



City Council Agenda

Monday, November 4, 2024

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Etten, Schroeder, Groff, Strahan, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Accept General Donations to the City of Roseville Parks and Recreation
b. Recognize Parks and Recreation Department's Reaccreditation in the Commission for Parks and Recreation Accreditation Program
- 6:23 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:25 p.m. a. Certify Unpaid Utility Charges to the Property Tax Roll
- 6:35 p.m. b. Review the proposed 2025 Fee and Administrative Penalty Schedules
- 7:05 p.m. c. Review the 2025 Proposed Utility Rates
- 7:25 p.m. d. Discuss draft ordinances related to adult-use cannabis regulations
- 8:05 p.m. e. Consider Adoption of the 2025 City Council Meeting Calendar and the Economic Development Authority Meeting Calendar
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 8:15 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from October 14, 2024 EDA Meeting
b. Approve Minutes from October 14, 2024 City Council Meeting
c. Approve Minutes from October 21, 2024 City Council Meeting
- 8:20 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
c. Approve Cooperative Services Agreement with the United States Department of Agriculture for Deer Management Program
d. Approve Agreement with J&M Display for Fireworks for June 28, 2025 Party in the Park
e. Approve Final Contract Acceptance of the Long Lake Lift Station Project
f. Approve Professional Services Agreement for 2025 Construction Projects Geotechnical Exploration

- g. Resolution Requesting SCORE funding from Ramsey County
- h. Approve extension of contract with TimeSaver Off Site Secretary, Inc. for Recording Secretary Services

8:25 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:35 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 5.a.

Department Approval



City Manager Approval



Item Description: Accept General Donations to the City of Roseville Parks and Recreation

Background

Over the years the City of Roseville has received many donations from citizens and program participants. These gifts have been in the form of both materials and monies. When staff is notified of a potential donation, they first make a determination of whether to recommend acceptance based on the suitability of the item for the city. An acceptance request is then forwarded to the City Council.

Below is a list of recent donations to Parks and Recreation that should be accepted and recognized. The total value to the city is \$60,824.85.

Donor	Item	Value
Sue Gabel	Monetary - Central Park	\$150.00
Sue Gabel	Monetary - Central Park	\$25.00
Lake Owasso Garden Club	Monetary - Arboretum Donation	\$250.00
Roseville Gymnastics Booster Association	Services & Materials - Gymnastics Flooring Replacement	\$12,000.00
Nancy J. Bruggeman	Monetary in Memory of Ruth Banas	\$50.00
Carol Hansen	Monetary - Arboretum Donation	\$2,000.00
Central Park Foundation	Monetary - Amphitheater Siding	\$10,645.00
Susan A. Trafton	Monetary - Arboretum Tree in Memory of Sally Ann Dahlgren	\$500.00

Friends of the OVAL	Monetary - OVAL Operations	\$17,451.22
Carol Hansen	Monetary - Arboretum Donation	\$2,000.00
Cynthia White	Monetary - Scholarship Fund	\$150.00
Anonymous	Monetary	\$300.00
Kent S. Kokko & Margaret Ann Moris	Monetary - Arboretum Tree	\$400.00
Bdale Club	Monetary - Lower Villa Playground	\$10,000.00
Mary Lou Klinkhammer	Monetary	\$25.00
John Robertson-Smith	In Kind - HANC Supplies	\$100.00
Anonymous	Monetary	\$220.00
FOR parks	Goods - Lexington Ave. Flowers	\$4,558.63
	TOTAL:	\$60,824.85

Policy Objectives

The following is the City of Roseville's policy regarding the acceptance of donations:

- Minnesota Statute requires all donations to be officially accepted by the City Council.
- The staff will not solicit donations.

Donors have been informed that no conditions or promises of future favorable city action on their behalf may be attached to the gift.

Equity Impact Summary

There is no direct equity impact of this item.

Budget Implications

Donations help support projects and programs, either by improving what can be done with budgeted City funds or reducing the expended levy impacted.

Staff Recommendations

Staff recommends acceptance and recognition of these donations.

Requested Council Action

Motion authorizing acceptance of the enclosed donations.

36

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

Attachments: 1. Donations Resolution

37

1 **EXTRACT OF MINUTES OF MEETING**
2 **OF THE**
3 **CITY COUNCIL OF THE CITY OF ROSEVILLE**

4
5 * * * * *

6
7 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
8 Roseville, County of Ramsey, Minnesota was duly held on the 4th day of November 2024, at
9 6:00 p.m.

10
11 The following members were present: , , , and Mayor .
12 and the following were absent: .

13
14 Member introduced the following resolution and moved its adoption:
15

16
17 **RESOLUTION No.**

18
19 Resolution Accepting Donations
20

21 WHEREAS, the City of Roseville is generally authorized to accept donations of real and
22 personal property for the benefit of its residents pursuant to Minnesota Statutes Section
23 465.03 and is specifically authorized to accept gifts for the benefit of its public
24 recreational services pursuant to Minnesota Statutes Section 471.17;; and
25

26 WHEREAS, the below individuals or groups have offered to donate to the City funds or
27 products in the amount of \$60,872.85 for various Roseville Parks and Recreation programs,
28 functions and events; and
29

30 WHEREAS, the above-referenced donations have no further conditions on their
31 acceptance; and
32

33 WHEREAS, the donations are contributed to the City for the benefit of its residents and
34 public recreational services; and.

35
36 WHEREAS, the Roseville City Council finds that it is appropriate to accept the donations
37 offered
38

39 NOW, THEREFORE, BE IT RESOLVED; that the Roseville City Council, on behalf of the
40 City of Roseville, Minnesota, hereby accepts the gift of the donations described herein.
41

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: , , ,
44 , and Mayor .

and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

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FOR parks	Goods - Lexington Ave. Flowers	\$4,558.63

TOTAL:	\$60,824.85

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

59 foregoing extract of minutes of a regular meeting of said City Council held on the day of,
60 , 20 with the original thereof on file in my office.

61
62 WITNESS MY HAND officially as such Manager this day of , 20

63
64
65
66 SEAL

67
68
69 _____
Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 5.b.

Department Approval



City Manager Approval



Item Description: Recognize Parks and Recreation Department's Reaccreditation in the Commission for Parks and Recreation Accreditation Program

Background

The City of Roseville's Parks and Recreation Department has recently achieved reaccreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA), administered by the National Recreation and Parks Association (NRPA). CAPRA is the only national accreditation for parks and recreation agencies, ensuring that accredited organizations meet the highest standards in quality, management, and service to the community.

Roseville is one of only four accredited agencies in Minnesota and one of just six agencies in the United States that have maintained their accreditation since the program's inception in 1993. Nationwide, there are currently 206 accredited departments, further highlighting the significance of this achievement.

Accreditation is based on meeting 154 comprehensive standards, of which 36 are fundamental, addressing key areas such as governance, fiscal responsibility, program management, public safety, and resource management. To illustrate the rigor of the accreditation, the following examples of CAPRA standards provide insight into the high level of operational excellence required:

- **Master Planning** (Standard 2.4): Accredited agencies must maintain a comprehensive Park and Recreation System Master Plan that outlines strategies for facilities, program development, parkland acquisition, and long-term management. This plan is updated periodically and linked with a capital improvement budget, ensuring that the department's services align with community needs and future growth.
- **Program Evaluation** (Standard 6.2 and 10.1): The department is required to establish a systematic process for evaluating recreational programs and services to ensure they meet the needs of the community.
- **Community Involvement** (Standard 2.9): The agency is required to effectively engage with the community to ensure diverse voices are included in the planning process, including outreach to underserved populations.

- **Maintenance and Operations Standards** (Standard 7.5): Accredited agencies must develop, implement, and review maintenance standards to ensure that parks and facilities are maintained at a high level to meet the community's needs.

These are just a few of the many rigorous standards that the department has demonstrated compliance with as part of its reaccreditation. Reaccreditation is required every five years to ensure continuous improvement and ongoing compliance with accreditation standards. The reaccreditation process takes roughly one year and includes a written self-assessment, and an audit (now conducted virtually) by three reviewers who are parks and recreation professionals in other cities. Roseville met all 154 standards during this year's reaccreditation process.

Staff will briefly share a video that provides an overview of how accreditation benefits our community, and recognize the effort that Parks and Recreation staff put into their sixth reaccreditation.

Policy Objectives

Equity Impact Summary

Accreditation through CAPRA strengthens equity for historically underrepresented populations by setting standards that promote inclusivity and fairness in parks and recreation services. The accreditation process requires agencies to engage in **Community Involvement** (Standard 2.9), **ADA Transition Planning** (standard 2.10), **Outreach to Diverse Underserved Populations** (Standard 6.3.1), and more. This approach helps eliminate barriers to participation and ensures that programs and facilities are welcoming and reflective of the entire community.

Budget Implications

The CAPRA program requires accredited agencies to adopt best practices related to official financial management (Standard 5.2) and budget management (several standards).

Staff Recommendations

Receive a brief presentation on the CAPRA accreditation program, highlighting the department's achievements and the benefits of continued accreditation to the community.

Requested Council Action

Receive a brief presentation on the CAPRA accreditation program, highlighting the department's achievements and the benefits of continued accreditation to the community.

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

Attachments: None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Certify Unpaid Utility Charges to the Property Tax Roll

Background

As authorized by City Code, Sections 506, 801, 802, and 906, the City annually certifies to the County Auditor any unpaid false alarms, water, sewer, and other charges that are in excess of 90 days past due, for collection on the following year's property taxes. Affected property owners are provided a hearing to dispute any charges against their property.

Beginning in 2010, the City Council began approving certifications for delinquent utilities on a quarterly basis. This ensures that any unpaid utilities are brought to the attention of new property owners in a more timely fashion. It will also allow the City to record a lien against the property in the event that a property goes into foreclosure and/or is being prepared for sale for other reasons.

Attached is the current list of delinquent charges. Payments (along with accrued interest) received in the Finance Office prior to September 27, 2024 were accepted and will not be levied on the 2025 property taxes.

Policy Objectives

Certifying delinquent charges are required under City Code.

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

Not Applicable

Staff Recommendations

Staff recommends approval of the attached resolution levying unpaid utility and other charges for collection on the property taxes.

Requested Council Action

Motion adopting the resolution approving the certification of unpaid utility and other charges to the County Auditor for collection on the property taxes.

Prepared by: Karla Rangitsch, Utility Billing Clerk

Attachments:

1. Unpaid Utilities 4th Quarter
2. Resolution 11-4-2024 Unpaid Utilities

**More than 90 days past due
as of September 27, 2024**

**Schedule A
Delinquent Accounts 4th Quarter 2024**

**City of Roseville, MN
10/29/2024**

PIN	Service Address	Amount to Collections	Amount to Collections + \$25 Fee
012923110003	195 WOODLYNN AVE	\$392.17	\$417.17
012923110029	3070 WOODBRIDGE ST	\$176.55	\$201.55
012923110054	3075 WOODBRIDGE ST	\$415.05	\$440.05
012923120030	3071 FARRINGTON CT	\$183.20	\$208.20
012923130031	2968 MATILDA ST	\$130.00	\$155.00
012923130045	333 CO RD C2	\$341.29	\$366.29
012923130047	349 CO RD C2	\$555.68	\$580.68
012923140010	171 MAPLE LN	\$354.30	\$379.30
012923140050	2949 NORTHVIEW ST	\$169.90	\$194.90
012923140056	2926 MARION ST	\$615.46	\$640.46
012923140082	216 MAPLE LN	\$579.06	\$604.06
012923140085	240 MAPLE LN	\$475.59	\$500.59
012923140103	183 CO RD C2	\$321.82	\$346.82
012923220022	3053 LITTLE BAY RD	\$573.86	\$598.86
012923230017	597 S OWASSO BLVD W	\$169.90	\$194.90
012923230048	562 S OWASSO BLVD W	\$573.06	\$598.06
012923230057	523 OWASSO HILLS DR	\$604.42	\$629.42
012923230065	491 OWASSO HILLS DR	\$55.00	\$80.00
012923310023	426 CENTENNIAL DR	\$156.60	\$181.60
012923310042	406 TERRACE DR	\$414.55	\$439.55
012923310057	467 JUDITH AVE	\$156.60	\$181.60
012923310058	459 JUDITH AVE	\$197.89	\$222.89
012923310078	468 JUDITH AVE	\$299.15	\$324.15
012923330003	528 IONA LN	\$494.50	\$519.50
012923330025	2757 KENT ST	\$366.04	\$391.04
012923330027	2754 DALE ST N	\$267.85	\$292.85
012923330395	2731 MACKUBIN ST APT 23	\$337.51	\$362.51
012923330420	2731 MACKUBIN ST APT 39	\$585.98	\$610.98
012923330436	2750 DALE ST N APT 52	\$409.85	\$434.85
012923330449	2668 MACKUBIN ST	\$169.90	\$194.90
012923330456	2662 MACKUBIN ST	\$645.92	\$670.92
012923330462	2650 MACKUBIN ST	\$378.90	\$403.90
012923340035	395 WOODHILL DR	\$360.90	\$385.90
012923340114	2647 WESTERN AVE N	\$443.09	\$468.09
012923340114	2649 WESTERN AVE N	\$391.37	\$416.37
012923340141	413 COUNTY ROAD C W	\$592.34	\$617.34
012923340150	433 COUNTY ROAD C W	\$454.94	\$479.94
012923340159	453 COUNTY ROAD C W	\$143.30	\$168.30
012923340175	2728 MACKUBIN ST	\$180.45	\$205.45
012923340176	2726 MACKUBIN ST	\$163.25	\$188.25
012923340179	2720 MACKUBIN ST	\$169.90	\$194.90
012923410019	2780 MARION ST	\$549.37	\$574.37
012923410036	2841 MARION ST	\$494.30	\$519.30
012923410042	2795 MARION ST	\$392.53	\$417.53
012923420001	2873 GALTIER ST	\$656.18	\$681.18

