM DEPOSIT	200.00	110908
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	120.78	2102
200-40-53-424000	Operating Supplies	MIDC Enterprises	ANGLE VALVE	154.99	110934
200-40-53-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	PAINT	114.77	110942
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,296.00	110940
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,137.12	110940
			Total Department 40-53 SKATING CENTER	5,023.66	
			Total Fund 200 Recreation Fund	32,235.56	
Fund: 201 Recreation Donations					
Department: 40-50 NATURE CENTER					
201-40-50-424000-PR0119	Operating Supplies	SCHNELL DESIGNS LLC	DESIGN OF HANC SIGNS (1ST HALF)	1,300.00	110968
			Total Department 40-50 NATURE CENTER	1,300.00	
			Total Fund 201 Recreation Donations	1,300.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	COVERALL / NAVY TWILL	2.73	110877
204-40-43-423000	Vehicle Supplies & Mainten	Cushman Motor Co Inc	LABOR CHARGE, MODEL: HOLDER C270	303.75	2088
204-40-43-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	FORK-CASTER	114.91	2085
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	561.35	110940
204-40-43-424000	Operating Supplies	Oakdale Rental Center	CONCRETE 2500 PSI, 0.75 YARD	324.00	110864
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE LIMB REMOVAL, 2185 ST. CROIX ST.	65.00	110872
204-40-43-431000	Telephone	T Mobile	CELL PHONES SEPT AND OCT	346.87	110956
204-40-43-431000	Telephone	Verizon	DATA AUG 27-SEPT 26	356.92	110957
204-40-43-431000-PR0627	Telephone	Verizon	DATA AUG 27-SEPT 26	35.03	110957
204-40-43-437000	Contract Maint. - Vehicles	MTI Distributing, Inc.	VARIOUS PARTS	691.56	2085
204-40-43-439000	CONTRACT MAINTENANCE	Kone Inc	PASSENGER ELEVATOR SERVICE AT HANC	198.95	110865
Total Department 40-43 RECREATION MAINTENANCE				3,001.07	
Total Fund 204 PARK MAINTENANCE				3,001.07	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	PREMIER TITLE INSURANCE	CONSTRUCTION DEPOSIT REFUND - 251 CAP	1,000.00	110973
260-00-00-230000	Deposits	PREMIER TITLE INSURANCE AG	CONSTRUCTION DEPOSIT REFUND - B23-145	1,000.00	110974
260-00-00-230000	Deposits	STATE PERMITS INC.	CONSTRUCTION DEPOSIT REFUND - B22-225	5,000.00	110975
Total Department 00-00 GENERAL				7,000.00	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-430007	Electrical Inspections	Stephen Tokle Inspections,	SEPTEMBER 2024 ELECTRICAL INSPECTOR F	10,234.96	2136
260-56-17-431000	Telephone	Verizon	DATA AUG 27-SEPT 26	52.15	110957
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				10,287.11	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	246.00	2105
Total Department 56-57 PLANNING DEPARTMENT				246.00	
Total Fund 260 Community Development				17,533.11	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL/TOILET TISSUE	195.56	2126
265-05-00-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL/TOILET TISSUE PAPER	74.84	2126
265-05-00-430000	Professional Services	Huebsch, Inc.	MATS/RUGS LIC. PASS. CENTER	404.34	110954
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,421.40	110940
265-05-00-431000	Telephone	CenturyLink	TELEPHONE	167.05	110862
265-05-00-432000	Transportation	Alex Frederick	MILEAGE REIMBURSEMENT	245.22	2135
265-05-00-432000	Transportation	Ebel, Teri	MILEAGE REIMBURSEMENT	32.57	2138
265-05-00-432000	Transportation	Mary Dracy	MILEAGE REIMBURSEMENT	306.86	2089
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	808.34	2120
265-05-00-443500	Minor Equipment	SOS OFFICE FURNITURE	COUNTER STOOL	310.00	110881
Total Department 05-00 DEPUTY REGISTER				3,966.18	
Total Fund 265 License Center				3,966.18	
Fund: 290 Police Forfeiture Fund					
Department: 00-00 GENERAL					
290-00-00-230000	Deposits	MN Dept of Finance	FORFEITED NARCOTICS FUNDS CN#24016260	204.50	110874
290-00-00-230000	Deposits	Ramsey County Attorney	FORFEITED NARCOTICS FUNDS CN#24016260	409.00	110875
Total Department 00-00 GENERAL				613.50	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 290 Police Forfeiture Fund					
			Total Fund 290 Police Forfeiture Fund	613.50	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	Advanced Graphix, Inc.	SQUAD GRAPHICS FOR SQUAD 2020	1,088.50	2127
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	PARTIAL STRIP OF SQUAD 2020- REMOVE R	515.00	2081
400-10-00-452000	Vehicles / Equipment	Tenvoorde Ford, Inc	PATROL FLEET TRUCK REPLACEMENT	48,452.04	110901
400-10-00-453000	Other Improvements	SOS OFFICE FURNITURE	DESKS FOR SUBSTATION (2)	1,133.00	110948
			Total Department 10-00 POLICE DEPARTMENT	51,188.54	
			Total Fund 400 Equipment Revolving	51,188.54	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	TruNorth Painting, Inc.	STATION PAINTING	8,900.00	110888
			Total Department 13-00 FIRE DEPARTMENT	8,900.00	
			Total Fund 401 Fire Equipment	8,900.00	
Fund: 402 Parks & Recreation Vehicle Rev					
Department: 40-40 RECREATION ADMINISTRATION					
402-40-40-452000	Vehicles / Equipment	Crysteel Truck Equipment,	VARIOUS PARTS AND EQUIPMENT + INSTALL	9,876.00	2094
			Total Department 40-40 RECREATION ADMINISTRATION	9,876.00	
			Total Fund 402 Parks & Recreation Vehicle Rev	9,876.00	
Fund: 408 Pathway Maintenance Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
408-20-20-430000	Professional Services	GOODPOINT TECHNOLOGY	2024 PAVEMENT CONDITION DATA COLLECTI	2,340.00	110854
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	2,340.00	
			Total Fund 408 Pathway Maintenance Fund	2,340.00	
Fund: 409 Plant Fund					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	COPIER RENTAL	2,924.63	110958
			Total Department 08-00 CENTRAL SERVICES	2,924.63	
			Total Fund 409 Plant Fund	2,924.63	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-430000-PR2341	PS - DNR Reservoir Woods	Stantec Consulting Service	RESERVOIR WOODS ECP GRANT HABITAT RES	27,500.00	2106
411-40-40-453000-PR2318	Recreation Improvements	Midwest Groundcover	ENGINEERED WOOD FIBER - CP ZIP LINE	2,940.00	110961
411-40-40-453000-PR2318	Recreation Improvements	Midwest Groundcover	VILLA PARK ENGINEERED WOOD FIBER	6,510.00	110898
			Total Department 40-40 RECREATION ADMINISTRATION	36,950.00	
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-453000-PR0627	Other Improvements	VILLA LANDSCAPES	50% DOWN PAYMENT FOR FOUNTAIN REPLACE	17,622.93	110904
			Total Department 40-43 RECREATION MAINTENANCE	17,622.93	
			Total Fund 411 Recreation Improvements	54,572.93	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	Streetscape Maintenance	7,500.00	2131
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	7,500.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 417 STREETScape					
Total Fund 417 STREETScape				7,500.00	
Fund: 589 TIF District #22 Twin Lakes II					
Department: 57-00 EDA - GENERAL					
589-57-00-448002	Administrative Charge TIF	EHLERS & ASSOCIATES, INC.	TIF TWIN LAKES REDEVELOPMENT ESTIMATE	155.00	110871
Total Department 57-00 EDA - GENERAL				155.00	
Total Fund 589 TIF District #22 Twin Lakes II				155.00	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	AMERICAN ENGINEERING TESTI	SAP - 2024 PMP	5,078.75	2079
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	10,086.73	110964
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	443,499.79	110964
Total Department 20-23 STREET CONSTRUCTION				458,665.27	
Total Fund 590 Special Assmt. Construction				458,665.27	
Fund: 592 Street Construction - 2022					
Department: 20-23 STREET CONSTRUCTION					
592-20-23-490000-PW2222	Contractor Payments	Veit & Company, Inc.	S MCCARRONS RETAINING WALL	373,323.87	110938
Total Department 20-23 STREET CONSTRUCTION				373,323.87	
Total Fund 592 Street Construction - 2022				373,323.87	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ALLEN J HALL	UB refund for account: 000457-000	21.58	110919
600-00-00-202000	Accounts Payable	BRADLEY JOHNSON	UB refund for account: 009603-000	30.68	110918
600-00-00-202000	Accounts Payable	CHRISTINE MEYER	UB refund for account: 017277-000	44.50	110924
600-00-00-202000	Accounts Payable	DELORES WRIGHT	UB refund for account: 005849-000	1.66	110927
600-00-00-202000	Accounts Payable	DONNA STENE	UB refund for account: 005421-000	14.61	110983
600-00-00-202000	Accounts Payable	DUSTIN THOMFORDE	UB refund for account: 023050-000	81.71	110922
600-00-00-202000	Accounts Payable	DWIGHT D COLBY	UB refund for account: 009687-000	74.16	110923
600-00-00-202000	Accounts Payable	ELIZABETH KAMPSEN	UB refund for account: 005419-000	22.68	110981
600-00-00-202000	Accounts Payable	ESTATE OF JILL ANN PECK	UB refund for account: 001138-000	37.49	110926
600-00-00-202000	Accounts Payable	GAFFAR MANSOOR	UB refund for account: 014739-000	36.28	110921
600-00-00-202000	Accounts Payable	JUANITA GRAYDEN	UB refund for account: 002250-000	27.83	110917
600-00-00-202000	Accounts Payable	JULIAN GUO & RUOFEI XU	UB refund for account: 018528-000	14.86	110976
600-00-00-202000	Accounts Payable	LAURA & ADAM TURNER	UB refund for account: 025149-000	131.13	110916
600-00-00-202000	Accounts Payable	LAURA PRITZKER	UB refund for account: 021124-000	11.29	110910
600-00-00-202000	Accounts Payable	LORRAINE HANSEN	UB refund for account: 009774-000	21.30	110977
600-00-00-202000	Accounts Payable	MARTIN GREVEN	UB refund for account: 025232-000	19.90	110913
600-00-00-202000	Accounts Payable	PEARCY ENTERPRISES, LLC	UB refund for account: 026769-000	44.07	110984
600-00-00-202000	Accounts Payable	RICHARD SCHUSTER	UB refund for account: 003587-000	41.16	110979
600-00-00-202000	Accounts Payable	ROBERT SMITH	UB refund for account: 003990-000	51.59	110982
600-00-00-202000	Accounts Payable	RYAN & ALYSSA SCHMIDT	UB refund for account: 020838-000	143.52	110912
600-00-00-202000	Accounts Payable	WILLIAM BOMBERG	UB refund for account: 026606-000	14.52	110911
600-00-00-202000	Accounts Payable	WILLIAM T BOWLER	UB refund for account: 003926-000	29.96	110920
Total Department 00-00 GENERAL				916.48	
Department: 50-00 SANITARY SEWER					
600-50-00-424000	Operating Supplies	General Industrial Supply	LOCATE PAINT AND GLOVES	94.08	2104
600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER RE	DEVAY, GWEN	I&I GRANT REBATE 80%	6,472.00	110905
600-50-00-430000	Professional Services	Ehlers & Associates, Inc.	2024 UTILITY RATE STUDY UPDATE	765.00	110871