More than 90 days past due as of September 27, 2024		Schedule A Delinquent Accounts 4th Quarter 2024	City of Roseville, MN 10/29/2024
012923420018	2778 MATILDA ST	\$392.65	\$417.65
012923420070	2833 FARRINGTON ST	\$173.75	\$198.75
012923420071	2825 FARRINGTON ST	\$352.03	\$377.03
012923420088	2840 VIRGINIA AVE	\$313.53	\$338.53
012923420095	2857 VIRGINIA AVE	\$381.62	\$406.62
012923430013	2665 GALTIER ST	\$313.57	\$338.57
012923430043	2679 MATILDA ST	\$296.55	\$321.55
012923430045	2665 MATILDA ST	\$203.15	\$228.15
012923430077	2645 FARRINGTON ST	\$183.20	\$208.20
012923430105	2663 VIRGINIA AVE	\$143.30	\$168.30
012923430111	2680 WESTERN AVE N	\$611.72	\$636.72
012923440013	2687 WOODBRIDGE ST	\$218.84	\$243.84
012923440041	2685 MARION ST	\$396.66	\$421.66
022923110007	3150 W OWASSO BLVD	\$542.60	\$567.60
022923120061	3038 VICTORIA ST N	\$396.65	\$421.65
022923130014	2965 W OWASSO BLVD	\$288.95	\$313.95
022923130021	2909 W OWASSO BLVD	\$171.05	\$196.05
022923130033	812 MILLWOOD AVE	\$176.55	\$201.55
022923130047	2992 VICTORIA ST N	\$460.39	\$485.39
022923130070	2916 W OWASSO BLVD	\$221.50	\$246.50
022923140008	631 HEINEL DR	\$156.60	\$181.60
022923210005	897 BRENNER AVE	\$183.20	\$208.20
022923210012	930 COUNTY ROAD D W	\$183.20	\$208.20
022923210015	958 COUNTY ROAD D W	\$157.50	\$182.50
022923210032	3078 CHATSWORTH ST N	\$169.90	\$194.90
022923210080	953 LYDIA AVE W	\$156.60	\$181.60
022923220009	1014 W CO RD D	\$169.90	\$194.90
022923220014	1045 WOODLYNN AVE	\$463.17	\$488.17
022923240007	2953 VICTORIA ST N	\$176.55	\$201.55
022923240055	2890 VICTORIA ST N	\$176.55	\$201.55
022923240056	885 CO RD C2	\$307.91	\$332.91
022923240069	975 CO RD C2	\$156.60	\$181.60
022923240080	2950 MILTON CT	\$180.45	\$205.45
022923320010	2777 LAKEVIEW AVE	\$149.95	\$174.95
022923320039	2779 AGLEN ST	\$385.33	\$410.33
022923320077	2824 CHURCHILL ST	\$417.01	\$442.01
022923320091	2821 CHURCHILL ST	\$307.85	\$332.85
022923320132	2850 LEXINGTON PL N	\$156.60	\$181.60
022923330002	2747 LAKEVIEW AVE	\$465.80	\$490.80
022923330004	2729 LAKEVIEW AVE	\$292.84	\$317.84
022923330037	2741 CHURCHILL ST	\$176.55	\$201.55
022923330041	1095 WOODHILL DR UNIT B	\$177.59	\$202.59
022923340005	2680 VICTORIA ST N	\$156.60	\$181.60
022923340019	970 WOODHILL DR	\$230.95	\$255.95
022923340020	966 WOODHILL DR	\$469.21	\$494.21
022923410019	715 HEINEL DR	\$254.81	\$279.81
022923410037	629 TERRACE DR	\$422.34	\$447.34

**More than 90 days past due
as of September 27, 2024**

**Schedule A
Delinquent Accounts 4th Quarter 2024**

**City of Roseville, MN
10/29/2024**

022923430033	795 TERRACE DR	\$655.58	\$680.58
022923430038	833 COUNTY ROAD C W	\$209.92	\$234.92
022923430044	808 TERRACE DR	\$704.63	\$729.63
022923430062	797 TERRACE DR	\$376.96	\$401.96
022923440005	717 TERRACE DR	\$641.33	\$666.33
022923440006	723 TERRACE DR	\$198.13	\$223.13
022923440052	738 WHEATON AVE	\$380.56	\$405.56
022923440064	641 COUNTY ROAD C W	\$216.45	\$241.45
022923440075	2743 DALE ST N	\$400.60	\$425.60
022923440094	670 WHEATON AVE	\$723.14	\$748.14
032923120009	1265 JOSEPHINE RD	\$169.90	\$194.90
032923130008	1244 BELAIR CIR	\$174.50	\$199.50
032923130025	2891 MERRILL ST	\$521.52	\$546.52
032923130064	1303 W CO RD C2	\$637.77	\$662.77
032923130077	3000 HAMLINE AVE N	\$1,429.73	\$1,454.73
032923140026	1168 MAPLE LN W	\$870.26	\$895.26
032923210047	3061 HAMLINE AVE N	\$161.28	\$186.28
032923310013	2858 PASCAL ST	\$402.80	\$427.80
032923320147	2839 ARONA ST	\$142.65	\$167.65
032923320155	2821 ARONA ST	\$338.46	\$363.46
032923320159	2811 ARONA ST	\$324.66	\$349.66
032923340027	1390 JUDITH AVE	\$768.69	\$793.69
032923340040	1405 RAMBLER RD	\$434.21	\$459.21
032923340042	1389 RAMBLER RD	\$620.82	\$645.82
032923340047	1434 RAMBLER RD	\$537.60	\$562.60
032923340052	1449 PRIMROSE CURV	\$203.18	\$228.18
032923340063	1406 PRIMROSE CURV	\$321.26	\$346.26
032923410011	2806 GRIGGS ST N	\$598.66	\$623.66
032923410035	2827 GRIGGS ST N	\$539.51	\$564.51
032923410046	2761 GRIGGS ST N	\$469.04	\$494.04
032923410071	2849 LEXINGTON AVE N	\$156.60	\$181.60
032923420007	2836 MERRILL ST	\$431.94	\$456.94
032923420022	2774 MERRILL ST	\$168.30	\$193.30
032923420038	2858 DELLWOOD AVE	\$326.51	\$351.51
032923420042	2815 MERRILL ST	\$477.19	\$502.19
032923420044	2799 MERRILL ST	\$560.72	\$585.72
032923420054	2806 DELLWOOD AVE	\$307.85	\$332.85
032923420062	2835 DELLWOOD AVE	\$383.43	\$408.43
032923430027	2726 HURON ST	\$641.03	\$666.03
032923430035	2723 HURON ST	\$408.33	\$433.33
032923430036	2717 HURON ST	\$143.30	\$168.30
032923430048	2646 HAMLINE AVE N	\$207.05	\$232.05
032923430053	2691 HURON ST	\$356.81	\$381.81
032923430067	2700 HAMLINE AVE N	\$420.15	\$445.15
032923440013	2744 FERNWOOD ST	\$183.20	\$208.20
042923120002	1800 W CO RD D	\$77.18	\$102.18
042923130063	1745 MAPLE LN	\$70.65	\$95.65

**More than 90 days past due
as of September 27, 2024**

**Schedule A
Delinquent Accounts 4th Quarter 2024**

**City of Roseville, MN
10/29/2024**

042923220084	3086 EVELYN ST	\$84.25	\$109.25
042923320012	MOUNT RIDGE RD	\$4,199.92	\$4,224.92
052923210006	2310 W CO RD D	\$217.91	\$242.91
052923210091	2422 W CO RD D # 4	\$104.20	\$129.20
052923220143	2410 W CO RD D # 3	\$84.25	\$109.25
052923230023	2528 MILLWOOD AVE	\$64.30	\$89.30
082923340008	2228 SAINT STEPHENS ST	\$84.82	\$109.82
092923110012	1671 ROSE PL	\$130.80	\$155.80
102923110012	1149 OAKCREST AVE	\$392.03	\$417.03
102923110016	2574 DUNLAP ST N	\$189.85	\$214.85
102923110019	2561 DUNLAP ST N	\$413.89	\$438.89
102923110024	2560 FERNWOOD ST	\$149.95	\$174.95
102923110027	1106 OAKCREST AVE	\$367.10	\$392.10
102923110034	1156 OAKCREST AVE	\$342.45	\$367.45
102923120007	1291 ROSE PL	\$413.73	\$438.73
102923120024	2572 DELLWOOD AVE	\$260.23	\$285.23
102923120027	1236 OAKCREST AVE	\$169.90	\$194.90
102923120055	1316 CHRISTY CIR	\$189.40	\$214.40
102923120061	1294 OAKCREST AVE	\$353.97	\$378.97
102923120062	1300 OAKCREST AVE	\$59.52	\$84.52
102923140072	1187 W CO RD B2	\$207.05	\$232.05
102923210065	2589 HAMLINE AVE N STE D	\$135.56	\$160.56
102923220003	1520 COUNTY ROAD C W	\$852.25	\$877.25
102923220004	2610 SNELLING CURV	\$1,975.33	\$2,000.33
102923230024	2465 SIMPSON ST	\$189.85	\$214.85
102923230044	1495 W CO RD B2	\$63.73	\$88.73
102923240007	1413 BROOKS AVE W	\$176.55	\$201.55
102923240013	1371 BROOKS AVE W	\$286.35	\$311.35
102923240014	1363 BROOKS AVE W	\$357.93	\$382.93
102923240022	2459 HAMLINE AVE N	\$216.45	\$241.45
102923240052	2498 ALBERT ST N	\$429.37	\$454.37
112923110103	659 OVERLOOK DR	\$191.10	\$216.10
112923120025	750 COUNTY ROAD C W	\$394.13	\$419.13
112923120040	2545 FISK ST	\$445.51	\$470.51
112923130018	834 SEXTANT AVE W	\$364.38	\$389.38
112923130035	795 W CO RD B2	\$323.45	\$348.45
112923130040	757 W CO RD B2	\$196.50	\$221.50
112923140011	715 SEXTANT AVE W	\$249.46	\$274.46
112923140028	735 W CO RD B2	\$315.78	\$340.78
112923140044	2455 DALE ST N	\$542.45	\$567.45
112923140048	2444 SAINT ALBANS ST N	\$513.25	\$538.25
112923140064	2469 DALE ST N	\$143.30	\$168.30
112923230006	1053 BROOKS AVE W	\$237.37	\$262.37
112923230008	1035 BROOKS AVE W	\$410.57	\$435.57
112923230028	2468 CHURCHILL ST	\$391.45	\$416.45
112923230059	2442 AGLIN ST	\$414.95	\$439.95
112923230065	2447 CHATSWORTH ST N	\$151.10	\$176.10

More than 90 days past due as of September 27, 2024		Schedule A Delinquent Accounts 4th Quarter 2024	City of Roseville, MN 10/29/2024
112923240010	949 BROOKS AVE W	\$403.85	\$428.85
112923240037	918 TRANSIT AVE	\$180.52	\$205.52
112923340006	941 SHERREN ST W	\$118.35	\$143.35
122923110049	2610 WEWERS RD	\$552.46	\$577.46
122923130009	2499 MATILDA ST	\$436.80	\$461.80
122923130027	360 BROOKS AVE W	\$163.25	\$188.25
122923130028	370 BROOKS AVE W	\$607.97	\$632.97
122923130079	2451 VIRGINIA CIR	\$189.85	\$214.85
122923140013	2500 WOODBRIDGE ST	\$200.40	\$225.40
122923140020	2501 WOODBRIDGE ST	\$493.75	\$518.75
122923140025	2485 WOODBRIDGE ST	\$136.65	\$161.65
122923140026	2483 WOODBRIDGE ST	\$729.08	\$754.08
122923140028	2477 WOODBRIDGE ST	\$627.04	\$652.04
122923140043	2471 MARION ST	\$149.23	\$174.23
122923210048	2572 COHANSEY ST	\$726.73	\$751.73
122923210085	2561 WESTERN AVE N	\$183.20	\$208.20
122923240013	412 BROOKS AVE W	\$203.15	\$228.15
122923240038	2417 WESTERN AVE N	\$347.36	\$372.36
122923240072	467 W CO RD B2	\$162.13	\$187.13
122923340036	2186 BOSSARD DR	\$212.99	\$237.99
132923230058	577 ROSELAWN AVE W	\$225.91	\$250.91
162923110051	2096 MIDLOTHIAN RD	\$203.04	\$228.04
172923140042	2125 DRAPER AVE	\$462.88	\$487.88
172923140044	2145 DRAPER AVE	\$98.67	\$123.67
172923240069	2339 ROSELAWN AVE W	\$175.78	\$200.78
AMOUNT TO BE ADDED TO 2025			
TAXES		\$75,432.01	\$80,707.01

**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 4th day of November, 2024 at 6:00 p.m.

The following members were present:

Member introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION DIRECTING THE COUNTY AUDITOR TO
LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE 2010 or
BEYOND**

WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be entered as part of the tax levy on said premises:

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows:

1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property lying within the City limits which are served by the City of Roseville, and on which there are unpaid city water, sewer, and other charges as shown on the attached Schedule A.

2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the real estate taxes due the amount set forth in Schedule A plus 8% interest.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, 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 4th day of November with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of November, 2024.

Patrick Trudgeon, City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Review the proposed 2025 Fee and Administrative Penalty Schedules

Background

Each year the City Council is asked to adopt a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the Council the opportunity to review fees for services in a comprehensive manner.

Over the past several months, Staff has reviewed the direct and indirect costs of these regulatory functions to determine whether fee adjustments are necessary or if new fees should be established. Additionally, as staff is currently in the middle of a recodification process, there was an opportunity to review the entire city code to ensure all fees were included in the fee schedule and that penalties within the city code were also captured in a separate document. With this comprehensive review of the city code, Council will see a new format for the fee schedule along with additional fees listed. Unless noted, these are not *new* fees, but rather fees that were being collected but may not have been listed on the fee schedule.

All the proposed changes are highlighted on the attached Fee Schedule (Attachment 1), and reflect the need to recover increased regulatory costs, staff time related to special requests, or development-related impacts on city services. This fee schedule includes several sections: General Business Licenses and Permits, Permit and Plan/Project review fees, Community Development Miscellaneous fees, and Electrical Permit fees. There is also a new section that lists all the penalties that are defined throughout city code. This Administrative Penalty schedule does not have any new penalties proposed, but rather consolidates all penalties into one document as part of the fee schedule.

Attachment 1 shows the 2024 amounts and the proposed 2025 amounts. At this time council is being asked to review the document. Staff will bring back an ordinance at the December 2 meeting to formally adopt the schedules.

Below is a summary of changes:

Administrative Penalties

- There are no **new** penalties proposed.
- Lines 1-2 were previously in city code but not captured in the previous schedule.
- Line 3: There is an increase from \$100 to \$105 proposed for a City Code Violation (General) for increased staff costs.
- Lines 5-59: These penalties were listed in Chapter 3 related to alcohol but were not fully incorporated into the previous schedule.
- Lines 72-74: These penalties were listed in Chapter 8 but were not fully incorporated into the previous schedule. There is also some clarifying language added to the description.

- Lines 78-87: False Alarm Fees were moved from the Fee Schedule to the Administrative Penalty section. The False alarm fees for Fire alarms have a proposed increase.
- Lines 92-93: There are proposed increases for penalties associated with violations related to open fires and fire code violations.
- Lines 99-100: These penalties are listed in Chapter 3 related to Lawful gambling but were not included in the previous schedule.
- Lines 103-104: These penalties are listed in Chapter 3 related to Tobacco products but were not fully incorporated into the previous schedule.
- Line 110: This penalty is listed in Chapter 3 related to Local Lodging taxes but was not included in the previous schedule.
- Line 115-116: These penalties are listed in Chapter 3 related to THC products but were not fully incorporated into the previous schedule.
- Line 118: Hotel Licensing penalties recently adopted have been added.
- Line 119: This penalty is listed in Chapter 4 related to Recycling but was not included in the previous schedule.
- Line 135: This penalty for Public Nuisance (repeat) has a proposed increase from \$100 to \$105
- Line 140: The Stormwater non-compliance penalty has been moved from the fee schedule to the Administrative Penalty section.

General Business Licenses & Permit Fees

- Line 6: This penalty has been removed from the fee section and moved to the penalty schedule.
- Line 8: The investigation fee associated with Cigarette and tobacco products has been reordered and additional clarification was added to the description.
- Lines 10, 13, 16 and 29-30: Proposed increase to fees.
- Lines 31- 35: These are being moved to the Permit/Plan review section.
- Lines 52,54,57: Proposed increase to fees.
- Lines 69-70: Hotel License fees have been added.
- Lines 72-75: Proposed increase to fees.
- Lines 78-79: These fees were incorrect in the previous fee schedule and have been corrected.
- Lines 82, 89-95, 102: Description has been updated to reflect the correct license title from City code.
- Line 85: This has been moved to the penalty schedule
- Line 106: A new fee for background checks for individual massage therapists is proposed. Currently the license fee only covers approximately half of the cost of staff time to issue a new license. A significant amount of time is spent on the background portion of the license. Therefore a new background investigation fee is proposed for initial or new licenses.
- Line 108: Similar to the individual massage therapist license, when a massage establishment applies for a license, the current fee only covers a portion of the cost of staff time to issue the license and conduct background checks. Therefore an increase to the license fee is proposed to cover costs.
- Lines 117-122, 126, 132-135, 139-141, 143, 157: Proposed increase to fees.
- Lines 146-152, 158: Proposed update to fees. This includes the removal of one fee based on the addition of language to line 150 for clarification purposes.
- Line 155: New fee proposed.
- Line 159: These are being removed from the fee schedule as they are currently set/approved with the Utility Rates.
- Line 161: Short-Term Rental License - failure to renew within 5 days fee has been removed, as it is simply a new license application that is required.
- Line 163: The fee is being removed as it is no longer needed.
- Lines 165-167: Proposed increase to fees.
- Line 168: This has been moved from the Community Development Miscellaneous fee section.

- Lines 171-180: These fees are related to the Cannabis ordinance that Council is considering at the same meeting (November 4). Once fees have been approved by council they will be incorporated into the 2025 Fee Schedule.
- Line 181, 204, 206: The fees are being removed as they are no longer needed.
- Lines 205: These are being removed from the fee schedule as they are currently set/approved with the Utility Rates.
- Lines 208-209: Proposed increase to fees.

Permit and Plan/Project Review Fees

- Fees have been updated to reflect accurate staff costs.
- Some fees have been renamed, and some have been removed.

Community Development Miscellaneous Fees

- Fees have been updated to reflect accurate staff costs.

Electrical Permit Fees

- These fees are set by the city's contractor inspector.

Departmental Staff will be on hand at the meeting in case Council has questions.

Policy Objectives

Adopting an annual fee schedule is consistent with governmental best practices and ensures that the City's regulatory functions are properly funded.

Equity Impact Summary

The proposed adjustments to the 2025 Fee Schedule were developed with consideration of equitable access to city services. No disproportionate impact on specific racial, economic, or demographic groups is anticipated. The fee adjustments aim to align with the costs of service delivery while maintaining fairness across all users and service areas. Staff will continue monitoring the impact of these fees to ensure they remain consistent with the city's equity goals.

Budget Implications

Based on the recommended fee adjustments, it is projected that revised fees will generate revenues sufficient to cover the City's added regulatory costs. The applicable revenues and expenditures have been incorporated into the 2025 Budget.

Staff Recommendations

Staff will be available to answer any questions related to the proposed fee and administrative penalty schedules. At this time, council is asked to receive the proposed schedules and provide feedback. Staff will bring back an ordinance at the December 2, 2024, meeting to formally adopt the fee and administrative penalty schedules.

Requested Council Action

Provide feedback regarding the 2025 proposed Fee and Administrative Penalty schedules.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: 1. 2025 Penalty and Fee Schedules

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
1	General Offense	102.01 (A)		up to \$1,000 or up to 90 days imprisonment or both		Is in city code, but was not in fee schedule previously
2	Petty Misdemeanor	102.01 (B)		up to \$300.00		Is in city code, but was not in fee schedule previously
3	City Code Violation (General)		\$100.00	\$105.00		
4	Renewal Application late fee	302	\$50.00	\$50.00		Moved from General Business Licenses and Permits
5	Alcohol Penalties					
6	Sale of an alcoholic beverage to a person under the age of 21 (License Holder)	302.15				
7	Off-sale 1st Violation		\$2,000.00	\$2,000.00	no suspension	Additional penalties were in city code but not in fee schedule
8	Off-sale 2nd Violation (in 36 months)		\$2,000.00	\$2,000.00	3 day suspension	Additional penalties were in city code but not in fee schedule
9	Off-sale 3rd Violation (in 36 months)		\$2,000.00	\$2,000.00	7 day suspension	Additional penalties were in city code but not in fee schedule
10	Off-sale 4th Violation (in 36 months)		Revocation	Revocation		Additional penalties were in city code but not in fee schedule
11	On-sale 1st Violation		\$2,000.00	\$2,000.00	1 day suspension	Additional penalties were in city code but not in fee schedule
12	On-sale 2nd Violation (in 36 months)		\$2,000.00	\$2,000.00	5 day suspension	Additional penalties were in city code but not in fee schedule
13	On-sale 3rd Violation (in 36 months)		\$2,000.00	\$2,000.00	15 day suspension	Additional penalties were in city code but not in fee schedule
14	On-sale 4th Violation (in 36 months)		Revocation	Revocation		
15	Sale of alcoholic beverage to an obviously intoxicated person (License Holder)	302.15				
16	Off-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
17	Off-sale 2nd Violation (in 36 months)			\$2,000.00	3 day suspension	Is in city code, but was not in fee schedule previously
18	Off-sale 3rd Violation (in 36 months)			\$2,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
19	Off-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
20	On-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
21	On-sale 2nd Violation (in 36 months)			\$2,000.00	5 day suspension	Is in city code, but was not in fee schedule previously
22	On-sale 3rd Violation (in 36 months)			\$2,000.00	15 day suspension	Is in city code, but was not in fee schedule previously
23	On-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
24	Refusal to allow City inspectors or police admission to premises (License Holder)	302.15				
25	Off-sale 1st Violation			\$1,000.00	3 day suspension	Is in city code, but was not in fee schedule previously
26	Off-sale 2nd Violation (in 36 months)			\$2,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
27	Off-sale 3rd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
28	After hours sale, possession by a patron or consumption of alcoholic beverages (License Holder)	302.15				
29	Off-sale 1st Violation			\$1,000.00	3 day suspension	Is in city code, but was not in fee schedule previously

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
30	Off-sale 2nd Violation (in 36 months)			\$2,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
31	Off-sale 3rd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
32	On-sale 1st Violation			\$1,000.00	7 day suspension	Is in city code, but was not in fee schedule previously
33	On-sale 2nd Violation (in 36 months)			\$2,000.00	14 day suspension	Is in city code, but was not in fee schedule previously
34	On-sale 3rd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
35	Illegal gambling on premises (License Holder)	302.15				
36	Off-sale 1st Violation			\$1,000.00	3 day suspension	
37	Off-sale 2nd Violation (in 36 months)			\$2,000.00	7 day suspension	
38	Off-sale 3rd Violation (in 36 months)			Revocation		
39	On-sale 1st Violation			\$1,000.00	7 day suspension	
40	On-sale 2nd Violation (in 36 months)			\$2,000.00	14 day suspension	
41	On-sale 3rd Violation (in 36 months)			Revocation		
42	Sale of Alcoholic beverages while license is under suspension (License Holder)	302.15				
43	Off-sale 1st Violation			30 day suspension		Is in city code, but was not in fee schedule previously
44	Off-sale 2nd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
45	On-sale 1st Violation			60 day suspension		Is in city code, but was not in fee schedule previously
46	On-sale 2nd Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
47	Commission of a felony related to licensed activity (License Holder)	302.15				
48	Off-sale 1st Violation			Revocation		Is in city code, but was not in fee schedule previously
49	On-sale 1st Violation			Revocation		Is in city code, but was not in fee schedule previously
50	Failure of an on-sale licensee to take reasonable steps to prevent a person from leaving the premises with an alcoholic beverage (on-sale allowing off-sale) (License Holder)	302.15				
51	On-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
52	On-sale 2nd Violation (in 36 months)			\$2,000.00	5 day suspension	Is in city code, but was not in fee schedule previously
53	On-sale 3rd Violation (in 36 months)			\$2,000.00	15 day suspension	Is in city code, but was not in fee schedule previously
54	On-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
55	Violation of a license condition (License Holder)	302.15				
56	On-sale 1st Violation			\$1,000.00	1 day suspension	Is in city code, but was not in fee schedule previously
57	On-sale 2nd Violation (in 36 months)			\$2,000.00	5 day suspension	Is in city code, but was not in fee schedule previously
58	On-sale 3rd Violation (in 36 months)			\$2,000.00	15 day suspension	Is in city code, but was not in fee schedule previously

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
59	On-sale 4th Violation (in 36 months)			Revocation		Is in city code, but was not in fee schedule previously
60	Alcohol Sales: (Individuals)	508.09				
61	Purchase, possession: underage		\$150.00	\$150.00		
62	Lending ID to underage person		\$100.00	\$100.00		
63	Selling alcohol: underage		\$250.00	\$250.00		
64	License holder		\$300.00	\$300.00		
65	Other violation		\$100.00	\$100.00		
66	Consuming Alcohol: Unauthorized places		\$250.00	\$250.00		
67	Animals					
68	Vicious animal		\$50.00	\$50.00		
69	Barking Dog		\$50.00	\$50.00		
70	Animal at large		\$50.00	\$50.00		
71	Other violation		\$50.00	\$50.00		
72	Late payment for utility accounts	801.11		10%		Is in city code, but was not in fee schedule previously
73	Delinquent Utility Account (90 days past due)- Admin Fee	801/802	\$25.00	\$25.00		
74	Delinquent Utility Account (90 days past due)- Certified to Ramsey County	801/802	8% of unpaid fee	8% of unpaid fee		
75	Discharge, display of weapon		\$250.00	\$250.00		
76	Expired license plates		\$35.00	\$35.00		
77	False alarm fees - Fire:					
78	Third False alarm	506	\$300.00	\$400.00		Moved from General business licenses _Permits
79	Fourth	506	\$400.00	\$500.00		Moved from General business licenses _Permits
80	Fifth and all subsequent alarms	506	\$500.00	\$600.00		Moved from General business licenses _Permits
81	Construction-related	506	\$150.00	\$150.00		Moved from General business licenses _Permits
82	False alarm fees - Police:					
83	Third False alarm	506	\$100.00	\$100.00		Moved from General business licenses _Permits
84	Fourth	506	\$200.00	\$200.00		Moved from General business licenses _Permits
85	Fifth	506	\$300.00	\$300.00		Moved from General business licenses _Permits
86	Sixth	506	\$400.00	\$400.00		Moved from General business licenses _Permits
87	Seventh and all subsequent alarms	506	\$500.00	\$500.00		Moved from General business licenses _Permits
88	Fats, Oil, Grease (FOG) Fines - Engineering					
89	FOG Discharge resulting in blockage		\$1,000 per incident	\$1,000 per incident		
90	Failure to maintain records		\$250 per incident	\$250 per incident		
91	Fires:					
92	No open fires		\$250.00	\$400.00		
93	Fire Code		\$250.00	\$400.00		
94	Fireworks: use, possession, sale		\$250.00	\$250.00		
95	Golf Cart/ATV violation		\$50.00	\$50.00		
96	Illegal dumping		\$150.00	\$150.00		
97	Land Use		\$100.00	\$100.00		
98	Licenses (not occurring elsewhere)		\$50.00	\$50.00		

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
99	Violation of any state statute or rule or any provision of Code relating to gambling	304.04		Fine Imposition of reasonable conditions on premises permit suspension of premises permit Revocation of premises permit		Is in city code, but was not in fee schedule previously
100	Overdue taxes owed	304.06		8% interest charged		Is in city code, but was not in fee schedule previously
101	Violation of Chapter 306 - Tobacco Products (License Holder)	306.09 A(5)				
102	1st Violation	306.09 B (1)	\$1,000.00	\$1,000.00		
103	2nd Violation (within 36 months)	306.09 B (1)	\$2,000.00	\$2,000.00	3 day suspension	Additional penalties were in city code but not in fee schedule
104	3rd Violation (within 36 months)	306.09 B (1)	\$2,000.00	\$2,000.00	7 day suspension	Additional penalties were in city code but not in fee schedule
105	4th Violation (within 36 months)	306.09 B (1)	Revocation	Revocation		
106	Violation of Chapter 306 - Tobacco Products (Individual)	306.09 B (2)	\$250.00	\$250.00		
107	Violation of Chapter 306 - Tobacco Products (Other)	306	\$100.00	\$100.00		
108	Tobacco Sales - underage	306	\$250.00	\$250.00		
109	Violation of Chapter 309 - Massage Therapy	309.07		Misdemeanor		Is in city code, but was not in fee schedule previously
110	Delinquent Local Lodging taxes owed	312.1		10% of unpaid amount + interest		Is in city code, but was not in fee schedule previously
111	THC Products					
112	Violation of Chapter 316 - THC Products (Individual)	316.09 (a)	\$250.00	\$250.00		
113	Violation of Chapter 316 - THC Products (License Holder)	316.09 (b)				
114	1st Violation		\$1,000.00	\$1,000.00		
115	2nd Violation (within 36 months)		\$2,000.00	\$2,000.00	3 day suspension	Additional penalties were in city code but not in fee schedule
116	3rd Violation (within 36 months)		\$2,000.00	\$2,000.00	7 day suspension	Additional penalties were in city code but not in fee schedule
117	4th Violation (within 36 months)		Revocation - minimum 1 year	Revocation - minimum 1 year		
118	Violation of Chapter 317 - Hotel Licensing	317.05		Fine Imposition of reasonable conditions on premises permit suspension of premises permit Revocation of premises permit		Is in city code, but was not in fee schedule previously
119	Recycling Fee - failure to pay	403.13 (B)		10% of amount past due		Is in city code, but was not in fee schedule previously
120	Multiple False Alarms per year	506.03 (A)				
121	Unpaid User Fees for false alarms	506.04 (B)	Unpaid user fees and penalties shall be certified as an assessment against the property	Unpaid user fees and penalties shall be certified as an assessment against the property		

Administrative Penalties

Line No.	Penalty Description	City Code	2024 Amount	2025 Amount	Additional penalties	Notes
122	Delinquent payment of repeat nuisance call fee	511.05	10% penalty	10% penalty		
123	Trapping of Animals	512.06	\$150.00	\$150.00		
124	Missing plate/tab		\$35.00	\$35.00		
125	Noise Complaint		\$250.00	\$250.00		
126	Parking: snowbird	602.09	\$25.00	\$25.00		
127	Park ordinance violation		\$25.00	\$25.00		
128	Peddling		\$75.00	\$75.00		
129	Pet Store Requirements	501				
130	1st violation (within a rolling 12 months)		\$1,000.00	\$1,000.00		
131	2nd Violation (within a rolling 12 months)		\$1,500.00	\$1,500.00		
132	3rd Violation (within a rolling 12 months)		\$3,000.00	\$3,000.00		
133	Property Nuisance: Repeat	511	\$250.00	\$250.00	See comment 'a' below	
134	Commercial lodging establishment		\$250.00	\$250.00	See comment 'b' below	
135	Public Nuisance		\$100.00	\$105.00		
136	Regulated business		\$100.00	\$100.00		
137	Seat belts		\$25.00	\$25.00		
138	Signs		\$50.00	\$50.00		
139	Snowmobiles (use on public property)		\$50.00	\$50.00		
140	Stormwater non-compliance				\$100.00	Moved from General business licenses/Permits
141	Tampering with civil defense system		\$250.00	\$250.00		
142	Trespassing		\$150.00	\$150.00		
143	Wetland/Shoreland	1017	\$100.00	\$100.00		
144						
145	Comments					
146	(a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000					
147	(b) More than 10 calls per calendar month					