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 50-00 SANITARY SEWER					
600-50-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT	56.71	2104
600-50-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT AND GLOVES	68.00	2104
600-50-00-430000	Professional Services	InfoSend, Inc.	AUG 2024 BILLING	133.97	2133
600-50-00-431100	Postage	InfoSend, Inc.	AUG 2024 BILLING	485.61	2133
600-50-00-439000	CONTRACT MAINTENANCE	Advanced Engineering & Env	LONG LAKE L/S RADIO TUNE	546.00	110884
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	SEPTEMBER INVOICE AND CC PROCESSING F	4,723.40	2137
600-50-00-453000-PW2404	Other Improvements	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	8,360.00	110964
Total Department 50-00 SANITARY SEWER				21,704.77	
Total Fund 600 Sanitary Sewer				22,621.25	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ALLEN J HALL	UB refund for account: 000457-000	14.58	110919
610-00-00-202000	Accounts Payable	ANA MEMEDOVICH	UB refund for account: 013621-000	12.47	110915
610-00-00-202000	Accounts Payable	BRADLEY JOHNSON	UB refund for account: 009603-000	43.46	110918
610-00-00-202000	Accounts Payable	CHRISTINE MEYER	UB refund for account: 017277-000	26.60	110924
610-00-00-202000	Accounts Payable	DELORES WRIGHT	UB refund for account: 005849-000	15.53	110927
610-00-00-202000	Accounts Payable	DONNA STENE	UB refund for account: 005421-000	18.63	110983
610-00-00-202000	Accounts Payable	DUSTIN THOMFORDE	UB refund for account: 023050-000	44.85	110922
610-00-00-202000	Accounts Payable	DWIGHT D COLBY	UB refund for account: 009687-000	75.52	110923
610-00-00-202000	Accounts Payable	ELIZABETH KAMPSEN	UB refund for account: 005419-000	19.46	110981
610-00-00-202000	Accounts Payable	ESTATE OF JILL ANN PECK	UB refund for account: 001138-000	52.99	110926
610-00-00-202000	Accounts Payable	GAFFAR MANSOOR	UB refund for account: 014739-000	20.68	110921
610-00-00-202000	Accounts Payable	JOSHUA PELTO	UB refund for account: 025613-000	211.73	110925
610-00-00-202000	Accounts Payable	JUANITA GRAYDEN	UB refund for account: 002250-000	24.80	110917
610-00-00-202000	Accounts Payable	JULIAN GUO & RUOFEI XU	UB refund for account: 018528-000	20.24	110976
610-00-00-202000	Accounts Payable	KELLY ANDERSON	UB refund for account: 016055-000	14.01	110914
610-00-00-202000	Accounts Payable	LAURA & ADAM TURNER	UB refund for account: 025149-000	133.50	110916
610-00-00-202000	Accounts Payable	LAURA PRITZKER	UB refund for account: 021124-000	12.56	110910
610-00-00-202000	Accounts Payable	LAWRENCE SCHAEFER	UB refund for account: 008312-000	95.16	110978
610-00-00-202000	Accounts Payable	LORRAINE HANSEN	UB refund for account: 009774-000	19.87	110977
610-00-00-202000	Accounts Payable	MARTIN GREVEN	UB refund for account: 025232-000	20.74	110913
610-00-00-202000	Accounts Payable	PEARCY ENTERPRISES, LLC	UB refund for account: 026769-000	44.85	110984
610-00-00-202000	Accounts Payable	RICHARD SCHUSTER	UB refund for account: 003587-000	25.78	110979
610-00-00-202000	Accounts Payable	ROBERT SMITH	UB refund for account: 003990-000	52.80	110982
610-00-00-202000	Accounts Payable	RYAN & ALYSSA SCHMIDT	UB refund for account: 020838-000	117.36	110912
610-00-00-202000	Accounts Payable	SUSAN BUJOLD	UB refund for account: 014339-000	179.61	110980
610-00-00-202000	Accounts Payable	WILLIAM BOMBERG	UB refund for account: 026606-000	20.60	110911
610-00-00-202000	Accounts Payable	WILLIAM T BOWLER	UB refund for account: 003926-000	14.21	110920
610-00-00-208100	State Surcharge-Water	MN Dept of Health-Drinking	QTR WATER SERVICE CONNECTION FEE	25,284.15	110930
Total Department 00-00 GENERAL				26,636.74	
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	16" GATE VALVE AND PARTS CO. RD B AND	22,620.69	2100
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	COMPRESSION COUPLER	265.40	2100
610-51-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT	56.71	2104
610-51-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT AND GLOVES	68.00	2104
610-51-00-430000	Professional Services	InfoSend, Inc.	AUG 2024 BILLING	133.96	2133
610-51-00-430000	Professional Services	Water Conservation Service	WATER MAIN BREAK @ 2375 FAIRVIEW AVE	791.92	110876
610-51-00-431100	Postage	InfoSend, Inc.	AUG 2024 BILLING	485.60	2133
610-51-00-439000	CONTRACT MAINTENANCE	Adam's Pest Control Inc	PEST CONTROL FOR BOOSTER STATION	131.13	2097
610-51-00-440000	Conferences	Struntz, Thomas	PARKING FOR CONFERENCE	5.00	110970

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 51-00 WATER FUND					
610-51-00-440000	Conferences	Struntz, Thomas	PARKING FOR CONFERENCE	3.75	110970
610-51-00-440000	Conferences	SUSA	UTILITIES OPERATIONS SCHOOL	75.00	110856
610-51-00-440000	Conferences	SUSA	SUSA UTILITIES OPERATIONS SCHOOL	75.00	110855
610-51-00-441000	Training	MINNESOTA DEPARTMENT OF HE	EXAM CLASS C AMANDA RODRIGUEZ	32.00	110929
610-51-00-441000	Training	SUSA	2024 ONE DAY SCHOOL	75.00	110885
610-51-00-444000	St. Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL - SEPT	620,588.81	110941
610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	1,646.35	110964
Total Department 51-00 WATER FUND				647,054.32	
Total Fund 610 Water Fund				673,691.06	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-423000	Vehicle Supplies & Mainten	Davis Equipment Corp	CUSHMAN PART	13.31	2099
620-52-51-424000	Operating Supplies	SHI International Corp	LAPTOP DOCKING STATION	179.00	2123
620-52-51-424000	Operating Supplies	SiteOne Landscape Supply,	MILORGANITE PROF GRADE FERTILIZER	36.24	110890
620-52-51-424000	Operating Supplies	Tio's Food and Beverage	EVENT CATERING - GOLFTOBERFEST	604.54	110962
620-52-51-424000	Operating Supplies	Tio's Food and Beverage	EVENT CATERING - WOMEN, WINE & NO WHI	1,028.84	110962
620-52-51-424000	Operating Supplies	Twin Cities Flag Source, I	4X6 USA NYLON I FLAG (2)	106.00	110883
620-52-51-424000-PR5304	Operating Supplies	Roseville Cedarholm Golf C	FALL GOLF LEAGUE PRIZE MONEY	500.00	110951
620-52-51-424000-PR5304	Operating Supplies	Tio's Food and Beverage	EVENT CATERING - MONDAY LEAGUE SOCIAL	4,490.17	110962
620-52-51-424000-PR5304	Operating Supplies	Tio's Food and Beverage	EVENT CATERING - TUESDAY LEAGUE SOCIA	3,924.48	110962
620-52-51-424000-PR5304	Operating Supplies	Tio's Food and Beverage	EVENT CATERING - WEDNESDAY LEAGUE SOC	2,404.81	110962
620-52-51-424000-PR5304	Operating Supplies	Tio's Food and Beverage	EVENT CATERING - THURSDAY LEAGUE SOCI	4,041.38	110962
620-52-51-431000	Telephone	T Mobile	CELL PHONES SEPT AND OCT	75.00	110956
620-52-51-439000	CONTRACT MAINTENANCE	Coffee Mill, Inc.	FILTER CHANGE ON COFFEE MAKER	99.00	110873
620-52-51-439000	CONTRACT MAINTENANCE	Summit Fire Protection	PRE-ENGINEERED INSPECTIONS AT CEDARHO	381.00	110870
Total Department 52-51 CEDARHOLM GOLF COURSE				17,883.77	
Total Fund 620 Golf Course				17,883.77	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ALLEN J HALL	UB refund for account: 000457-000	8.72	110919
640-00-00-202000	Accounts Payable	ANA MEMEDOVICH	UB refund for account: 013621-000	68.60	110915
640-00-00-202000	Accounts Payable	CHRISTINE MEYER	UB refund for account: 017277-000	15.89	110924
640-00-00-202000	Accounts Payable	DONNA STENE	UB refund for account: 005421-000	5.68	110983
640-00-00-202000	Accounts Payable	DUSTIN THOMFORDE	UB refund for account: 023050-000	26.80	110922
640-00-00-202000	Accounts Payable	DWIGHT D COLBY	UB refund for account: 009687-000	45.09	110923
640-00-00-202000	Accounts Payable	ELIZABETH KAMPSEN	UB refund for account: 005419-000	11.62	110981
640-00-00-202000	Accounts Payable	GAFFAR MANSOOR	UB refund for account: 014739-000	12.36	110921
640-00-00-202000	Accounts Payable	JUANITA GRAYDEN	UB refund for account: 002250-000	14.82	110917
640-00-00-202000	Accounts Payable	JULIAN GUO & RUOFEI XU	UB refund for account: 018528-000	1.56	110976
640-00-00-202000	Accounts Payable	LAURA & ADAM TURNER	UB refund for account: 025149-000	79.69	110916
640-00-00-202000	Accounts Payable	LAURA PRITZKER	UB refund for account: 021124-000	5.23	110910
640-00-00-202000	Accounts Payable	LORRAINE HANSEN	UB refund for account: 009774-000	11.88	110977
640-00-00-202000	Accounts Payable	MARTIN GREVEN	UB refund for account: 025232-000	11.39	110913
640-00-00-202000	Accounts Payable	PEARCY ENTERPRISES, LLC	UB refund for account: 026769-000	26.79	110984
640-00-00-202000	Accounts Payable	RICHARD SCHUSTER	UB refund for account: 003587-000	15.40	110979
640-00-00-202000	Accounts Payable	ROBERT SMITH	UB refund for account: 003990-000	31.84	110982
640-00-00-202000	Accounts Payable	RYAN & ALYSSA SCHMIDT	UB refund for account: 020838-000	70.17	110912
640-00-00-202000	Accounts Payable	SUSAN BUJOLD	UB refund for account: 014339-000	12.47	110980
640-00-00-202000	Accounts Payable	WILLIAM T BOWLER	UB refund for account: 003926-000	8.49	110920