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
1	Benches in right-of-way	703	\$50/bench per year	\$50/bench per year	
2	Assessment searches:				
3	Deferred or Pending	n/a			
4	Historical	n/a	\$100.00	\$100.00	
5	Burial Permit	401.00	\$100.00	\$100.00	
6	Certification of Delinquent Utility Bill Service Charge		\$25.00		Moved to Penalty Schedule
7	Cigarette and tobacco products, sale of	306	\$200.00	\$200.00	
8	Background investigation fee		\$300.00	\$300.00	This was listed further down in the fee schedule and is not a new fee, but was renamed.
9	Compost/woodchip delivery from Compost Site	n/a	\$50.00	\$50.00	
10	Construction Noise Variance	405.00	\$450.00	\$500.00	
11	Conversation Parlors	308.00	\$10,000.00	\$10,000.00	
12	Copy charges per page	n/a	\$0.25	\$0.25	
13	CPR Training charge per student	n/a	\$110.00	\$150.00	
14	Turn Water OFF	801.09	\$100.00	\$100.00	
15	Data/USB Drive Copies	n/a	\$10.00	\$10.00	
16	Daycare facility inspection fee	n/a	\$50.00	\$100.00	
17	Dog and cat licenses:				
18	2 Year: Sterilized	501	\$10.00	\$10.00	
19	2 Year: Sterilized with microchip	501	\$5.00	\$5.00	
20	2 Year: Non-sterilized	501	\$35.00	\$35.00	
21	2 Year: Non-sterilized with microchip	501	\$25.00	\$25.00	
22	Lifetime: Sterilized	501	\$30.00	\$30.00	
23	Lifetime: Sterilized with microchip	501	\$5.00	\$5.00	
24	Lifetime: Non-Sterilized	501	\$150.00	\$150.00	
25	Lifetime: Non-Sterilized with microchip	501	\$100.00	\$100.00	
26	Duplicate or address change	501	\$5.00	\$5.00	
27	Special multiple: 2 Year	501	\$40.00	\$40.00	
28	Dog kennels	501	\$75.00	\$75.00	
29	Easment or right-of-way vacation	n/a	\$475.00	\$500.00	
30	Encroachment agreement application fee	n/a	\$475.00	\$500.00	
31	Erosion control escrow fee (per acre)				This is being moved to Permit/Plan review
32	<5,000 SF (within 300' of water resource)	4017			
33	<.5 acre (residential remodel only)	4017	\$1,000.00		
34	<1-acre	4017	\$3,000.00		
35	>1-acre (round up to the nearest acre)	4017	\$3000 per acre		
36	False alarm fees – Fire:				Moved to Penalty Schedule
37	Third False alarm	506	\$300.00		
38	Fourth	506	\$400.00		
39	Fifth and all subsequent alarms	506	\$500.00		
40	Construction-related	506	\$150.00		
41	False alarm fees – Police:				
42	Third False alarm	506	\$100.00		Moved to Penalty Schedule
43	Fourth	506	\$200.00		
44	Fifth	506	\$300.00		
45	Sixth	506	\$400.00		
46	Seventh and all subsequent alarms	506	\$500.00		

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
47	Fertilizer				
48	Sale of	408	\$30.00	\$30.00	
49	Applicator	408	\$100.00	\$100.00	
50	Firearms, sale of	310	\$30.00	\$30.00	
51	Fire Inspection				
52	Commercial vent hood	902	\$110.00	\$120.00	
53	Natural gas-related emergencies		\$250/ hour (contractor-related)	\$250/ hour (contractor-related)	
54	Outside of normal business hours		\$105/hour (minimum 2 hours)	\$150/hour (minimum 2 hours)	
55	Fire rescue and extrication fee	n/a	\$400.00	\$400.00	
56	Fire & EMS Assistance fee	n/a	\$400.00	\$400.00	
57	Fire safety training (per hour)	n/a	\$110.00	\$120.00	
58	Fireworks, sale of consumer				
59	Existing retail	902	\$100.00	\$100.00	
60	Stand-alone, temporary	902	\$450.00	\$450.00	Incl. structure & product storage
61	Fuel storage tank:				
62	Removal inspection	902	\$170.00	\$170.00	Above or underground tanks
63	Installation of liquid fuel tank	902	\$170.00	\$170.00	Above or underground tanks
64	Installation of liquefied fuel tank	902	\$170.00	\$170.00	Above or underground tanks
65	Gasoline Station License	310	\$186.00	\$186.00	
66	Gas pumps (private business)	310	\$186.00	\$186.00	
67	Horse	501	\$5.00	\$5.00	
68	Hospitals - Veterinary	310	\$80.00	\$80.00	
69	Hotel, license	317		\$150.00	*New*
70	Background investigation fee (per interested party)			\$30.00	*New*
71	Hotel/Motel Annual Inspection				
72	Base Rate	n/a	\$435.00	\$450.00	Inspection services transferred from State Fire Marshall's Office
73	Per unit fee	n/a	\$3.00	\$5.00	
74	Follow-up inspection	n/a	\$125.00	\$150.00	
75	Verified complaint inspection	n/a	\$125.00	\$150.00	
76	Lawful gambling				
77	One-time event	304	\$25.00	\$25.00	
78	On-going premise permit: Net sales %	304	0.5%	1.0%	This was incorrect in previous fee schedules. This is the amount that has been charged and is being updated to reflect current practice.
79	On-going premise permit: net profits %	304	0.10%	10.00%	This was incorrect in previous fee schedules. This is the amount that has been charged and is being updated to reflect current practice.
80	Liquor Licenses				
81	On-sale intoxicating liquor license	302	\$7,000.00	\$7,000.00	
82	On-sale non-intoxicating liquor license Non-intoxicating malt liquor On-Sale	302	\$100.00	\$100.00	updated title to reflect license type in code
83	On-sale wine license (75 seats or less)	302	\$750.00	\$750.00	
84	On-sale wine license (75+ seats)	302	\$1,500.00	\$1,500.00	
85	Renewal Application late fee	302	\$50.00	\$50.00	Moved to Penalty Schedule
86	Temporary: on-sale (3 days)	302	\$50.00	\$50.00	
87	Temporary: on-sale in Cental Park	302	\$20.00	\$20.00	

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
88	Sunday on-sale	302	\$200.00	\$200.00	
89	Special club: 51-200 members	302	\$300.00	\$300.00	updated title to reflect license type in code
90	Special club: 201-500 members	302	\$500.00	\$500.00	updated title to reflect license type in code
91	Special club: 501-1,000 members	302	\$650.00	\$650.00	updated title to reflect license type in code
92	Special club: 1,001-2,000 members	302	\$800.00	\$800.00	updated title to reflect license type in code
93	Special club: 2,001-4,000 members	302	\$1,000.00	\$1,000.00	updated title to reflect license type in code
94	Special club: 4,001-6,000 members	302	\$2,000.00	\$2,000.00	updated title to reflect license type in code
95	Special club: more than 6,000 members	302	\$3,000.00	\$3,000.00	updated title to reflect license type in code
96	On-sale brewery taproom	302	\$750.00	\$750.00	
97	Off-sale brewery taproom	302	\$300.00	\$300.00	
98	On-sale micro distillery cocktail room	302	\$750.00	\$750.00	
99	Off-sale micro distillery cocktail room	302	\$300.00	\$300.00	
100	Off-sale intoxicating liquor license	302	\$300.00	\$300.00	
101	Off-sale intoxication liquor license	302	\$200.00	\$200.00	See comment A below
102	Off-sale non-intoxication liquor license Non-intoxicating malt liquor Off-Sale	302	\$30.00	\$30.00	updated title to reflect license type in code
103	Sale outside of premises	302	\$25.00	\$25.00	
104	Background Investigation fee	302	\$300.00	\$300.00	updated title for consistency
105	Massage therapist license (individual)	309	\$125.00	\$125.00	
106	Background investigation fee (initial application)			\$50.00	*New*
107	Massage therapy business establishment;				
108	License	309	\$325.00	\$350.00	
109	Renewal Application-late fee	n/a	\$50.00	\$50.00	
110	Open burning permit	n/a	\$120.00	\$120.00	Plus \$.50 per required notice
111	Park dedication fee;				
112	Residential (per unit)	1103	\$4,250/unit	\$4,250/unit	
113	Non-residential (fair-market value %)	1103			See comment B below
114	Patching				
115	Pathways - Concrete sidewalk (2 panels)	n/a	\$1,500.00	\$1,700.00	
116	Pathways - Bituminous (12' x 8')	n/a	\$1,100.00	\$1,300.00	
117	Streets - Half width without curb	n/a	\$1,100.00	\$2,200.00	Reordered
118	Streets - Half width with curb	n/a	\$1,900.00	\$3,200.00	Reordered
119	Streets - Full width without curb	n/a	\$2,200.00	\$3,100.00	Reordered
120	Streets - Full width with curb	n/a	\$3,000.00	\$4,900.00	Reordered
121	Pawn shop license	311	\$10,000.00	\$10,000.00	
122	Pawn shop + precious metal dealer license	311	\$13,000.00	\$13,000.00	
123	Pawn shop transaction fee (per transaction)	n/a	\$2.90	\$2.90	
124	Precious metal dealer	311	\$3,000.00	\$3,000.00	
125	Private hydrant inspections;				
126	Per Hydrant	801	\$70.00	\$75.00	
127	Processing Fees	n/a	3% or \$3 minimum	3% or \$3 minimum	See comment C below
128	Public improvement Public Development contract application fee	n/a	\$550.00	\$550.00	See comment D below
129	Public Nuisance Deviation Fee	407	\$50.00	\$50.00	
130	Recycling contractor	403	\$125.00	\$125.00	
131	Rental licensing;				
132	Multi-family annual inspection fee: Building	908	\$102.00	\$150.00	
133	Multi-family annual inspection fee: Per Unit	908	\$15.00	\$20.00	
134	Multi family: reinstatement	908	\$102.00	\$150.00	
135	Reinspection fee	908	\$110/hour, min 2 hour	\$150/hour, min 2 hours	
136	Failure to renew within 30 days of exp.	908	\$500.00	\$500.00	Fee doubles every two weeks

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
137	Fee appeal to City Council	908	\$50.00	\$50.00	
138	Rental registration:				
139	Registration Fee	907	\$38.00	\$42.00	
140	Late renewal fee	907	\$38.00	\$42.00	
141	Administrative fee (per unit)	907	\$100.00	\$105.00	
142	Appeal	907	\$50.00	\$50.00	
143	Requested Fire Inspection/Consultation (per hour)	n/a	\$110.00	\$150.00	
144	Returned Check/ACH		\$30.00	\$30.00	
145	Right of way permits:				
146	Hole (per hole)	707	\$400.00	\$425.00	
147	Trench	707	\$400 + \$.40/lineal foot of trench	\$0.50/lineal foot of trench	
148	Boring	707	\$400 + \$.40/lineal foot of boring	\$0.40/lineal foot of boring	
149	Non-excavation (obstruction)	707	50 + \$.06/lineal foot	\$50 + \$0.10/lineal foot	
150	Roll-off container	707	\$50.00	\$50/ per week	
151	Extension	707	\$25+ \$24/week of extension		*removed as it was clarified above with the addition of "per week"
152	Oversize/overweight vehicle	707	\$30.00	\$100.00	
153	Penalty	707			*removed*
154	Curb cut	707	\$50.00	\$50.00	
155	Encroachment	707		\$50.00	*new*
156	New or revised wireless support structure	707	\$100.00	\$100.00	
157	Other Agency review	707	\$30.00	\$35.00	
158	Winter excavaction surcharge	707	\$100 (Amount per hole)	\$125 (Amount per hole, November-March)	
159	Sewer usage fees	802	n/a		Established separately with utility rates
160	Short-Term Rental License		\$515.00	\$540.00	
161	Failure to renew w/in 5 days	909	\$400.00		*removed* There is no renewal, it is only a new license.
162	Administrative fine	909	\$100.00	\$105.00	
163	Soil contamination fee (per cubic yard)	406	\$1 (max \$300)		*removed*
164	Solid waste hauler license	402	\$125.00	\$125.00	
165	Special Event License		\$75.00	\$80.00	
166	Sump pump waiver fee	802	\$50.00	\$100.00	
167	Sump pump surcharge fee (per month)	802	\$50.00	\$100.00	
168	Temporary Overnight Shelter License	310 / Title 10	\$250.00	\$250.00	Moved from Comm. Dev. Misc. fees to this section
169	THC Sales	316	\$300.00	\$300.00	
170	Background Investigative Fee	316	\$300.00	\$300.00	This was listed further down in the fee schedule and is not a new fee, but was renamed.
171	Cannabis Registration				
172	Cannabis Registration - Retailer (Initial)	318		\$500.00	*new*
173	Cannabis Registration - Retailer (Renewal)	318		\$1,000.00	*new*
174	Lower Potency Hemp Retailer (Initial & renewal)	318		\$125.00	*new*
175	Medical Cannabis Combination Business - Initial	318		\$500.00	*new*
176	Medical Cannabis Combination Business - Renewal	318		\$1,000.00	*new*
177	Cannabis Mezzobusiness - Initial	318		\$500.00	*new*
178	Cannabis Mezzobusiness - Renewal	318		\$1,000.00	*new*
179	Cannabis Microbusiness - Initial	318		\$0.00	*new*
180	Cannabis Microbusiness - Renewal	318		\$1,000.00	*new*

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
181	Free planting and removal	706		Established separately	*removed*
182	Vehicle impound fee (per day)	n/a	\$20.00	\$20.00	
183	Vehicle related emergency response	n/a	\$400.00	\$400.00	See comment E below
184	Per vehicle involved	n/a	\$48.00	\$48.00	
185	Significant incident response larger /specialized	n/a	See comments	See comments	Bill based on time and supplies
186	Water meter deposit fee	801			
187	5/8 x 3/4 Disc	801	\$340.00	\$340.00	
188	Full 3/4" Disc	801	\$410.00	\$410.00	
189	1" Disc	801	\$520.00	\$520.00	
190	1 1/2" Disc	801	\$960.00	\$960.00	
191	1 1/2" Mach 10	801	\$1,050.00	\$1,050.00	
192	2" Disc	801	\$1,170.00	\$1,170.00	
193	2" Mach 10	801	\$1,230.00	\$1,230.00	
194	2" Turbo	801	\$1,220.00	\$1,220.00	
195	2" Compound	801	\$2,320.00	\$2,320.00	
196	3" Mach 10 (12")	801	\$3,400.00	\$3,400.00	
197	3" Mach 10 (17")	801	\$3,480.00	\$3,480.00	
198	3" Compound	801	\$3,630.00	\$3,630.00	
199	4" Compound	801	\$4,750.00	\$4,750.00	
200	4" Mach 10	801	\$4,400.00	\$4,400.00	
201	6" Compound	801	\$7,890.00	\$7,890.00	
202	6" Turbo	801	\$4,760.00	\$4,760.00	
203	6" Mach 10	801	\$7,030.00	\$7,030.00	
204	Water tower permit: private use	801	Established separately		*removed as it is no longer needed
205	Water usage fees	801	Established separately		Established separately with utility rates
206	Well permit	801	Established separately		*removed as it is no longer needed

General Business Licenses and Permit Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
207	Wireless support structure-Administrative application fee, for new or modifying existing	n/a	\$500.00	\$500.00	
208	Wireless equipment - Escrow Fee for Modifying Existing	n/a	\$8,000.00	\$8,500.00	
209	Wireless equipment - Escrow Fee for new equipment	n/a	\$10,000.00	\$11,000.00	
210	Wireless tower lease agreement		Negotiated	Negotiated	
211	Annual Lease for 6 antenna + 200SF	1205 1206	\$42,000.00	\$42,000.00	
212	Lease accelerator	1206 1206	4%	4%	
213	Add'l Antennas (per each)	1207 1206	\$2,500.00	\$2,500.00	
214	Add'l Ground Space (per SF)	1208 1206	\$50.00	\$50.00	
215	Other equipment	1209 1206	Negotiated	Negotiated	
216	Hydrant Meter Rental				
217	Monthly Fee		\$100.00	\$100.00	
218	5/8-1" Meter Deposit		\$800.00	\$800.00	
219	1.5" Meter Deposit		\$2,000.00	\$2,000.00	
220	3" Meter Deposit		\$6,000.00	\$6,000.00	
221	Hydrant Wrench (if not returned)		\$180.00	\$180.00	
222	<u>Comments:</u>				
223	(A) If MN Statute 340A.408, subd 3(c) are met				
224	(B) Calculation is based on 10% of the estimated fair market value of unimproved land, as determined by the Ramsey County Assessor's Office on the date of approval of the plat or subdivision.				
225	(C) For 2018 and beyond, the fee is \$3 minimum or 3% of the fine, registration, permit, or license when processed in Accela				
226	(D) In addition to the \$550 base fee, an escrow fee of 4% of the total improvement cost is also collected				
227	(E) 1. Vehicle Response Fee (accident, vehicle fire, clean-up, injury accident, Extrication, vehicle fire).				