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				484.49	
Department: 54-00 STORM WATER					
640-54-00-424000	Operating Supplies	Fra-Dor Inc.	ASPHALT DEBRIS DUMP FEE	50.00	110861
640-54-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT	56.72	2104
640-54-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT AND GLOVES	68.00	2104
640-54-00-430000	Professional Services	InfoSend, Inc.	AUG 2024 BILLING	133.96	2133
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	246.00	2105
640-54-00-431100	Postage	InfoSend, Inc.	AUG 2024 BILLING	485.60	2133
640-54-00-438000	Rental	Railroad Management Co. II	STORM SEWER PIPE CROSSINGS	2,085.08	110944
640-54-00-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL OVER TOWNHOME	3,600.00	110872
640-54-00-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	DEER DISPOSAL	129.00	110953
640-54-00-439000	CONTRACT MAINTENANCE	WWGoetsch Associates, Inc.	200 HP MOTOR FOR ST. CROIX STORM L/S	46,766.50	110868
640-54-00-439000-PW2408	CONTRACT MAINTENANCE	WSB & Associates, Inc.	POND MAINTENANCE ASSESSMENT	1,204.50	2092
640-54-00-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	78,320.95	110964
Total Department 54-00 STORM WATER				133,146.31	
Total Fund 640 Storm Drainage				133,630.80	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ALLEN J HALL	UB refund for account: 000457-000	4.73	110919
650-00-00-202000	Accounts Payable	CHRISTINE MEYER	UB refund for account: 017277-000	8.61	110924
650-00-00-202000	Accounts Payable	DONNA STENE	UB refund for account: 005421-000	3.08	110983
650-00-00-202000	Accounts Payable	DUSTIN THOMFORDE	UB refund for account: 023050-000	14.53	110922
650-00-00-202000	Accounts Payable	DWIGHT D COLBY	UB refund for account: 009687-000	24.44	110923
650-00-00-202000	Accounts Payable	ELIZABETH KAMPSEN	UB refund for account: 005419-000	6.29	110981
650-00-00-202000	Accounts Payable	GAFFAR MANSOOR	UB refund for account: 014739-000	6.70	110921
650-00-00-202000	Accounts Payable	JUANITA GRAYDEN	UB refund for account: 002250-000	8.03	110917
650-00-00-202000	Accounts Payable	JULIAN GUO & RUOFEI XU	UB refund for account: 018528-000	0.85	110976
650-00-00-202000	Accounts Payable	KELLY ANDERSON	UB refund for account: 016055-000	121.07	110914
650-00-00-202000	Accounts Payable	LAURA & ADAM TURNER	UB refund for account: 025149-000	43.24	110916
650-00-00-202000	Accounts Payable	LAURA PRITZKER	UB refund for account: 021124-000	2.83	110910
650-00-00-202000	Accounts Payable	LORRAINE HANSEN	UB refund for account: 009774-000	6.44	110977
650-00-00-202000	Accounts Payable	MARTIN GREVEN	UB refund for account: 025232-000	6.18	110913
650-00-00-202000	Accounts Payable	PEARCY ENTERPRISES, LLC	UB refund for account: 026769-000	14.52	110984
650-00-00-202000	Accounts Payable	RICHARD SCHUSTER	UB refund for account: 003587-000	8.35	110979
650-00-00-202000	Accounts Payable	ROBERT SMITH	UB refund for account: 003990-000	16.93	110982
650-00-00-202000	Accounts Payable	RYAN & ALYSSA SCHMIDT	UB refund for account: 020838-000	38.06	110912
650-00-00-202000	Accounts Payable	WILLIAM T BOWLER	UB refund for account: 003926-000	4.60	110920
Total Department 00-00 GENERAL				339.48	
Total Fund 650 ENVIRONMENTAL				339.48	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	SEPT 24 ADMIN SERVICES	33.00	2096
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	SEPT 24 ADMIN SERVICES	235.00	2096
700-60-00-430052	Golf Course Claims	SFM RISK SOLUTIONS	SEPT 24 ADMIN SERVICES	1,431.00	2096
700-60-00-430053	STORM SEWER CLAIMS	SFM RISK SOLUTIONS	SEPT 24 ADMIN SERVICES	235.00	2096
Total Department 60-00 WORKERS COMPENSATION				1,934.00	
Total Fund 700 Workers Compensation				1,934.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS SEPTEMBER	9,861.10	2080
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEES SEPTEMBER	1,922.92	2080
Total Department 00-00 GENERAL				11,784.02	
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	325.40	110937
710-61-00-430021	Street Department Claims	League of MN Cities Ins Tr	CLAIM # LMC CA 000000347323	2,315.84	110869
710-61-00-430056	Community Development Clai	MCDONALD HOPKINS LLC	PROFESSIONAL SERVICES RENDERED (DB)	779.40	110906
Total Department 61-00 RISK MANAGEMENT				3,420.64	
Total Fund 710 Risk Management				15,204.66	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119118	Senior Deferred Loans	CENTER FOR ENERGY AND ENVI	REIMBURSEMENT FOR LOANS AND ORIGINATI	22,580.00	2109
723-00-00-119119	GMHC Revolving Home Imprv	CENTER FOR ENERGY AND ENVI	REIMBURSEMENT FOR LOANS AND ORIGINATI	79,015.00	2109
Total Department 00-00 GENERAL				101,595.00	
Total Fund 723 Housing & Redevelopment Agency				101,595.00	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	102.04	2129
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	EDA ATTORNEY SERVICES	367.00	110939
Total Department 57-00 EDA - GENERAL				469.04	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	CENTER FOR ENERGY AND ENVI	REIMBURSEMENT FOR LOANS AND ORIGINATI	3,250.00	2109
Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM				3,250.00	
Total Fund 725 EDA Operating Fund				3,719.04	
Fund: 727 South East Roseville Initiativ					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	Saint Paul Area Chamber of	RICE AND LARPENTEUR ALLIANCE PROFESSI	10,416.67	110949
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 ---					
		100-00-00-210600	Union Dues Deduction	6,977.00	
		100-00-00-211100	ICMA Def Comp	9,503.64	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-00-00-211202	HRA Employer	8,475.00	
		100-01-00-430000	Professional Services	919.46	
		100-02-00-430000	Professional Services	74,971.00	
		100-02-00-439000	CONTRACT MAINTENANCE	697.00	
		100-02-00-448054	Volunteer Recognition	14.48	
		100-04-00-430000	Professional Services	982.89	
		100-04-00-440000	Conferences	332.99	
		100-08-00-424000	Operating Supplies	176.58	
		100-10-00-422000	Clothing	7,343.98	
		100-10-00-424000	Operating Supplies	60.00	
		100-10-00-430000	Professional Services	385.00	
		100-10-00-431000	Telephone	4,256.96	
		100-10-00-439000	CONTRACT MAINTENANCE	251.58	
		100-10-00-443500	Minor Equipment	345.41	
		100-13-00-422000	Clothing	231.80	
		100-13-00-423000	Vehicle Supplies & Maintenance	299.34	
		100-13-00-430000	Professional Services	2,200.00	
		100-13-00-439000	CONTRACT MAINTENANCE	3,029.18	
		100-13-13-436000	Utilities	3,025.90	
		100-13-13-441000	Training	3,450.00	
		100-13-18-439000	CONTRACT MAINTENANCE	1,565.00	
		100-13-23-414000	Employer Pension	46,399.68	
		100-20-20-420000	Office Supplies	40.00	
		100-20-20-424000	Operating Supplies	867.00	
		100-20-20-440000	Conferences	223.59	
		100-20-21-424000	Operating Supplies	7,356.59	
		100-20-21-430000	Professional Services	1,995.00	
		100-20-22-436000	Utilities	2,557.01	
		100-20-30-422000	Clothing	132.33	
		100-20-30-423000	Vehicle Supplies & Maintenance	5,361.51	
		100-20-30-424000	Operating Supplies	299.33	
		100-20-30-437000	Contract Maint. - Vehicles	1,683.12	
		100-23-00-424000	Op Supplies-City Hall	782.26	
		100-23-00-430000	Professional Services	7,817.70	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	2,538.60	
		100-23-00-439003	Contract Maint.- City Garage	304.74	
		100-23-00-439010	Contract Manit. - HVAC	3,325.71	
		103-00-00-230000	Deposits	44,500.00	
		103-00-00-230125	Water/Sewer Disconnect Escrow	10,000.00	
		110-09-00-434000	Printing	21,077.43	
		200-00-00-230160	Deposits-Arboretum Bricks	830.00	
		200-40-40-431000	Telephone	515.61	
		200-40-40-432000	Transportation	657.27	
		200-40-41-424000-PR0290	Operating Supplies	210.00	
		200-40-41-430000-PR0212	Professional Services	3,894.00	
		200-40-41-430000-PR0250	Professional Services	240.00	
		200-40-41-430000-PR0252	Professional Services	3,024.00	
		200-40-41-430000-PR0265	Professional Services	9,172.80	
		200-40-41-430000-PR0270	Professional Services	35.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-41-430000-PR0273	Professional Services	4,320.00	
		200-40-42-438000	Rental	1,422.50	
		200-40-50-430000-PR0119	Professional Services	2,301.84	
		200-40-50-436000-PR0119	Utilities	588.88	
		200-40-53-382100	Building Rental	200.00	
		200-40-53-424000	Operating Supplies	390.54	
		200-40-53-439000	CONTRACT MAINTENANCE	4,433.12	
		201-40-50-424000-PR0119	Operating Supplies	1,300.00	
		204-40-43-422000	Clothing	2.73	
		204-40-43-423000	Vehicle Supplies & Maintenance	418.66	
		204-40-43-424000	Operating Supplies	885.35	
		204-40-43-430000-PR0400	Professional Services	65.00	
		204-40-43-431000	Telephone	703.79	
		204-40-43-431000-PR0627	Telephone	35.03	
		204-40-43-437000	Contract Maint. - Vehicles	691.56	
		204-40-43-439000	CONTRACT MAINTENANCE	198.95	
		260-00-00-230000	Deposits	7,000.00	
		260-56-17-430007	Electrical Inspections	10,234.96	
		260-56-17-431000	Telephone	52.15	
		260-56-57-430000	Professional Services	246.00	
		265-05-00-424000	Operating Supplies	270.40	
		265-05-00-430000	Professional Services	1,825.74	
		265-05-00-431000	Telephone	167.05	
		265-05-00-432000	Transportation	584.65	
		265-05-00-436000	Utilities	808.34	
		265-05-00-443500	Minor Equipment	310.00	
		290-00-00-230000	Deposits	613.50	
		400-10-00-452000	Vehicles / Equipment	50,055.54	
		400-10-00-453000	Other Improvements	1,133.00	
		401-13-00-453000	Other Improvements	8,900.00	
		402-40-40-452000	Vehicles / Equipment	9,876.00	
		408-20-20-430000	Professional Services	2,340.00	
		409-08-00-438100	Rental-Copier Machines	2,924.63	
		411-40-40-430000-PR2341	PS - DNR Reservoir Woods Grant	27,500.00	
		411-40-40-453000-PR2318	Recreation Improvements	9,450.00	
		411-40-43-453000-PR0627	Other Improvements	17,622.93	
		417-20-20-439000	CONTRACT MAINTENANCE	7,500.00	
		589-57-00-448002	Administrative Charge TIF	155.00	
		590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	458,665.27	
		592-20-23-490000-PW2222	Contractor Payments	373,323.87	
		600-00-00-202000	Accounts Payable	916.48	
		600-50-00-424000	Operating Supplies	94.08	
		600-50-00-424200-PW2418	PRIVATE SANITARY SEWER REPAIRS	6,472.00	
		600-50-00-430000	Professional Services	1,023.68	
		600-50-00-431100	Postage	485.61	
		600-50-00-439000	CONTRACT MAINTENANCE	546.00	
		600-50-00-448600	Credit Card Fees	4,723.40	
		600-50-00-453000-PW2404	Other Improvements	8,360.00	
		610-00-00-202000	Accounts Payable	1,352.59	
		610-00-00-208100	State Surcharge-Water	25,284.15	
		610-51-00-424000	Operating Supplies	22,886.09	
		610-51-00-430000	Professional Services	1,050.59	
		610-51-00-431100	Postage	485.60	
		610-51-00-439000	CONTRACT MAINTENANCE	131.13	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		610-51-00-440000	Conferences	158.75	
		610-51-00-441000	Training	107.00	
		610-51-00-444000	St.Paul Water	620,588.81	
		610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	1,646.35	
		620-52-51-423000	Vehicle Supplies & Maintenance	13.31	
		620-52-51-424000	Operating Supplies	1,954.62	
		620-52-51-424000-PR5304	Operating Supplies	15,360.84	
		620-52-51-431000	Telephone	75.00	
		620-52-51-439000	CONTRACT MAINTENANCE	480.00	
		640-00-00-202000	Accounts Payable	484.49	
		640-54-00-424000	Operating Supplies	50.00	
		640-54-00-430000	Professional Services	504.68	
		640-54-00-431100	Postage	485.60	
		640-54-00-438000	Rental	2,085.08	
		640-54-00-439000	CONTRACT MAINTENANCE	50,495.50	
		640-54-00-439000-PW2408	CONTRACT MAINTENANCE	1,204.50	
		640-54-00-453000-PW2404	Cty Rd B Recon & 2024 PMP	78,320.95	
		650-00-00-202000	Accounts Payable	339.48	
		700-60-00-430000	Professional Services	33.00	
		700-60-00-430011	Police Patrol Claims	235.00	
		700-60-00-430052	Golf Course Claims	1,431.00	
		700-60-00-430053	STORM SEWER CLAIMS	235.00	
		710-00-00-210503	DENTAL	11,784.02	
		710-61-00-430000	Professional Services	325.40	
		710-61-00-430021	Street Department Claims	2,315.84	
		710-61-00-430056	Community Development Claims	779.40	
		723-00-00-119118	Senior Deferred Loans	22,580.00	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	79,015.00	
		725-57-00-430000	Professional Services	102.04	
		725-57-00-430000-ED0006	Professional Services	367.00	
		725-57-73-430000	Professional Services	3,250.00	
		727-57-00-430000	Professional Services	10,416.67	
--- TOTALS BY FUND ---					
		100	General Fund	211,428.36	
		103	Contracted Engineering Svcs	54,500.00	
		110	Telecommunications	21,077.43	
		200	Recreation Fund	32,235.56	
		201	Recreation Donations	1,300.00	
		204	PARK MAINTENANCE	3,001.07	
		260	Community Development	17,533.11	
		265	License Center	3,966.18	
		290	Police Forfeiture Fund	613.50	
		400	Equipment Revolving	51,188.54	
		401	Fire Equipment	8,900.00	
		402	Parks & Recreation Vehicle Rev	9,876.00	
		408	Pathway Maintenance Fund	2,340.00	
		409	Plant Fund	2,924.63	
		411	Recreation Improvements	54,572.93	
		417	STREETSCAPE	7,500.00	
		589	TIF District #22 Twin Lakes II	155.00	
		590	Special Assmt. Construction	458,665.27	
		592	Street Construction - 2022	373,323.87	
		600	Sanitary Sewer	22,621.25	
		610	Water Fund	673,691.06	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		620	Golf Course	17,883.77	
		640	Storm Drainage	133,630.80	
		650	ENVIRONMENTAL	339.48	
		700	Workers Compensation	1,934.00	
		710	Risk Management	15,204.66	
		723	Housing & Redevelopment Agency	101,595.00	
		725	EDA Operating Fund	3,719.04	
		727	South East Roseville Initiativ	10,416.67	
		Total For All Funds:		2,296,137.18	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

Item No.: 10.b.

Department Approval



City Manager Approval



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

Background

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

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

Policy Objectives

Required under City Code 103.05.

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.

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35 **Staff Recommendations**

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

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40 **Requested Council Action**

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

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

Attachments: 1. Over \$10,000 Items for Purchase or Sale_Trade-in

46

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	Dodge of Burnsville	5 - 2025 Dodge Durango Pursuit AWD V8	(a) \$	225,000	\$ 218,860	2025 CIP

Key

- (a) Each year the Police Department is budgeted to replace five marked vehicles. The purchase of the five 2025 Dodge Durango Pursuit vehicles are intended to replace five of their existing vehicles. Due to the elongated build time of police vehicles (ranging anywhere between 20-40 weeks), it is being requested by the Police Department to approved the purchase of the 2025 Dodge Durango Pursuit vehicles now to be able to receive it within 2025 and would therefore be covered by their 2025 CIP budget.

REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Receive City Grant Applications Update

Background

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

Grant dollars awarded (not including city contribution) in 2024 have so far totaled \$1,376,744.90

Grant dollars awarded (not including city contribution) in 2023 totaled \$2,103,617.23

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Receive the report.

Requested Council Action

Receive the report.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

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

	A	B	C	D	E	F	G	H	I
1	2024								
2		Organization/Agency	Purpose	Date of Application	Department	City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
3		Ramsey-Washington Metro Watershed District	Street Sweeping Grant	2/1/2024	PW	\$0	\$3,000	\$3,000	\$3,000
4		Ramsey County	SCORE- Recycling Funds	10/26/2023	PW	\$0	\$89,291	\$89,291	\$1,027,420
5		Ramsey County Comm Dev	Marion Street Pathway Construction	3/10/2022	PW	Staff time for construction admin	\$292,400	\$292,400	\$292,400
6		Ramsey County Comm Dev	CR B - Snelling Pedestrian Study	9/28/2022	PW	\$20,000	\$50,000.00	\$25,000.00	\$70,000.00
7		Metropolitan Council	2023 Water Efficiency Grant Amendment	9/8/2023	PW	\$2,000	\$8,000.00	\$8,000.00	\$10,000.00
8		Metropolitan Council	2024-2026 Water Efficiency Grant	3/1/2024	PW	20% match (\$5,500)	\$32,000.00	\$27,500.00	\$33,000.00
9		MnDOT	Active Transportation Bike Plan	11/29/2023	PW	Staff time to administer program	\$100,000 worth of consultant work	\$100,000.00	\$100,000 worth of consultant work
10		Metropolitan Council	I&I Repair for Private Homeowners	12/13/2023	PW	Staff time to administer program	\$50,000	\$40,000	\$40,000
11		Metropolitan Council	I&I Repair for City Sanitary Sewer	1/25/2024	PW	\$1,537,500	\$675,000	\$212,500	\$1,750,000
12		U.S. Department of Energy	Climate Action Planning - Energy Efficiency Conservation Block Grant	1/30/2024	PW	Staff time to administer program	\$76,370.00	\$76,370.00	\$76,370.00
13		MN Dep of Public Safety	Pathways to Policing	1/31/2024	PD	50% Match (CSO/Cadet Salary Cost)	\$50,000	\$50,000	\$100,000
14		MN Dep of Public Safety	Intensive Comprehensive Peace Officer Education and Training (ICPOET) for two trainees	1/31/2024	PD	none	\$100,000.00	\$100,000.00	\$100,000.00
15		MN Dep of Public Safety	Firearms Storage Grant	1/31/2024	PD	none	\$33,683.47	\$12,804.71	\$33,683.47
16		MN Dep of Public Safety	ARMER Equipment (radios)	6/18/2024	PD	5% Match	\$71,082.40	\$50,000.00	\$52,631.58
17		Department of Justice	Supporting LE Agencies Seeking Accreditation	6/3/2024	PD	none	\$250,000.00	\$250,000.00	\$250,000.00
18		Office of Justice Programs	Bulletproof Vest Replacement Program	6/7/2024	PD	50% Match	\$21,900	\$21,629	\$43,258
19		MN Dep of Public Safety	Crisis Response (21 months)	8/19/2024	PD	none	\$200,000	TBD	\$200,000
20		AARP	2024 AARP Community Challenge	3/6/2024	PD	none	\$4,300	\$0	\$4,300
21		Ramsey County	North Central High Intensity Drug Trafficking Area (HIDTA) overtime reimbursement	Quarterly	PD	None- reimbursement	TBD	TBD	TBD
22		Americorps	Forrestry Support - requesting three staff for the summer to support the EAB Program including two for watering/pruning and one administrative support	2/1/2024	Parks and Recreation	Office space and staff support	(\$39,800 in value)	\$0.00	\$39,800.00
23		Minnesota Department of Natural Resources	Expedited Conservation Project - Reservoir Woods Natural Resources	9/17/2024	Parks and Recreation	\$5,000 in kind	\$50,000	TBD	Ongoing
24		Ramsey-Washington Metro Watershed District	Street Sweeping Grant	9/18/2024	PW	None	\$3,250.00	\$3,250.00	\$3,250.00
25		Ramsey-Washington Metro Watershed District	Drainage Improvement	10/2/2024	PW	50% match	\$15,000.00	\$15,000.00	\$30,000.00
26		Metropolitan Council - LCA	Affordable homeownership	9/30/2024	CD	50% of eligible project gap costs	\$500,000		
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36		New Information					Total amount awarded	\$1,376,744.90	

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

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

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

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

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

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

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

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

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

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

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

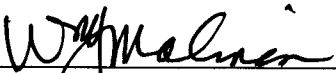
The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Roe, Johnson, Ihlan, Pust and Klausing
and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 18th day of May, 2009 with the original thereof on file in my office.

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



William J Malinen, City Manager

(Seal)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Accept Grant Funding through the United States Department of Justice to Seek Accreditation

Background

On June 2, 2024, the City Council authorized the Roseville Police Department (RPD) to submit a grant application to the U.S. Department of Justice (DOJ) to pursue accreditation. RPD requested \$250,000 to cover personnel costs for a temporary accreditation manager, along with funding for training, overtime, and necessary supplies. In late September, RPD was notified that it had been awarded the full \$250,000 grant. The grant period is two-years.

Accreditation, a voluntary process that involves law enforcement agencies adopting and maintaining standardized policies and procedures, offers significant benefits for both the police department and our community. It ensures that RPD's policies and procedures align with nationally recognized best practices, enhancing the overall efficiency and effectiveness of law enforcement. Additionally, accreditation promotes transparency and accountability by setting clear, measurable standards for performance. Importantly, this process plays a crucial role in building trust and legitimacy within the community. By pursuing accreditation, RPD demonstrates its commitment to upholding the rights and dignity of all residents while providing equitable and effective policing services. Strengthening community-police relations is a critical step toward creating a safer and more inclusive environment for everyone.

In 2023, the Minnesota Chiefs of Police Association (MCPA) received a DOJ grant to establish a statewide accreditation program. Previously, Minnesota lacked a state-specific accreditation body, and national options were often cost-prohibitive for mid-sized and smaller agencies. The MCPA will begin accepting accreditation applications in early 2025, providing an accessible pathway for departments like RPD.

RPD now seeks Council approval to accept the grant funds as outlined in the attached grant agreement. Additionally, as the accreditation manager position is not currently part of the city's compensation plan or 2025 budget, we request approval for this temporary two-year position.

Accreditation Manager (New Temporary Position)

The Police Accreditation Manager is a civilian position responsible for assisting the Roseville Police Department (RPD) in obtaining initial accreditation through the Minnesota Chiefs of Police Association. The position is responsible for resolving quality assurance and accreditation issues to help RPD meet accreditation status. The position is a two-year grant-funded, full-time position.

SALARY: Hourly rate: \$43.04 - \$52.91 or annual salary of \$89,523.20 - \$110,052.80

The City Attorney has reviewed and approved the grant award and agreement.

Policy Objectives

Accreditation aligns with the goals outlined in the City of Roseville's Strategic Racial Equity Plan and supports the city's broader community aspirations. The City of Roseville is committed to creating a welcoming and inclusive environment for all residents, promoting equitable service, and celebrating the diversity that strengthens our community. Seeking accreditation is a vital step in advancing these values. It provides a framework for ensuring that the Roseville Police Department (RPD) continues to operate with the highest standards of professionalism, transparency, and accountability.