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
1	Building Permit - Community Development:				
2	\$1 - \$2,000 valuation		\$83.50	\$83.50	
3	\$2,001 - \$25,000 valuation		\$83.50	\$83.50	For the first \$2,000 value plus \$16.55 for each add'l \$1,000 valu or fraction thereof
4	\$25,001 - \$50,000 valuation		\$464.15	\$464.15	For the first \$25,000 value plus \$12.00 for each add'l \$1,000 value or fraction thereof
5	\$50,001 - \$100,000 valuation		\$764.15	\$764.15	For the first \$50,000 value plus \$8.45 for each add'l \$1,000 value or fraction thereof
6	\$101,001 - \$500,000 valuation		\$1,186.65	\$1,186.65	For the first \$100,000 value plus \$6.75 for each add'l \$1,000 value or fraction thereof
7	\$500,001 - \$1,000,000 valuation		\$3,886.65	\$3,886.65	For the first \$500,000 value plus \$5.50 for each add'l \$1,000 value or fraction thereof
8	\$1,000,000 + valuation		\$6,636.65	\$6,636.65	For the first \$1,000,000 value plus \$4.50 for each add'l \$1,000 value or fraction thereof
9	Inspections outside of normal business hours (hourly)		\$76.00	\$84.00	
10	Re-inspection fees (hourly)		\$76.00	\$84.00	
11	Misc. inspection/investigation fees (hourly)		\$76.00	\$84.00	
12	Add'l plan review fee required by revisions (hourly)		\$76.00	\$84.00	
13	Building Permit - Engineering:				
14	\$1 - \$500 valuation		\$20.00	\$25.00	
15	\$501 - \$2,000 valuation		\$20.00	\$25.00	
16	\$2,001 - \$25,000 valuation		\$35.00	\$40.00	
17	\$25,001 - \$50,000 valuation		\$70.00	\$75.00	
18	\$50,001 - \$100,000 valuation		\$95.00	\$100.00	
19	\$100,001 - \$500,000 valuation		\$130.00	\$135.00	
20	\$500,001 - \$1,000,000 valuation		\$230.00	\$250.00	
21	\$1,000,000 +		\$360.00	\$400.00	
22	Demolition Permit Fee - Community Development				
23	Tenant improvement/remodeling		\$76.00	\$84.00	Prior to building permit
24	Structures not connected to utilities		\$76.00	\$84.00	
25	Structures connected to city utilities: residential		\$152.00	\$152.00	
26	Strucutres connected to city utilities: commercial		\$456.00	\$456.00	
27	Fire Safety Inspection Fee		8% of building permit fee	8% of building permit fee	
28	Fire Plan Review Fee: New Construction (hourly)		\$110.00	\$150.00	
29	Fire Plan Review Fee: Existing <i>*Plan Review Fee will be 65% of the calculation below</i>				
30	\$1 - \$2,000 valuation		\$110 per hour	\$150/hour	

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
31	\$2,001 - \$25,000 valuation		\$110.00	\$110.00	For the first \$2,000 value plus \$21.00 for each add'l \$1,000 value or fraction thereof
32	\$25,001 - \$50,000 valuation		\$576.00	\$576.00	For the first \$25,000 value plus \$15.40 for each add'l \$1,000 value or fraction thereof
33	\$50,001 - \$100,000 valuation		\$961.00	\$961.00	For the first \$50,000 value plus \$10.70 for each add'l \$1,000 value or fraction thereof
34	\$101,001 - \$500,000 valuation		\$1,496.00	\$1,496.00	For the first \$100,000 value plus \$8.60 for each add'l \$1,000 value or fraction thereof
35	\$500,001 - \$1,000,000 valuation		\$4,936.00	\$4,936.00	For the first \$500,000 value plus \$7.10 for each add'l \$1,000 value or fraction thereof
36	\$1,000,000 + valuation		\$8,486.00	\$8,486.00	For the first \$1,000,000 value plus \$5.70 for each add'l \$1,000 value or fraction thereof
37	Erosion control inspection permit:				
38	< 5,000 SF (within 300' of water resource)		\$50.00	\$50.00	
39	< 1/2 acre (residential remodel only)		\$300.00	\$300.00	
40	5,000 SF to 1 acre (residential only, New Homes)		\$1,000.00	\$1,250.00	Renamed
41	1 - 5 acres (Non Residential)		\$1,500.00	\$1,750.00	Renamed
42	> 5 acres (Non Residential)		\$2,000.00	\$2,500.00	Renamed
43	Erosion control permit renewal:				
44	<0.5-acre (residential remodel only) < 1/2 acre (residential remodel only)		\$150.00	\$200.00	Renamed
45	<1-acre 5,000 SF to 1 acre (residential only, New Homes)		\$750.00	\$750.00	Renamed
46	1 - 5 acres (Non Residential)		\$1,000.00	\$1,000.00	Renamed
47	> 5 acres (Non Residential)		\$1,250.00	\$1,250.00	Renamed
48	Grading Permit Fee - Engineering:				
49	<5,000 SF (within 300 feet of water resource)		\$50.00	\$75.00	
50	< 50 cubic yards		\$0.00	\$0.00	
51	51 - 250 cubic yards		\$100.00	\$150.00	
52	251 - 1,000 cubic yards		\$200.00	\$250.00	
53	1,001 - 10,000 cubic yards		\$350.00	\$400.00	
54	> 10,000 cubic yards		\$650.00	\$750.00	
55	Stormwater drainage fees	803			Established Separately
56	Stormwater impact fee (per cubic foot)	1017	\$30.00	\$35.00	
57	Stormwater residential permit:				
58	Initial		\$250.00	\$300.00	
59	Renewal (5-year term)		\$100.00		removed
60	Stormwater Permit Review				

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
61	< 1 acre		\$35.00	\$75.00	
62	1 - 5 acres		\$75.00	\$150.00	
63	> 5 acres		\$125.00	\$250.00	
64	Non-compliance fine		\$100.00		Moved to penalties
65	House Moving Permit Fee:				
66	Over private property only		\$95.00	\$95.00	
67	Over public streets		\$137.00	\$137.00	
68	Investigation fee (hourly)		\$76.00	\$76.00	
69	Manufactured Home Permit Fee (new installation)		\$275.00	\$275.00	
70	Mechanical Permit Fee - Residential:		\$76.00	\$84.00	
71	Additioanl for each fixture		\$10.00	\$10.00	
72	New construction, misc. work & gas piping		1.28% of job cost + \$76.00	1.28% of job cost + \$84	
73	Minimum fee		\$76.00	\$84.00	
74	In floor heat		\$76.00	\$84.00	
75	Mechanical Permit Fee - Commercial (All)		1.28% of job cost + \$76.00	1.28% of job cost + \$84	Plus \$76.00
76	Plan Review Fee:		65% of permit fee	65% of permit fee	
77	Plumbing Permit Fee: Residential				
78	Minimum fee		\$76.00	\$84.00	
79	Additional for each fixture		\$10.00	\$10.00	
80	Backflow prevention device		\$10.00	\$10.00	
81	New construction, misc. work & gas piping		1.28% of job cost + \$76.00	1.28% of job cost + \$84	
82	Plumbing Permit Fee: Commercial		1.28% of job cost + \$76.00	1.28% of job cost + \$84	
83	Minimum fee		\$76.00	\$84.00	
84	Sewer Connection Permit Fee - Community Develop:				
85	Residential		\$76.00	\$84.00	
86	Commercial		\$304.00	\$304.00	
87	Repair		\$76.00	\$84.00	
88	Disconnect: residential		\$76.00	\$84.00	
89	Disconnect: commercial		\$152.00	\$168.00	
90	Sewer Connection/Inspection Permit Fee - Engineering:				
91	Connection: residential		\$25.00	\$35.00	
92	Connection: commercial		\$75.00	\$85.00	
93	Connection: repair		\$25.00	\$35.00	
94	Connection: inspection		\$75.00	\$85.00	
95	Disconnect: residential		\$25.00	\$35.00	
96	Disconnect: commercial		\$75.00	\$85.00	
97	Sign Permit Fee - Community Development:				
98	Permanent sign (minimum fee)				
99	Annual sign		\$100.00	\$105.00	
100	Temporary sign		\$30.00	\$30.00	
101	Attention-getting device		\$30.00	\$30.00	
102	Swimming Pool Permit - Community Development:				
103	Residential: in-ground		\$212.00	\$213.00	
104	Commercial		Per valuation	Per valuation	

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
105	Swimming Pool Permit - Engineering		\$15.00	\$35.00	
106	Water Connection Permit Fee - Community Develop:				
107	Residential		\$76.00	\$84.00	
108	Commercial		\$304.00	\$304.00	
109	Repair		\$76.00	\$84.00	
110	Disconnect: residential		\$76.00	\$84.00	
111	Disconnect: commercial		\$152.00	\$168.00	
112	Water Connection/Inspection Permit Fee - Engineering:				
113	Connection: residential		\$25.00	\$35.00	
114	Connection: commercial		\$75.00	\$85.00	
115	Connection: repair		\$25.00	\$35.00	
116	Connection: inspection		\$75.00	\$85.00	
117	Disconnect: residential		\$25.00	\$35.00	
118	Disconnect: commercial		\$75.00	\$85.00	
119	Water Meter Program Fees - Engineering:				
120	Manual meter read surcharge		\$20/quarter	\$25/quarter	
121	Non-standard water meter no-read fee		\$50.00	\$50/quarter	
122	Denial of access to water meter		\$100/quarter	\$100/quarter	
123	Utility Disconnect Fee		\$5,000.00	\$6,000/utility service	
124	Miscellaneous Permit Fees:				
125	Administrative fee for Accelerated abatement		\$125.00	\$125.00	
126	Administrative fee-Council Approved Abatement		\$350.00	\$350.00	
127	Administrative fee: other zones		\$76.00	\$84.00	
128	Administrative fee: R1 or R2 zones		\$76.00	\$84.00	
129	Backflow prevention investigation fee		\$76.00	\$84.00	
130	Certificate of Occupancy: conditional		\$76.00	\$84.00	Special conditions
131	Certificate of Occupancy: copy		n/a	n/a	
132	Certificate of Occupancy: full		\$25.00	\$42.00	
133	City contractor license fee		\$63.00	\$70.00	
134	Construction deposit: commercial		\$5,000.00	\$5,000.00	
135	Construction deposit: residential		\$1,000.00	\$1,000.00	
136	Drain tile		\$76.00	\$84.00	
137	Driveway permits: residential replacement		\$57.00	\$57.00	
138	Driveway permits: residential expansion		\$76 + \$25 Engineering fee	\$84 + \$25 Engineering Fee	
139	Fence permits: residential		\$57.00	\$58.00	
140	Fence permits: commercial		Per valuation	Per valuation	
141	Footing/foundation permits: commercial		Per valuation	Per valuation	
142	Footing/foundation permits: residential		Per valuation	Per valuation	
143	Garage only (detached: roofing & siding)		\$57.00	\$57.00	
144	Other				
145	Outdoor sales/display permit: 1-5 occurrences		\$50.00	\$50.00	
146	Outdoor sales/display permit: 6-10 occurrences		\$75.00	\$75.00	
147	Outdoor sales/display permit: 11 or more		\$200.00	\$200.00	
148	Outdoor storage/display permit: 1-5 occurrences		\$50.00	\$50.00	

Permit and Plan/Project Review Fees

	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
149	Outdoor storage/display permit: 6-10 occurrences		\$100.00	\$100.00	
150	Outdoor storage/display permit: 11 or more		\$200.00	\$200.00	
151	Outdoor temporary event: 1-5 occurrences		\$50 + \$125 Fire inspection fee	\$50 + \$125 Fire inspection fee	
152	Outdoor temporary event: 6-10 occurrences		\$100 + \$125 Fire inspection fee	\$100 + \$125 Fire inspection fee	
153	Outdoor temporary event: 11 or more occurrences		\$200 + \$125 Fire inspection fee	\$200 + \$125 Fire inspection fee	
154	Parking lot repair		\$152.00	\$152.00	See comment (a)
155	Replacement inspection card		\$21.00	\$21.00	
156	Residential siding replacement flat fee		\$140.00	\$154.00	
157	Residential window replacement flat fee		\$140.00	\$154.00	
158	Residential wood burning fireplace		\$152.00	\$152.00	
159	Re-stamping job site plan sets		\$31.00	\$31.00	
160	Roofing flat fee (residential)		\$140.00	\$154.00	
161	SAC administration fee		\$38.00	\$42.00	
162	SAC research fee: hourly Rate		\$76.00	\$84.00	
163	Shed permits (residential < 120 square feet)		\$57.00	\$57.00	
164	Shed permits (residential 121-200 square feet)		\$76 + \$15 Engineering Fee	\$84 + \$25 Engineering Fee	
165	Solar panel/renewable energy equipment install		1.28% of job cost or \$160 min	1.28% of job cost or \$160 min	
166	Verification fee: electrician/plumber state license		\$1.00	\$5.00	
167	Verification fee: lead abatement certificate		\$1.00	\$5.00	
168	Verification fee: sewer/water bond certificate		\$1.00	\$5.00	
169	Verification fee: state contracting license		\$1.00	\$5.00	See comment (c)

Comments:

- (a) Fee amount if < 25% of total surface is replaced not exposing sub-base, otherwise add'l fees are imposed
- (b) An additional \$125 fire inspection fee will be charged if using a tent or other membrane structure of 400 s.f. or larger
- (c) Verification fee required for all trades with State licenses or bonds

Community Development Miscellaneous Fees

Line No.	Fee Description	City Code	2024 Amount	2025 Amount	NOTES
1	Accessory Dwelling Unit permit	1011.12.B	\$100.00	\$105.00	
2	Administrative deviation	1009.01	\$110.00	\$115.00	
3	Appeal of Administrative Decision	1009.08	\$100.00	\$105.00	
4	Attorney, consultant review & analysis				
5	City Address Book (11x17) – existing PDF maps		\$100.00	\$100.00	See comment (a)
6	Comprehensive Plan – amendment	1009.06	\$1,725.00	\$1,810.00	See comment (b)
7	Comprehensive Plan on USB		\$45.00	\$45.00	See comment (a)
8	Conditional Use:				
9	Residential	1009.02	\$510.00	\$535.00	See comment (b)
10	Commercial	1009.02	\$775.00	\$815.00	See comment (b)
11	Copying (per sheet)		\$0.25	\$0.25	
12	EAW Review Escrow		up to \$15,000	up to \$15,000	Depending on project complexity, see comment (d)
13	Interim Use	1009.03	\$1,475.00	\$1,550.00	See comment (b)
14	Interim Use extension	1009.03	\$1,025.00	\$1,075.00	See comment (b)
15	Landscape Plan:				
16	Application fee	1011.03	\$200.00	\$200.00	
17	Escrow		\$500.00	\$500.00	
18	Land Division Variation Fee	1102.01	\$375.00	\$395.00	
19	Maps – 8 ½ x 11 (b & w) – existing PDF maps				See comment (e)
20	Maps – 8 ½ x 11 (color) – existing PDF maps		\$1.00	\$1.00	See comment (a)
21	Maps – 11 x 17 (color) – existing PDF maps		\$2.00	\$2.00	See comment (a)
22	Maps – 17 x 22 (color) – existing PDF maps		\$10.00	\$10.00	See comment (a)
23	Maps – 22 x 34 (color) – existing PDF maps		\$20.00	\$20.00	See comment (a)
24	Maps – 34 x 44 (color) – existing PDF maps		\$40.00	\$40.00	See comment (a)
25	Master Sign Plan:				
26	Residential/institutional	1010.11	\$250.00	\$260.00	
27	Commercial	1010.11	\$350.00	\$370.00	
28	Open House fee				
29	Application fee	1009.07	\$1,100.00	\$1,100.00	
30	Escrow		\$500.00	\$500.00	
31	Planned Unit Development:	1023			
32	Amendment		\$1,210.00	\$1,210.00	
33	Sketch plan PUD open house application fee		\$800.00	\$800.00	
34	Sketch plan PUD application fee		\$350.00	\$350.00	
35	PUD Concept Plan: open house application		\$800.00	\$800.00	
36	PUD Concept Plan: application fee		\$2,500.00	\$2,500.00	
37	PUD Concept Plan: escrow		\$4,200.00	\$4,200.00	
38	PUD Final Plan: application fee		\$1,200.00	\$1,200.00	
39	PUD Final Plan: escrow fee		\$1,800.00	\$1,800.00	
40	PUD Cancellation: application fee		\$250.00	\$265.00	
41	PUD Cancellation: escrow fee		\$500.00	\$500.00	
42	Planning Commission agendas/year (mailed)		\$10.00	\$10.00	See comment (a)
43	Planning Commission minutes/year (mailed)		\$15.00	\$15.00	See comment (a)

44	Public Financing & Business Subsidy:				
45	Application fee		\$1,500.00	\$1,500.00	Nonrefundable
46	Escrow		\$15,000.00	\$15,000.00	
47	Reasonable Accommodation request	911.01	\$150.00	\$150.00	
48	Rezoning of project site or parcel	1009.06	\$1,475.00	\$1,550.00	
49	Staff research time (per hour)		\$84.00	\$105.00	
50	Subdivision:	1101			
51	Escrow (minimum)		\$2,500.00	\$2,500.00	See comment (d)
52	Minor Subdivision		\$675.00	\$710.00	
53	Escrow data collection, analysis (per hour)		\$69.50	\$69.50	
54	Preliminary Plat		\$1,375.00	\$1,445.00	
55	Final Plat		\$510.00	\$535.00	
56	Tree Preservation				
57	Restoration & Landscape Plan Application		\$300.00	\$300.00	
58	Restoration & Landscape Plan Escrow		\$500.00	\$500.00	
59	Temporary Overnight Shelter License	310 and Title 10	\$250.00		Moved to Gen Business Licenses
60	Variance	1009.04			
61	Residential		\$360.00	\$380.00	See comment (b)
62	Non Residential		\$475.00	\$500.00	See comment (b)
63	Variance Appeal Fee	1009.08			
64	Residential		\$150.00	\$160.00	
65	Commercial		\$300.00	\$315.00	
66	Zoning Code Text Amendment	1009.06	\$1,425.00	\$1,500.00	See comment (b)
67	Zoning Compliance letter: data collection & analysis (hourly)		\$84.00	\$90.00	1 hour minimum

Comments

(a) Item is free on City website, and available for review at City Hall and Roseville Library.

(b) If multiple requests (e.g. subdivision, variance), for the same application, the most expensive permit application fee is charged

(c) Maps/data created as a custom request are charged time and materials rate. GIS Coordinator at 1.9 times hourly rate

(d) Amount listed under the PUD and Subdivision Escrow is the minimum amount required for the application. A higher amount, as determined by the City, may be required for projects that will take a significant amount of time. Costs shall be paid as part of this escrow.

Electrical Permit Fees				
Line No.	Fee Description	2024 Amount	2025 Amount	NOTES
1	Residential Fees (Single Family Homes, Apartments, and Condominiums)			
2	Minimum fee	\$50.00	\$50.00	No refunds available
3	Services, changes for services:			
4	0 to 300 amp	\$55.00	\$55.00	
5	400 amp	\$71.00	\$71.00	
6	500 amp	\$87.00	\$87.00	
7	600 amp	\$103.00	\$103.00	
8	800 amp	\$135.00	\$135.00	
9	1,000 amp	\$167.00	\$167.00	
10	1,100 amp	\$183.00	\$183.00	
11	1,200 amp	\$199.00	\$199.00	
12	Add \$16 for each additional 100 amps			
13	Circuits, changes for services:			
14	0 to 100 amp	\$9.00	\$9.00	
15	101 to 200 amp	\$15.00	\$15.00	
16	201 to 300 amp	\$21.00	\$21.00	
17	301 to 400 amp	\$27.00	\$27.00	
18	401 to 500 amp	\$33.00	\$33.00	
19	501 to 600 amp	\$39.00	\$39.00	
20	601 to 700 amp	\$45.00	\$45.00	
21	Add \$6 for each additional 100 amps			
22	Solar Fees:			
23	0kw-5kw	\$90.00	\$90.00	
24	5.1kw-10kw	\$150.00	\$150.00	
25	10.1kw-20kw	\$225.00	\$225.00	
26	20.1kw-30kw	\$300.00	\$300.00	
27	30.1kw-49.9kw	\$375.00	\$375.00	
28	50kw-and larger	\$400.00	\$400.00	
29	Add \$25 for each additional 10kw			
30	Residential panel replacement	\$110.00	\$110.00	
31	Residential sub panel	\$45.00	\$45.00	
32	Minimum fee:			
33	Inspection only	\$50 Plus \$1 State surcharge	\$50 Plus \$1 State surcharge	
34	Rough-in & final	\$100 Plus \$1 State surcharge	\$100 Plus \$1 State surcharge	
35	Single-family dwelling/townhouse < 200 amps *	\$200 Plus \$1 State surcharge	\$200 Plus \$1 State surcharge	
36	Apartment buildings (per unit)	\$90.00	\$90.00	Excludes cover svc, unit feeders & house panels
37	Swimming pool (up to two inspections)	\$100.00	\$100.00	
38	Additions, remodels, basement additions	\$100.00	\$100.00	Up to 10 circuits & 2 inspections
39	Accessory structure:			
40	Panel	\$55.00	\$55.00	
41	Per circuit	\$9.00	\$9.00	
42	Inspection	\$100.00	\$100.00	
43	Traffic signals (per standard)	\$8.00-		deleted in 2024
44	Street & parking lot lights (per standard)	\$5.00-		deleted in 2024
45	Transformers & Generators:			
46	Up to 10 KVA	\$5.00	\$5.00	
47	11-74 KVA	\$40.00	\$40.00	
48	75-299 KVA	\$60.00	\$60.00	
49	300+ KVA	\$165.00	\$165.00	
50	Retro-fit lighting (per fixture)	\$0.85	\$0.85	
51	Sign transformer (each)	\$9.00	\$9.00	

Electrical Permit Fees				
Line No.	Fee Description	2024 Amount	2025 Amount	NOTES
52	Low voltage fire alarm, low voltage heating and air co	\$0.85	\$0.85	
53	Re-inspection fee (in addition to others)	\$50.00	\$50.00	
54	Hourly rate for carnivals	\$90.00	\$90.00	
55	Commercial Fees			
56	\$50 per trip or the fees below, whichever is greater			
57	\$1 - \$1,000 valuation	\$50 per trip	\$50 per trip	
58	\$1,001 - \$2,000 valuation	\$50 for the First \$1,000 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2,000	\$50 for the First \$1,000 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2,000	
59	\$2,001 - \$25,000 valuation	\$82 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	\$82 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	
60	\$25,001 - \$50,000 valuation	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	
61	\$50,001 - \$100,000 valuation	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000	
62	\$100,001 - \$500,000 valuation	\$1,063.55 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000	\$1,063.55 for the first \$100,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$500,000	
63	\$500,001 - \$1,000,000 valuation	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
64	1,000,001 and up	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000,000 or fraction thereof	\$6,013.55 for the first \$1,000,000 plus \$4 for each additional \$1,000,000 or fraction thereof	
65	Reinspection fee (in addition to all other fees)	\$50.00	\$50.00	
66	Comments:			
67	Investigative fee (working without a Permit)	The fee is doubled	The fee is doubled	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Review the 2025 Proposed Utility Rates

Background

Unlike many city services that are supported by property taxes, our utility or *enterprise* operations are funded primarily by user fees and are operated as separate, stand-alone functions. The City engaged Ehlers to perform an update to the utility rate study of the Water, Sanitary Sewer and Storm Drainage Funds from 2022, attachment 2 contains the study. Ehlers staff presented their analysis at the October 7 City Council meeting and the October 8 Finance Commission meeting. Over the past few years, city staff have curtailed capital improvements to allow for water and storm drainage funds to build their minimum fund reserves. Attachment 3 is a memo from the Public Works Director outlining changes made to the capital improvements to the Water, Sanitary Sewer and Storm Drainage funds.

Water Fund Operations

The updated Utility Rate Study done by Ehlers on the Water Fund recommends a 5.5% increase in rates for 2025 to cover fixed and variable costs, debt service and replenishment of fund reserves. The previous study recommended an 8% increase in rates for 2025. As a result of curtailment of capital improvements, this fund is starting to recover and build reserves. One of the main costs is the purchase of water from St. Paul Regional Water. Their increases for 2025 are roughly 8% and then drop to a 5% increase in 2026. In addition, this fund is still working on building fund reserves to cover the minimum for operations and the amount needed for capital. The study anticipates hitting these reserve levels in 2030.

Storm Drainage Operations

The City provides for the management of storm water drainage to prevent flooding and pollution control, as well as the street sweeping program. In 2022, the Utility Rate Study done by Ehlers recommended a 33% increase for 2023-2024 to cover fixed and variable costs of the Storm Drainage fund and a 2.5% increase thereafter. Through the increases in 2023 and 2024 and the curtailment of capital improvements made by Public Works, the fund is now on course to be able to cover operations and capital infrastructure needs for the next five years. The current update of the utility rate study recommends a 0% increase.

Sanitary Sewer Operations

The City maintains a sanitary sewer collection system to ensure the public's health and general welfare. The previous study recommended a 2% increase to mainly cover the cost increases of Metropolitan Council Environmental Services. The current update of the utility rate study recommends a 0% increase. Public Works has included an updated lift station study in the 2025 budget. It is anticipated that this study will impact future capital improvement project costs and needs.

Recycling Operations

The recycling operation provides for the contracted curbside recycling pickup throughout the City and related administrative costs. The primary operating cost is the amounts paid to a contractor to pick up recycling materials. In 2024, the City solicited bids on the recycling operations and on October 7, 2024,

the City Council will review the bids for recycling operations and for the purchase of city-owned recycling carts. For 2025, the rates are again based on the contracts – half year with the existing contract and half year at new contract rates. A customer rate increase from \$14.50 per quarter to \$14.94, or 3% is proposed to cover the operating costs and fund the cart purchase.

Recommended Rates for 2025

Attachment 1 has the full chart of proposed rates for the Water, Sewer, Stormwater and Recycling Utility Funds, which depicts how the operating cost burden is distributed to various customer types.

Based on staff analysis and the updated Ehlers Utility Rate study, the estimated impact on a Single Family Home for all four utility funds is as follows:

Utility Rate Impact: Single Family Home (Quarterly)				
Service	2024	2025	\$ Increase	
Water - base fee	42.34	44.67	2.33	
Water - usage fee	46.80	49.32	2.52	
Sanitary Sewer - base fee	43.98	43.98	-	
Sanitary Sewer - usage fee	30.25	30.25	-	
Storm Sewer	26.75	26.75	-	
Recycling	14.50	14.94	0.44	
Total per Quarter	\$ 204.62	\$ 209.91	\$ 5.29	
Percentage Change			2.58%	
per month	\$ 68.21	\$ 69.97	\$ 1.76	
per year	\$ 818.48	\$ 839.62	\$ 21.14	
Avg. Water consumption (1,000 gals.)	12			
Avg. Sewer consumption (1,000 gals.)	11			

Policy Objectives

An annual review of the City’s utility rate structure is consistent with governmental best practices to ensure that each utility operation is financially sound.

Equity Impact Summary

Utility rates can have significant equity implications by disproportionately impacting lower-income households, who tend to spend a higher percentage of their income on essential services. To promote equity, the city offers a Utility Discount Program for eligible low-income, single-family homeowners to mitigate financial burdens and prevent delinquencies. Additionally, the Minnesota Water Assistance Program provides further relief by covering outstanding and current water and wastewater charges for eligible households. The city’s utility rate structure also aligns with equity principles by charging higher rates to high water users and larger properties, such as commercial businesses, to reflect their greater impact on infrastructure and the environment. This tiered approach ensures that essential services remain affordable for lower-use residential customers. The city does not disconnect water services for non-payment, with delinquent amounts being posted to property taxes quarterly, further minimizing disruptions for residents facing financial difficulties.

74

75 **Budget Implications**

76 See above.

77

78 **Staff Recommendations**

79 Staff recommends the rate adjustments as shown in the report. These recommendations have been
80 reviewed by both the Finance and Public Works, Environment & Transportation (PWET) Commissions,
81 and they concur with the proposed rates.

82

83 **Requested Council Action**

84 Provide direction to staff on the proposed 2025 Utility Rates. Final approval of the utility rates will occur
85 at the December 2, 2024 City Council meeting.