By pursuing accreditation, RPD reinforces the city's dedication to excellence, integrity, and public service, while furthering efforts to build trust, legitimacy, and a safer, more equitable Roseville for all.

Equity Impact Summary

Through the accreditation process, the Roseville Police Department (RPD) reaffirms its commitment to upholding the rights and dignity of all residents, particularly those who have historically faced systemic racism and injustice by government institutions. Building trust and legitimacy within marginalized communities is critical, and accreditation serves as a key tool in achieving this goal. By undertaking a comprehensive review of our policies and practices, RPD seeks to ensure that our operations are fair, equitable, and just for all community members.

Accreditation also promotes open dialogue, fostering deeper connections with those who have been disproportionately affected by discriminatory practices. The grant application has the strong backing of the Roseville Police Department Multicultural Advisory Committee (MAC), which supported the application and submitted a letter of support. This collaboration highlights our shared commitment to advancing racial equity and rebuilding trust in law enforcement, ensuring that our efforts align with the values and needs of the entire Roseville community.

Budget Implications

The grant has no city-match requirements. The Accreditation Manager position, including salary and fringe benefits, would be funded through the grant. Additionally, the grant will cover the costs of essential items such as a computer, accreditation fees, training, software, office supplies, and officer overtime for those assisting in the accreditation process. RPD does not anticipate extending the Accreditation Manager position beyond the two-year grant period, as the role is intended to be temporary for the duration of the initial accreditation process.

Staff Recommendations

Staff recommends that the Council authorize the Roseville Police Department (RPD) to accept the two-year funding awarded by the U.S. Department of Justice to pursue accreditation through the Minnesota Chiefs of Police Association, the state's designated accreditation body. Additionally, staff recommends the Council approve the creation of a new temporary position for a Police Accreditation Manager to oversee and manage the accreditation process.

Requested Council Action

Authorize RPD to accept funding through the U.S. Department of Justice to obtain accreditation and approve a temporary Accreditation Manager Position within the police department.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Accreditation Initial Award Roseville PD



Department of Justice (DOJ)

Attachment 1

Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF ROSEVILLE 2660 CIVIC CENTER DR
City, State and Zip:	SAINT PAUL, MN 55113
Recipient UEI:	ME5BU579KM29
Project Title: FY24 CITY OF ROSEVILLE, MN LEA Accreditation Grant	Award Number: 15JCOPS-24-GG-03199-PPSE
Solicitation Title: FY24 Supporting Law Enforcement Agencies Seeking Accreditation - Community Policing Development Solicitation	
Federal Award Amount: \$250,000.00	Federal Award Date: 9/30/24
Awarding Agency:	Office of Community Oriented Policing Services
Funding Instrument Type:	Grant
Opportunity Category: D	
Assistance Listing: 16.710 - Public Safety Partnership and Community Policing Grants	
Project Period Start Date: 10/1/24	Project Period End Date: 9/30/26
Budget Period Start Date: 10/1/24	Budget Period End Date: 9/30/26
Project Description: The Roseville Police Department (RPD) will use funding under FY24 Supporting Law Enforcement Seeking Accreditation award for a full-time Accreditation Manager, who will be solely dedicated to oversee the two-year accreditation process, sworn officer overtime, accreditation fees for The Minnesota Chiefs of Police Association, training, and policy management software.	

Award Letter

September 30, 2024

Dear Erika Scheider,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by CITY OF ROSEVILLE for an award under the funding opportunity entitled 2024 FY24 Supporting Law Enforcement Agencies Seeking Accreditation - Community Policing Development Solicitation. The approved award amount is \$250,000.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Hugh T. Clements
COPS Director

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit www.ojp.gov/program/civil-rights-office/outreach. If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at askOCR@ojp.usdoj.gov or www.ojp.gov/program/civil-rights-office/about#ocr-contacts.

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name

CITY OF ROSEVILLE

UEI

ME5BU579KM29

ORI Number

Street 1

2660 CIVIC CENTER DR

Street 2

City

SAINT PAUL

State/U.S. Territory

Minnesota

Zip/Postal Code

55113

Country

United States

County/Parish

Province

Award Details

Federal Award Date

9/30/24

Award Type

Initial

Award Number

15JCOPS-24-GG-03199-PPSE

Supplement Number

00

Federal Award Amount

\$250,000.00

Funding Instrument Type

Grant

Assistance Listing Number

Assistance Listings Program Title

16.710

Public Safety Partnership and Community Policing Grants

Statutory Authority

The Public Safety Partnership and Community Policing Act of 1994, 34 U.S.C. § 10381 et seq

[] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2024 FY24 Supporting Law Enforcement Agencies
Seeking Accreditation - Community Policing
Development Solicitation

Awarding Agency

COPS

Application Number

GRANT14151263

Grant Manager

LEE GRIGGS

Phone Number

202-805-7680

E-mail Address

lee.anne.griggs@usdoj.gov

Project Title

FY24 CITY OF ROSEVILLE, MN LEA Accreditation Grant

Performance Period Start

Date

10/01/2024

Performance Period End Date

09/30/2026

Budget Period Start Date

10/01/2024

Budget Period End Date

09/30/2026

Project Description

The Roseville Police Department (RPD) will use funding under FY24 Supporting Law Enforcement Seeking Accreditation award for a full-time Accreditation Manager, who will be solely dedicated to oversee the two-year accreditation process, sworn officer overtime, accreditation fees for The Minnesota Chiefs of Police Association, training, and policy management software.

[] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

A financial analysis of budgeted costs has been completed. All costs listed in the approved budget below were programmatically approved based on the final proposed detailed budget and budget narratives submitted by your

agency to the COPS Office. Any adjustments or edits to the proposed budget are explained below.

Budget Clearance Date: 9/9/24 10:10 AM

Comments				
No items				
Budget Category	Proposed Budget	Change	Approved Budget	Percentages
Sworn Officer Positions:	\$0	\$0	\$0	—
Civilian or Non-Sworn Personnel:	\$232,024	\$0	\$232,024	—
Travel:	\$4,400	\$0	\$4,400	—
Equipment:	\$0	\$0	\$0	—
Supplies:	\$3,616	\$0	\$3,616	—
SubAwards:	\$0	\$0	\$0	—
Procurement Contracts:	\$0	\$0	\$0	—
Other Costs:	\$9,960	\$0	\$9,960	—
Total Direct Costs:	\$250,000	\$0	\$250,000	—
Indirect Costs:	\$0	\$0	\$0	—
Total Project Costs:	\$250,000	\$0	\$250,000	—
Federal Funds:	\$250,000	\$0	\$250,000	100.00%
Match Amount:	\$0	\$0	\$0	0.00%
Program Income:	\$0	\$0	\$0	0.00%
Budget Category				
Sworn Officer				
Civilian Personnel				
Travel				
Equipment				

Supplies

SubAwards

Procurement Contracts

Other Costs

Indirect Costs

☐ I have read and understand the information presented in this section of the Federal Award Instrument.

Other Award Documents

☐ I have read and understand the information presented in this section of the Federal Award Instrument.

No other award documents have been added.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Condition 1

Restrictions on Internal Confidentiality Agreements: No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Further Consolidated Appropriations Act, 2024, Public Law 118-47, Division B, Title VII, Section 742.

Condition 2

Federal Civil Rights: The recipient and any subrecipient must comply with applicable federal civil rights and nondiscrimination statutes and regulations including: Section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), as implemented in Subparts C and D of 28 C.F.R. Part 42; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as implemented in Subpart G of 28 C.F.R. Part 42; section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681), as implemented in Subpart D of 28 C.F.R. Parts 42 and 54; section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102), as implemented in Subpart I of 28 C.F.R. Part 42; and section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)), as implemented in Subpart D of 28 C.F.R. Part 42. In addition to applicable federal statutes and regulations that pertain to civil rights and nondiscrimination, the recipient and any subrecipient must comply with the requirements in 28 C.F.R. Parts 22 (Confidentiality of Identifiable Research and Statistical Information); 28 C.F.R. Part 23 (Criminal Intelligence Systems Operating Policies); 28 C.F.R. Part 38 (Partnerships with Faith-Based and Other Neighborhood Organizations); and 28 C.F.R. Part 46 (Protection of Human Subjects). For an overview of the civil rights laws and nondiscrimination requirements in connection with your award, please see <https://www.ojp.gov/program/civil-rights/overview>.

Condition 3

Award Monitoring Activities: Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing.

Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 2 C.F.R. §§ 200.334 and 200.337, and, as applicable, 34 U.S.C. § 10385(a).

Condition 4

Authorized Representative Responsibility: The recipient understands that, in accepting this award, the Authorized Representatives declare and certify, among other things, that they possess the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accept (or adopt) all material requirements throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

Condition 5

Contract Provision: All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Please see appendices in the Award Owner's Manual for a full text of the contract provisions.

Condition 6

Award Owner's Manual: The recipient agrees to comply with the terms and conditions in the applicable award year COPS Office Program Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.) as applicable; Students, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 (34 U.S.C. § 10551, et seq.) as applicable; the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), including subsequent changes, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

Failure to comply with one or more award requirements may result in remedial action including, but not limited to, withholding award funds, disallowing costs, suspending, or terminating the award, or other legal action as appropriate.

Should any provision of an award condition be deemed invalid or unenforceable by its terms, that provision will be applied to give it the maximum effect permitted by law. Should the provision be deemed invalid or unenforceable in its entirety, such provision will be severed from this award.

Condition 7

Duplicative Funding: The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the same item or service also funded under this award.

Condition 8

Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and COPS Office authority to terminate award): The recipient and subrecipient agree to comply with the following requirements of 2 C.F.R. Part 175, Appendix A to Part 175 – Award Term:

I. Trafficking in Persons

(a) Provisions applicable to a recipient that is a private entity. (1) Under this award, the recipient, its employees, subrecipients under this award, and subrecipient's employees must not engage in:

(i) Severe forms of trafficking in persons;

(ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;

(iii) The use of forced labor in the performance of this award or any subaward; or

(iv) Acts that directly support or advance trafficking in persons, including the following acts:

(A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

(B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

- (1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or
 - (2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
- (C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- (D) Charging recruited employees a placement or recruitment fee; or
- (E) Providing or arranging housing that fails to meet the host country's housing and safety standards.

(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph

(a)(1) of this this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB

Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by DOJ at 2 C.F.R. Part 2867.

(b) Provision applicable to a recipient other than a private entity. (1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph

(a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension

(Nonprocurement)," as implemented by 2 C.F.R. Part 2867.

(c) Provisions applicable to any recipient.

(1) The recipient must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.

(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:

(i) Implements the requirements of 22 U.S.C. 78, and

(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.

(3) The recipient must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.

(4) If applicable, the recipient must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

(d) Definitions. For purposes of this award term:

Employee means either:

(1) An individual employed by the recipient or a subrecipient who is engaged in the performance of the project or program under this award; or

(2) Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

Private Entity means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.

The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "Abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Condition 9

Termination: Recipient understands and agrees that the COPS Office may terminate funding, in whole or in part, for the following reasons:

- (1) When the recipient fails to comply with the terms and conditions of a Federal award.
- (2) When the recipient agrees to the termination and termination conditions.
- (3) When the recipient provides the COPS Office written notification requesting termination including the reasons, effective date, and the portion of the award to be terminated. The COPS Office may terminate the entire award if the remaining portion will not accomplish the purposes of the award.
- (4) Pursuant to any other award terms and conditions, including, when an award no longer effectuates the program goals or agency priorities to the extent such termination is authorized by law.

2. C.F.R. § 200.340.

Condition 10

Recipient Integrity and Performance Matters: For awards over \$500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

I. Reporting of Matters Related to Recipient Integrity and Performance

(a) General Reporting Requirement.

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110–417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111–212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) Proceedings About Which You Must Report.

(1) You must submit the required information about each proceeding that—

(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

(ii) Reached its final disposition during the most recent five-year period; and

(iii) Is one of the following—

(A) A criminal proceeding that resulted in a conviction;

(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(D) Any other criminal, civil, or administrative proceeding if—

(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);

(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) Reporting Procedures. Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

(d) Reporting Frequency. During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) Definitions. For purposes of this award term—

Administrative proceeding means a nonjudicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether

entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

Condition 11

Reporting Subawards and Executive Compensation: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

I. Reporting Subawards and Executive Compensation

(a) Reporting of first-tier subawards—(1) Applicability. Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000. All reported subawards should reflect the total amount of the subaward.

(2) Reporting Requirements. (i) The entity or Federal agency must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsr.gov>.

(ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(b) Reporting total compensation of recipient executives for entities—(1) Applicability. The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:

(i) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000;

(ii) in the preceding fiscal year, the recipient received:

(A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Reporting Requirements. The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:

(i) As part of the recipient's registration profile at <https://www.sam.gov>.

(ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)

(c) Reporting of total compensation of subrecipient executives—(1) Applicability. Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

(i) The total Federal funding authorized to date under the subaward equals or exceeds \$30,000;

(ii) In the subrecipient's preceding fiscal year, the subrecipient received:

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see

the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Reporting Requirements. Subrecipients must report to the recipient their executive total compensation described in

paragraph

(c)(1) of this appendix. The recipient is required to submit this information to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov> no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(d) Exemptions. (1) A recipient with gross income under \$300,000 in the previous tax year is exempt from the requirements to report:

(i) Subawards, and

(ii) The total compensation of the five most highly compensated executives of any subrecipient.

(e) Definitions. For purposes of this award term:

Entity includes:

(1) Whether for profit or nonprofit:

(i) A corporation;

(ii) An association;

(iii) A partnership;

(iv) A limited liability company;

(v) A limited liability partnership;

(vi) A sole proprietorship;

(vii) Any other legal business entity;

(viii) Another grantee or contractor that is not excluded by subparagraph (2); and

(ix) Any State or locality;

(2) Does not include:

(i) An individual recipient of Federal financial assistance; or

(ii) A Federal employee.

Executive means an officer, managing partner, or any other employee holding a management position.

Subaward has the meaning given in 2 CFR 200.1.

Subrecipient has the meaning given in 2CFR 200.1.

Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2).

Condition 12

Assurances and Certifications: The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

Condition 13

Conflict of Interest: Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in 2 C.F.R. § 200.112.

Condition 14

Debarment and Suspension: The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

Condition 15

Equal Employment Opportunity Plan (EEOP): All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

Condition 16

Employment Eligibility: The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

Condition 17

Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information: Recipients and subrecipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients and subrecipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner's Manual for a full text of the statute.

Condition 18

False Statements: False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law. 31 U.S.C. § 3729-3733.

Condition 19

Mandatory Disclosure: Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339. 2 C.F.R. § 200.113.

Condition 20

Reports/Performance Goals: To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic performance reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. §§ 200.328 - 200.329. The performance report is used to track your agency's progress in implementing the award, and, as applicable, community policing strategies including gauging the effectiveness of your agency's community policing capacity. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

Condition 21

System for Award Management (SAM.gov) and Universal Identifier Requirements: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award Term:

I. System for Award Management (SAM.gov) and Universal Identifier Requirements

(a) Requirement for System for Award Management. (1) Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

(b) Requirement for Unique Entity Identifier (UEI). (1) If the recipient is authorized to make subawards under this Federal award, the recipient:

(i) Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.

(ii) Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

(c) Definitions. For the purposes of this award term:

System for Award Management (SAM.gov) means the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at <https://www.sam.gov>).

Unique entity identifier means the universal identifier assigned by SAM.gov to uniquely identify an entity.

Entity is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

- (1) Non-Federal entity;
- (2) Foreign organization;
- (3) Foreign public entity;
- (4) Domestic for-profit organization; and
- (5) Federal agency.

Subaward has the meaning given in 2 CFR 200.1.

Subrecipient has the meaning given in 2 CFR 200.1.

Condition 22

Additional High-Risk Recipient Requirements: The recipient agrees to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient. 2 C.F.R. § 200.208.

Condition 23

Allowable Costs: The funding under this award is for the payment of approved costs for program-specific purposes. The allowable costs approved for your agency's award are limited to those listed in your agency's award package. In accordance with 2 C.F.R. § 200.400(g), the recipient or subrecipient must not earn or keep any profit resulting from the award. Your agency may not use award funds for any costs not identified as allowable in the award package.

Condition 24

Training Guiding Principles: Any training or training materials developed or delivered with award funding provided by the Office of Community Oriented Policing Services is to adhere to the following guiding principles –

1. Trainings must comply with applicable law.

In developing and conducting training under the award, recipients (and any subrecipients) shall not violate the Constitution or any federal law, including any law prohibiting discrimination.

2. The content of trainings and training materials must be accurate, appropriately tailored, and focused.

The content of training programs must be accurate, useful to those being trained, and well matched to the program's stated objectives. Training materials used or distributed at trainings must be accurate, relevant, and consistent with these guiding principles.

3. Trainers must be well-qualified in the subject area and skilled in presenting it.

Trainers must possess the subject-matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer, recipients (or subrecipients) should consider such factors as the trainer's resume and written materials, interviews with the trainer, observation of other trainings conducted by the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.

4. Trainers must demonstrate the highest standards of professionalism.

Trainers must comport themselves with professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.

Condition 25

Computer Network Requirement: The recipient understands and agrees that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Consolidated Appropriations Act, 2024, Public Law 118-42, Division C, Title V, Section 527.

Condition 26

Evaluations: The COPS Office may conduct monitoring or sponsor national evaluations of its award programs. The recipient agrees to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

Condition 27

Human Subjects Research: The recipient agrees to comply with the provisions of the U.S. Department of Justice's common rule regarding Protection of Human Subjects, 28 C.F.R. Part 46, prior to the expenditure of Federal funds to perform such activities, if applicable. The recipient also agrees to comply with 28 C.F.R. Part 22 regarding the safeguarding of individually identifiable information collected from research participants.

Condition 28

Extensions: Recipients may request an extension of the award period to receive additional time to implement their award program. Such extensions do not provide additional funding. Only those recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award. 2 C.F.R. §§ 200.308(f)(10) and 200.309.

Condition 29

Modifications: Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(i). For federal awards in excess of \$250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office.

Condition 30

The Paperwork Reduction Act Clearance and Privacy Act Review: Recipient agrees, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA). Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501-3520 and 5 U.S.C. § 552a.

Condition 31

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment: Recipient agrees that it, and its subrecipients, will not use award funds to extend, renew, or enter into any contract to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR §200.216. Covered services and equipment include telecommunications or video surveillance services or equipment produced or provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); or an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of China. The use of award funds on covered telecommunications or video surveillance services or equipment are unallowable. 2. C.F.R. § § 200.216 & 471. See also Section 889 of the John S. McCain National Defense Authorization Act of Fiscal Year 2019, Public Law 115-232.