86

87 **Prepared by:** Michelle Pietrick, Finance Director

Attachments:

1. 2025 Utility Rates Proposed
2. Ehlers Utility Rate Study-2024
3. PW CIP Memo

<u>Water Base Rate Category</u>	<u>2024 Rates</u>	<u>2025 Rates</u>
Single-Family Residential	\$ 42.34	\$ 44.67
Non-SF Residential (5/8" Meter)	42.34	44.67
Non-SF Residential (1.0" Meter)	105.85	111.67
Non-SF Residential (1.5" Meter)	211.69	223.33
Non-SF Residential (2.0" Meter)	338.71	357.34
Non-SF Residential (3.0" Meter)	677.42	714.68
Non-SF Residential (3.0" Compound Meter)	740.93	781.68
Non-SF Residential (4.0" Meter)	1,058.46	1,116.68
Non-SF Residential (4.0" Compound Meter)	1,270.17	1,340.03
Non-SF Residential (6.0" Meter)	3,387.09	3,573.38

<u>Water Usage Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
SF Residential: Up to 15,000 gals./qtr	\$ 3.90	\$ 4.11
SF Residential: 15,001 to 30,000 gals./qtr	4.87	\$ 5.14
SF Residential: Over 30,000 gals./qtr	6.10	\$ 6.44
Apartments: Up to 8,000 gals./unit/qtr	3.90	\$ 4.11
Apartments: 8,001- 15,000 gals./unit/qtr	4.87	\$ 5.14
Apartments: Over 15,000 gals./unit/qtr	6.10	\$ 6.44
Commercial: Up to 60,000 gals./qtr	3.90	\$ 4.11
Commercial: 60,001 to 400,000 gals./qtr	4.87	\$ 5.14
Commercial: Over 400,000 gals./qtr	6.10	\$ 6.44
Irrigation Water Usage	5.52	\$ 5.82

Rates are per 1,000 gallons

<u>Sewer Base Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
Single-Family Residential	\$ 43.98	\$ 43.98
Single-Family Residential: Low-Income Discount	28.59	28.59
Multi-Family Residential (townhomes)	43.98	43.98
Multi-Family Residential (apartments & condos)	31.49	31.49
Non-SF Residential (5/8" Meter)	33.54	33.54
Non-SF Residential (1.0" Meter)	67.15	67.15
Non-SF Residential (1.5" Meter)	100.75	100.75
Non-SF Residential (2.0" Meter)	157.06	157.06
Non-SF Residential (3.0" Meter)	325.26	325.26
Non-SF Residential (4.0" Meter)	650.54	650.54
Non-SF Residential (6.0" Meter)	1,301.07	1,301.07
Sewer Only accounts	72.33	72.33
Maplewood sewer accounts	23.79	23.79

Multi-family rate is per housing unit

<u>Sewer Usage Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
Residential	\$ 2.75	\$ 2.75
Commercial	6.55	6.55
Maplewood sewer accounts	5.66	5.66

Rates are per 1,000 gallons

<u>2024</u>	<u>2025</u>
--------------------	--------------------

<u>Stormwater Base Rate Category</u>	<u>Rate</u>	<u>Rate</u>
Single-Family Residential & Duplex	\$ 26.75	\$ 26.75
Multi-Family & Churches	206.97	\$ 206.97
Cemeteries & Golf Course	20.08	\$ 20.08
Parks	62.28	\$ 62.28
Schools & Community Centers	100.67	\$ 100.67
Commercial & Industrial	413.76	\$ 413.76

Rates for single-family are per housing unit; all others are per acre

<u>Recycling Rate Category</u>	<u>2024 Rate</u>	<u>2025 Rate</u>
Single-Family	\$ 14.50	\$ 14.94
Multi-Family	14.50	\$ 14.94



MEMORANDUM

TO: Michelle Pietrick, Finance Director

FROM: Jeanne Vogt and Stacie Kvilvang, Ehlers

DATE: October 2, 2024

SUBJECT: Utility Rate Study Update

The City of Roseville contracted with Ehlers to complete a utility rate study update (“the Study”) of the water, sewer, and storm drainage utility funds. The scope of work for the Study included:

- Building and maintaining adequate cash balances
- Funding future capital projects
- Managing revenue volatility
- Competitiveness

Overall Impact on Utility Customers

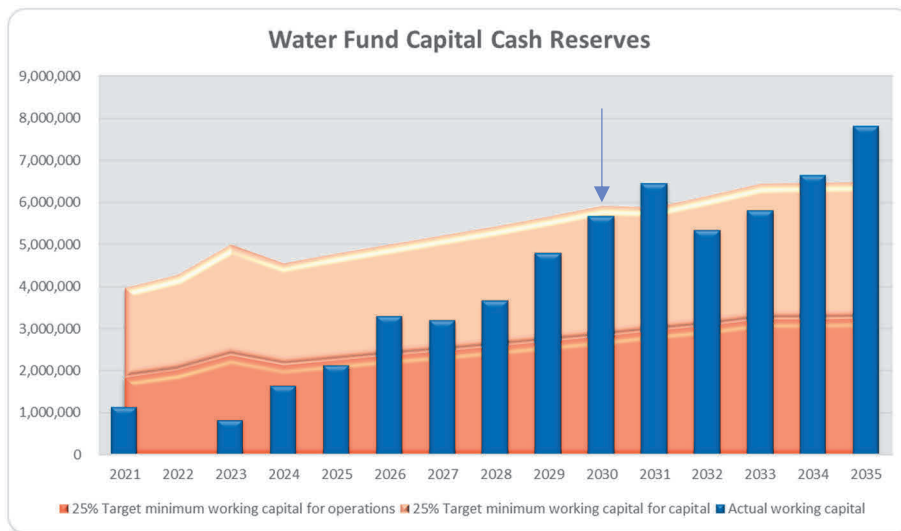
Attached is the Impact Analysis for “Residential” and “Other Users” of the system. We looked at quartiles, which is defined as the number of accounts in the bottom quarter (25% quartile), mid-point (50% quartile) and top quarter (75% quartile) of total users. Also included in “Other Accounts” is the City’s largest commercial account at the 100% quartile.

Bottom Line: *We are not recommending any changes to existing rate structures for any funds as part of this update. We are recommending consumption rate increases for the Water Fund over the next ten years to continue rebuilding appropriate cash reserves and inflationary increases in the Sewer Fund starting in 2031 to pay for future capital projects. All users, with the exception of the Very High Commercial and High Irrigation, can expect to see minimal increases across the board in their quarterly utility bills due to building reserves for the Water Funds.*

Below are brief summaries of how the goals included in the scope of work were met as well as additional information regarding the need for rate increases in the Water Fund and demand vs. revenue across user classes:

Building and Maintaining Adequate Cash Balances

The Study reviewed how the City can continue to build adequate reserves for the three (3) utility funds and provide a long-term road map to achieve and maintain those goals for all funds, all while paying for future operating, capital and any recommended future debt service. Based upon the recommendations from the studies completed in 2020 and 2022, the City has been diligent in rebuilding reserves for the utility funds and this effort is now paying off. The Sewer and Storm Drainage Funds have both met the required goals for the respective systems. The chart on the following page shows the Water Fund has a targeted cash balance below recommended reserve requirements. ***We are projecting the Water Fund will meet the goal by 2030 if the recommendations for annual increases are followed and there are no significant changes in capital needs.***



Funding Future Capital Projects

The Study reviewed the timing and cost of capital projects over the next ten years. Staff has reviewed timing of capital projects to align them with required repairs/replacement while allowing the funds to build or maintain adequate cash as appropriate.

Recommendations:

- **No external borrowing is anticipated over the next ten years. For 2025, the City will be able to return to allocating \$1 million/year for sewer main repairs. Likewise, the City is able to fund the Storm Drainage CIP at the level anticipated in 2022, if it chooses.**
- **Annual rate increases are recommended for the Water Fund for the next ten years, while the Sewer and Storm Drainage Funds can maintain their current 2024 rates for several years. We recommend including inflationary increases for the Sewer Fund starting in 2031 and no increases over the next 10 years for the Storm Drainage Fund since the “shot in the arm” rate increase in 2023 has done what was intended.**

Managing Revenue Volatility

The Study reviewed the fixed vs. variable costs for the Water Fund. This was last reviewed in 2020. Fixed costs are defined as those the City will incur regardless of water usage. These fixed costs should be paid for with the Fixed Rate. Current charges cover 100% of fixed costs, plus a portion of capital costs, based on audited 2023 expenditures. **Therefore, we do not recommend any structural changes to the existing fixed charges, only minimal increases to continue rebuilding reserves.**

Review of Water Fund Rates

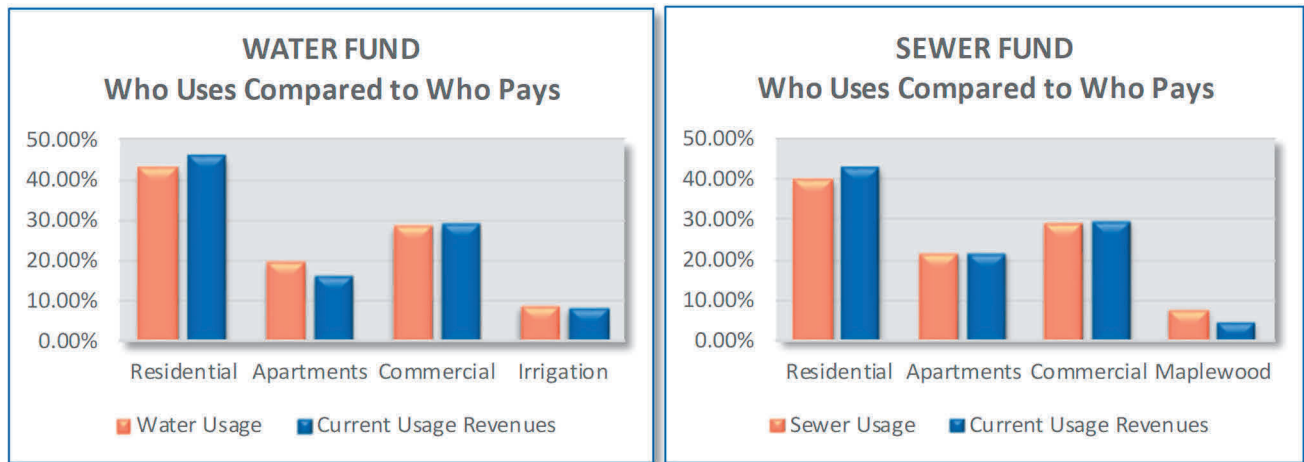
Whenever there are significant changes to water rate structures, a follow-up review is recommended to determine if the rates are generating appropriate revenues, determine if the anticipated capital needs are being met and if reserves are adequate. The new rate structure was adopted effective January 1, 2021. The previous update in 2022 determined a needed correction to the rates, which was completed in early 2023, thus delaying the impacts of the new rate structure until now. A review of 2023 water usage determined the new rates and proposed annual increases will meet the Fund’s needs, while building future reserves. Below are some statistics regarding usage for 2023:

- Residential Customers: Consumption down by nearly 3%.
- Multi-Family Customers: Consumption increased 14%, due to new construction

- Commercial Customers: Usage increased less than 2%. This is expected, since many accounts have separate irrigation meters.
- Irrigation Customers: Usage increased nearly 15%. This is consistent with the new construction of multi-family housing and a dry summer.

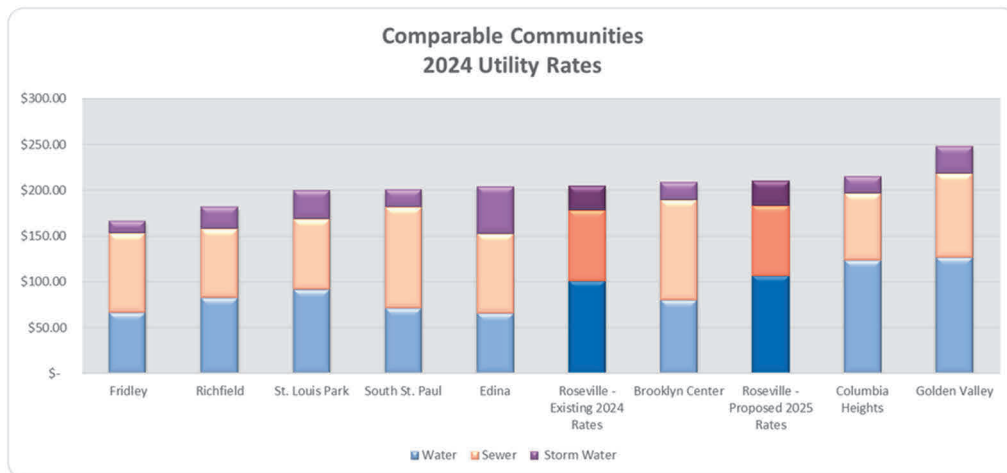
Review of Demand vs. Revenue

A review of system demand vs. revenue generated by customer type shows each is effectively paying for their respective share of the system for both the Water and Sewer Funds.



Competitiveness

We compared Roseville's existing 2024 and proposed 2025 rates for residential accounts to comparable communities 2024 rates, since 2025 rates for those communities are not yet available. Even if we assume that those communities do not implement any rate increases in (which is unlikely), with the proposed rate increases for the Water Fund, the proposed overall 2025 rates remain competitive for fully developed communities.



RESIDENTIAL ACCOUNTS				OTHER ACCOUNTS						
	Low	Median	High	High Apartment (Per Unit)	Low Commercial	Median Commercial	High Commercial	Very High Commercial	High Irrigation	
Quartile	25% Quartile	50% Quartile	75% Quartile	75% Quartile	25% Quartile	50% Quartile	75% Quartile	100% Quartile	75% Quartile	
Sample 2019 Usage	6,000	10,000	15,000	11,000	13,000	45,000	138,000	13,843,000	128,000	
Winter Average	3,000	7,000	12,000	11,000	13,000	45,000	138,000	13,843,000	-	
Meter Size	5/8"	5/8"	5/8"	1.5"	5/8"	1.0"	2.0"	1.0" & 6.0" each	1.5"	
Existing 2024 Rates and Structure										
Total Water	\$ 65.74	\$ 81.34	\$ 100.84	\$ 52.43	\$ 93.04	\$ 281.35	\$ 952.57	\$ 85,739.96	\$ 918.25	
Total Sewer	52.23	63.23	76.98	61.74	118.69	361.90	1,060.96	91,972.72	-	
Total Storm Water	26.75	26.75	26.75	32.08	364.11	723.79	2,507.39	9,530.59	-	
Total Bill	\$ 144.72	\$ 171.32	\$ 204.57	\$ 146.25	\$ 575.84	\$ 1,367.04	\$ 4,520.92	\$ 187,243.27	\$ 918.25	
Proposed 2025 Rates with Existing Structure										
Total Water	\$ 69.33	\$ 85.77	\$ 106.32	\$ 55.28	\$ 98.10	\$ 287.17	\$ 1,004.86	\$ 90,516.88	\$ 968.29	
Total Sewer	52.23	63.23	76.98	61.74	118.69	361.90	1,060.96	91,972.72	-	
Total Storm Water	26.75	26.75	26.75	32.08	364.11	723.79	2,507.39	9,530.59	-	
Total Bill	\$ 148.31	\$ 175.75	\$ 210.05	\$ 149.10	\$ 580.90	\$ 1,372.86	\$ 4,573.21	\$ 192,020.19	\$ 968.29	
\$ Increase/(Decrease)	\$ 3.59	\$ 4.43	\$ 5.48	\$ 2.85	\$ 5.06	\$ 5.82	\$ 52.29	\$ 4,776.92	\$ 50.04	



City of Roseville

Utility Rate Study Update

October 2, 2024

Overview

Purpose & Approach of the Study

Findings

Water, Sewer, & Storm Drainage

- ✓ Goals & Assumptions
- ✓ Capital Projects
- ✓ Projections
- ✓ Comparable Communities

Impact Analysis

Purpose of the Study

Review the current rate structures for all funds

1. Water Fund
 - Base charges cover fixed costs
 - Build and maintain appropriate fund balances
 - Pay cash for future capital projects
2. Sewer Fund
 - Maintain appropriate fund balance
 - Pay cash for future capital projects
3. Storm Drainage Fund
 - Maintain appropriate fund balance
 - Pay cash for future capital projects