Condition 32

Sole Source Justification: Recipients who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$250,000 and who plan to seek approval for use of a noncompetitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down award funds for that item or service. 2 C.F.R. § 200.325(b)(2).

Condition 33

Supplementing, not Supplanting: State, local, and tribal government recipients must use award funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs (BIA) funds that are already committed or otherwise would have been committed for award purposes (hiring, training, purchases, and/or activities) during the award period. In other words, state, local, and tribal government recipients may not use COPS Office funds to supplant (replace) state, local, or BIA funds that would have been dedicated to the COPS Office-funded item(s) in the absence of the COPS Office award. 34 U.S.C. § 10384(a).

Condition 34

Travel Costs: Travel costs for transportation, lodging and subsistence, and related items are allowable with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.475.

Condition 35

Copyright: If applicable, the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award in accordance with 2 C.F.R. § 200.315(b). The COPS Office reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the work, in whole or in part (including create derivative works), for Federal Government purposes, and to authorize others to do so. The COPS Office also reserves the right, at its discretion, not to publish deliverables and other materials developed under this award as a U.S. Department of Justice resource.

Products and deliverables developed with award funds and published as a U.S. Department of Justice resource will contain the following copyright notice:

"This resource was developed under a federal award and may be subject to copyright. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work for Federal Government purposes and to authorize others to do so. This resource may be freely distributed and used for noncommercial and educational purposes only."

Condition 36

Requirement to report actual or imminent breach of personally identifiable information (PII).

The recipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of a COPS Office grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to the recipient's COPS Office Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Condition 37

Domestic preferences for procurements: Recipient agrees that it, and its subrecipients, to the greatest extent practicable, will provide a preference for the purchase, acquisition, or use of goods, products, and materials produced in, and services offered in, the United States. 2. C.F.R. § 200.322 and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers, January 25, 2021.

Condition 38

Public Release Information: The recipient agrees to submit one copy of all reports and proposed publications resulting from this award ninety (90) days prior to public release. Any publications (written, curricula, visual, sound, or websites) or computer programs, whether or not published at government expense, shall contain the following statement:

"This project was supported, in whole or in part, by federal award number [YYYY-XX-XXXX] awarded to [Entity] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), contributor(s), or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity."

[] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

- A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.
- B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.
- C. Accept this award on behalf of the applicant.
- D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
COPS Director	Hugh T. Clements	9/21/24 8:09 PM

Authorized Representative

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 10/21/2024

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Accept State of Minnesota Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant Award

Background

On December 4, 2023, the City Council approved the application for the Intensive Comprehensive Peace Officer Education and Training (ICPOET) grant funding. This program provides vital financial support to Minnesota law enforcement agencies grappling with unprecedented hiring challenges. It is specifically designed to recruit individuals with two- or four-year degrees in fields outside of law enforcement who are seeking to transition into policing careers.

The Roseville Police Department (RPD) successfully applied for the first round of funding and was awarded \$100,000. On April 22, 2024, the City Council approved the acceptance of these grant funds. The initial award was intended to support two eligible candidates, providing up to \$50,000 each in reimbursement to cover the costs of an eight-month comprehensive training curriculum. Additionally, candidates could earn a salary funded through the grant while attending school. Those eligible were expected to begin the cohort in October 2024 and complete the program by March 2025.

Unfortunately, RPD was unable to recruit any eligible candidates for the fall program, resulting in the unutilized grant funding being returned to the state.

In response to ongoing hiring challenges, the State of Minnesota released a second round of funding earlier this fall. Under the new grant agreement, the next ICPOET cohort is anticipated to commence in February/March 2025 and conclude in July 2025. RPD submitted an updated grant application for this second round and was selected to receive \$100,000 to fund two candidates' tuition and salary.

The grant contract has been reviewed and approved by the City Attorney.

Policy Objectives

Allow the Roseville Police Department to enter into a grant contract agreement with the Minnesota Department of Public Safety, commencing Intensive Comprehensive Peace Officer Education and Training (ICPOET) grant activities, thereby advancing the City's commitment to public safety through supporting innovative law enforcement hiring initiatives.

Equity Impact Summary

The Roseville Police Department is dedicated to fostering a workforce that genuinely reflects the diversity and lived experiences of our community. By accepting the ICPOET grant funding, we will expand opportunities for historically underrepresented candidates considering a transition into law enforcement. This initiative helps remove financial barriers that may deter potential candidates.

As our city continues to grow and diversify, it is essential that we recruit police officers who embody a variety of voices, perspectives, and experiences. The ICPOET program will help us as we look to recruit

a workforce that reflects our community.

Budget Implications

The financial obligation and risk to the City of Roseville are minimal, as the grant reimburses up to \$50,000 per candidate and does not require any agency match. The City will initially cover the costs associated with two ICPOET cadets participating in the eight-month intensive comprehensive law enforcement training curriculum. During their training, candidates will receive a salary funded by the grant.

Upon completion of the grant contract, reimbursement for all eligible grant activities will be requested. Once received, the grant funds will reimburse internal accounts and other sources.

Staff Recommendations

Staff recommends approving the Roseville Police Department to accept the Minnesota Department of Public Safety grant funding in the amount of \$100,000.

Requested Council Action

Approve acceptance of the grant funds and authorize the Mayor and City Manager to sign the attached State of Minnesota Grant Contract.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Attachment 1_1223282_5061513-A-ICPOE-2025-ROSEVLPD-025GRANTAGREEMENT



Grant Contract Agreement

Page 1 of 2

Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Intensive Comprehensive Peace Officer Education and Training 2025 Grant Contract Agreement No.: A-ICPOE-2025-ROSEVLDPD-025
Grantee: City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113	Grant Contract Agreement Term: Effective Date: 12/1/2024 Expiration Date: 9/30/2025
Grantee’s Authorized Representative: Sarah Mahmud, Police Services Manager City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113 (651) 792-7205 sarah.mahmud@cityofroseville.com	Grant Contract Agreement Amount: Original Agreement \$100,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 230-3358 Kristin.lail@state.mn.us	Federal Funding: CFDA/ALN: None FAIN: N/A State Funding: Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 3, Subdivision 8. Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Intensive Comprehensive Peace Officer Education and Training 2025 Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Intensive Comprehensive Peace Officer Education and Training 2025 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ICPOE-2025-ROSEVLDPD-025 / 3-98869

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Roseville Police Department

A-ICPOE-2025-ROSEVLPD-025

Budget Summary

ICPOE: 2025 ICPOET Grant Program				
Budget Category	Award			
Personnel				
RPD ICPOET Police Cadet Candidate 1: Wages	\$21,000.00			
RPD ICPOET Police Cadet Candidate 2: Wages	\$21,000.00			
Total	\$42,000.00			
Payroll Taxes and Fringe				
RPD ICPOET Police Cadet Candidate 1: Fringe Benefits	\$4,000.00			
RPD ICPOET Police Cadet Candidate 2: Fringe Benefits	\$4,000.00			
Total	\$8,000.00			
Program Expenses				
RPD ICPOET Police Cadet Candidate 1: Education and Training	\$25,000.00			
RPD ICPOET Police Cadet Candidate 2: Education and Training	\$25,000.00			
Total	\$50,000.00			
Total	\$100,000.00			

FUTURE MEETING AGENDA HIGHLIGHTS

October 21, 2024

October 24, 2024 City Council Strategic Planning Meeting

- 3:00 – 7:00 p.m. (Fireside Room – OVAL)

November 4, 2024 EDA Meeting

- Housing Study Check-In
- Approve 2025 EDA Meeting Calendar

November 4, 2024 City Council Meeting

- Accept donations to Roseville Parks and Recreation Department
- Accept Commission for Accreditation of Parks and Recreation Agencies Re-Accreditation Award
- Discuss 2025 Fee Schedule
- Discuss 2025 Utility Rates
- Approve 2025 City Council and EDA Meeting Calendar

November 8, 2024 Special City Council Meeting (12 Noon)

- Canvass results of General Election

November 13, 2024 City Council Strategic Planning Meeting

- 3:00 – 7:00 p.m. (Location - TBD)

November 25, 2024 City Council Meeting

- EDA and City Levy and Budget Public Hearing
- Consider Approval of Cannabis Ordinances
- Discuss Legislative Priorities
- Review and Consider Parks and Recreation Natural Resources Management Plan
- Approve Business License Renewals

			<u>Future Agenda Review - Longer Term Initiatives</u>					10/9/2024
			(items that likely require council discussion/action)					
<u>Item</u>			<u>Initiated By</u>			<u>Target Date</u>	<u>Status/Notes</u>	
Update SREAP with new goals/objectives			Staff/Council			4th qtr '24/1st qtr 2025	(City Manager goal item)	
Roseville Fire role in medical transport			Staff			TBD	Ongoing discussions with Allina, etc.	
Review need of pet licenses			Council			TBD	Staff review amount of licenses issued and report back	
City Speed Limit Review on Local Streets			Strahan/Council			TBD	PWET will continue to work on issue and report back	
Sister City Relationship with Indigenous Tribal Nation			Strahan			TBD		
Addiction Month Awareness			Strahan			TBD	For September 2025	