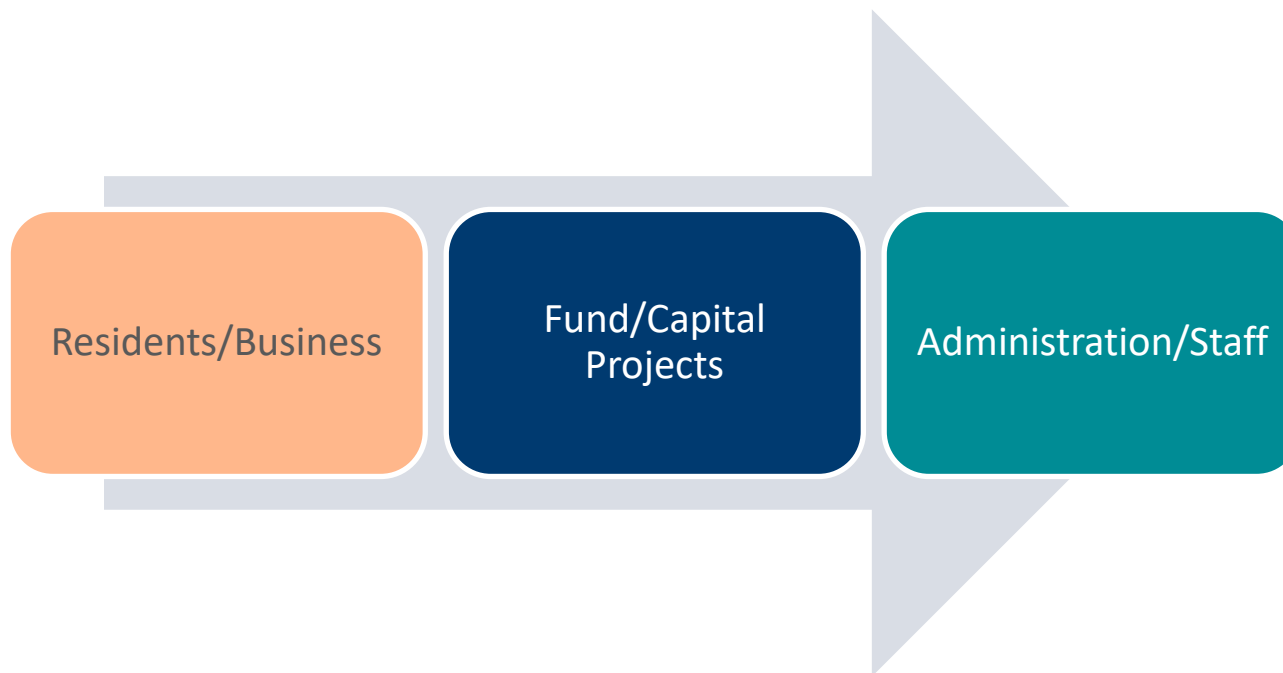
Purpose of the Study

Parameters

1. Assure funds pay for
 - Capital outlay
 - Operations
 - Annual debt service, if applicable

2. Provide sufficient cash reserves for
 - Six months of operating and capital expenses (including depreciation)
 - ✓ 25% is the operations reserve minimum per policy
 - Next years' annual debt service (if applicable)

Approach to Study – Impact Analysis



Findings

1. Cash balances in good position
 - Water Fund: **Continues to build** reserves to meet minimum by 2030
 - Sewer & Storm Drainage Funds: **Have met** minimum reserve goals
2. Capital needs **can be paid with cash**
3. Water base / meter charge **covers fixed costs** of system
4. No significant changes required to base meter charge or rates
 - Only minimal increase in base meter charge and rates for Water Fund

Capital Projects – Next 10 Years

Fund	Vehicles	Equipment	Buildings	Improvements	Total
Water	\$742,602	\$1,909,528	\$3,570,370	\$12,163,789	\$18,386,290
Sewer	909,593	1,251,792	1,362,091	13,687,039	17,210,514
Storm	1,679,189	1,174,273	0	22,386,809	25,240,271
TOTAL	\$3,331,384	\$4,335,592	\$4,932,461	\$48,237,638	\$60,537,075

Costs are inflated 4%/year

Take Away

1. Improvements are the largest portion of capital projects
 1. Water & Sewer main replacement
 2. Storm water infrastructure & water quality device rehabilitation
2. All projects expected to be paid with cash on hand. **No bonding recommended.**

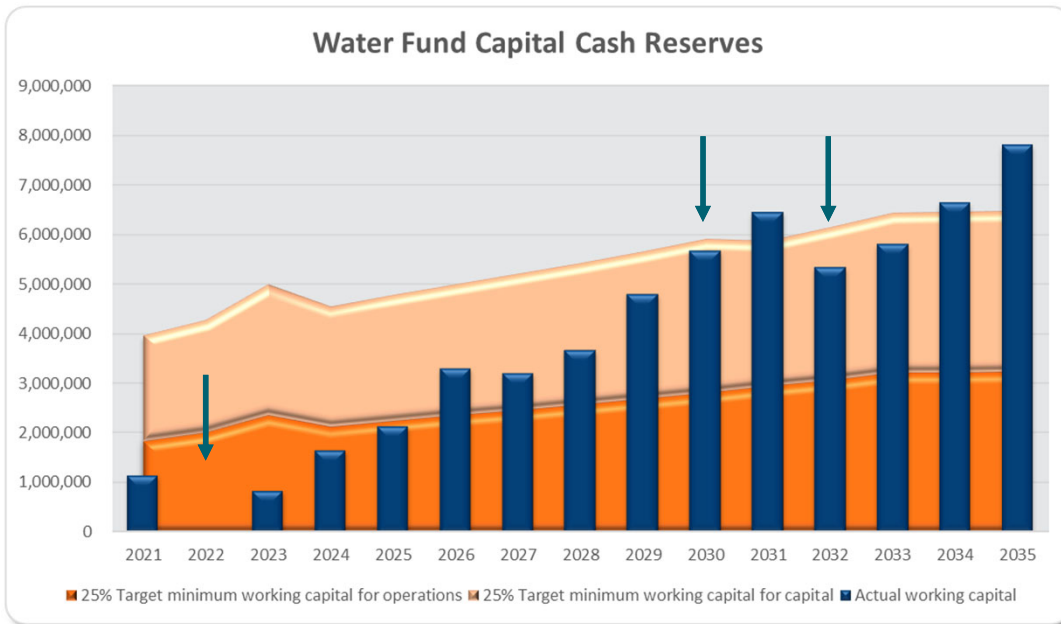
Water Fund - Proposed Water Rates

Take Away

- 5/8" meters see increase of **\$2.33/quarter**
- Tiered increases:
 - Tier 1 - **\$0.21/1,000 gallons**
 - Tier 2 - **\$0.27/1,000 gallons**
 - Tier 3 - **\$0.34/1,000 gallons**
 - Irrigation - **\$0.30/1,000 gallons**
- Rate increases over next 10 years **lower** than previous study
 - Overall usage increased
 - Timing of capital projects changed

Current <u>Quarterly</u> Rate Structure				Existing 2024 Rate	Proposed 2025 Rate	Projected 2025 Revenue
FIXED RATE						
1	5/8 inch & 3/4 inch			\$ 42.34	\$ 44.67	\$ 1,752,672
2	1.0 Inch			105.85	111.67	159,465
3	1.5 Inch			211.69	223.33	285,862
4	2.0 Inch			338.71	357.34	217,263
5	2.0 Inch - Compound			338.71	357.34	61,462
6	3.0 Inch			677.42	714.68	82,903
7	3.0 Inch - Compound			740.93	781.68	112,562
8	4.0 Inch			1,058.46	1,116.68	26,800
9	4.0 Inch - Compound			1,270.17	1,340.03	-
10	6.0 Inch			3,387.09	3,573.38	28,587
11 TOTAL BASE AND METER CHARGES						\$ 2,727,576
CONSUMPTION CHARGES		Current Tiers (1,000 gal.)				
12	Residential	0 to 15		\$ 3.90	\$ 4.11	\$ 1,534,736
13		16 Over 30		4.87	5.14	457,157
14		Over 30		6.10	6.44	426,747
15 Total Residential Revenues						\$ 2,418,640
16	Apartments	0 to 8		\$ 3.90	\$ 4.11	\$ 844,954
17	(per unit basis)	9 to 15		4.87	5.14	308,030
18		Over 15		6.10	6.44	144,707
19 Total Apartment Revenues						\$ 1,297,691
20	Commercial	0 to 60		\$ 3.90	\$ 4.11	\$ 508,004
21		61 to 400		4.87	5.14	735,190
22		Over 400		6.10	6.44	770,198
23 Total Commercial Revenues						\$ 2,013,392
24	Irrigation	0 to 999,999		\$ 5.52	\$ 5.82	\$ 571,064
25 Total Irrigation Revenues						\$ 571,064
26 TOTAL PROJECTED 2025 REVENUES						\$ 9,028,363

Water Fund - Projections



Target working capital segregated between operating and capital

- **Operating:** 3 months of operating expenses, including depreciation
- **Capital:** 3 months of operating expenses, including depreciation + next year's debt service

Take Away

1. Cash balance should be close to or exceed target by **2030**
2. No bonding recommended
 - ✓ Use of capital reserves for:
 - ✓ **\$800,000** for Water booster station in 2027
 - ✓ **\$1,500,000** for water tower painting in 2032

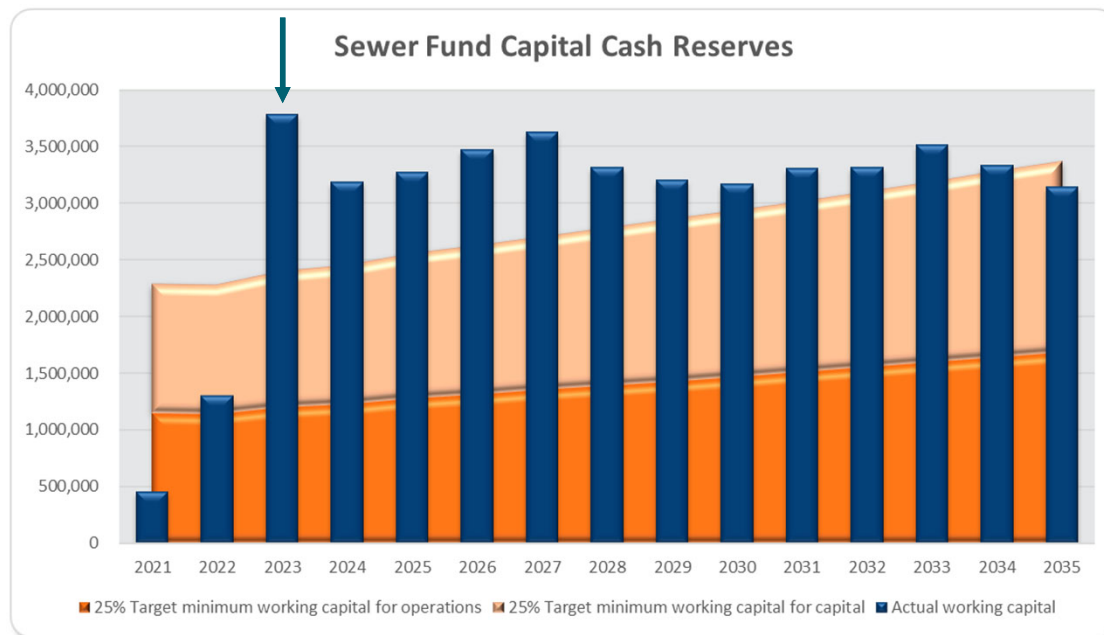
Sewer Fund – Proposed Rates

Take Away

1. No rate increases for the Fixed or Consumption Charges
 - ✓ 2025 rates remain unchanged from 2024
 - ✓ Will need to do inflationary increase in rates in 2031 to keep reserves at the required level
2. Increased funding back to \$1M/year for projects

Current <u>Quarterly</u> Rate Structure		Existing 2024 Rate	Proposed 2025 Rate	Projected 2025 Revenue
Fixed Charge				
Residential				
1	All Residential	\$ 43.98	\$ 43.98	\$ 1,666,314
2	Apartments	31.49	31.49	836,626
3	Low-Income Discount	28.59	28.59	2,859
4	Sewer Only	72.33	72.33	7,812
5	Maplewood	23.79	23.79	856
Commercial				
6	5/8" meter	\$ 33.54	\$ 33.54	\$ 14,892
7	1.0" meter	67.15	67.15	47,811
8	1.5" meter	100.75	100.75	47,554
9	2.0" meter	157.06	157.06	58,426
10	3.0" meter	325.26	325.26	41,633
11	4.0" meter	650.54	650.54	2,602
12	6.0" meter	1,301.07	1,301.07	-
Consumption Charge				
13	Residential	\$ 2.75	\$ 2.75	\$ 1,738,506
14	Commercial	6.55	6.55	1,763,221
15	Maplewood	5.66	5.66	401,662
16	TOTAL PROJECTED 2025 REVENUES			\$ 6,630,774

Sewer Fund - Projections



Target working capital segregated between operating and capital

- **Operating:** 3 months of operating expenses, including depreciation
- **Capital:** 3 months of operating expenses, including depreciation + next year's debt service



Take Away

1. Cash balance exceeded target in **2023**
 - ✓ Revenues higher than projections
 - ✓ Capital Projects delayed
 - ✓ Operating expenses under budget
2. No bonding recommended

Storm Drainage Fund – Proposed Rates

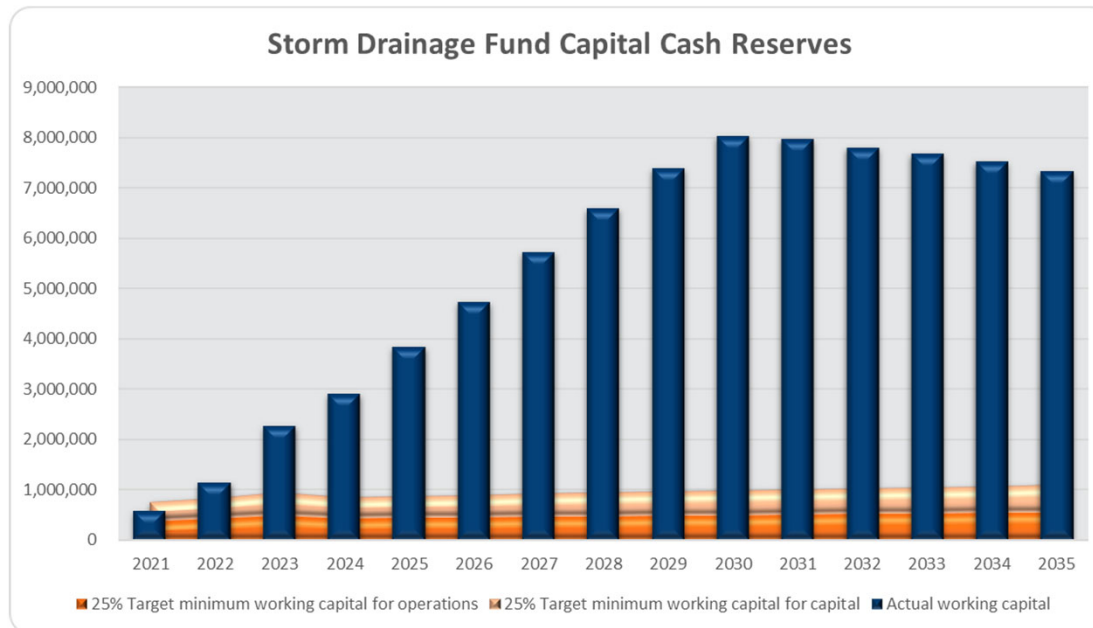
Take Away

1. No rate increases per ERU

✓ 2025 Rates remain unchanged from 2024

Current <u>Quarterly</u> Rate Structure		Existing 2024 Rate	Proposed 2025 Rate	Projected 2025 Revenue
1	All Users - Per R.E.U.	\$ 26.75	\$ 26.75	\$ 1,042,287
2	Commercial / Industrial	413.76	413.76	2,346,416
3	Multi-Family / Churches	206.97	206.97	355,202
4	Schools / Community Centers	100.67	100.67	70,690
5	Parks	62.28	62.28	249
6	Cemetaries / Golf Courses	20.08	20.08	749
7	TOTAL PROJECTED ANNUAL REVENUES			\$ 3,815,593

Storm Drainage Fund - Projections



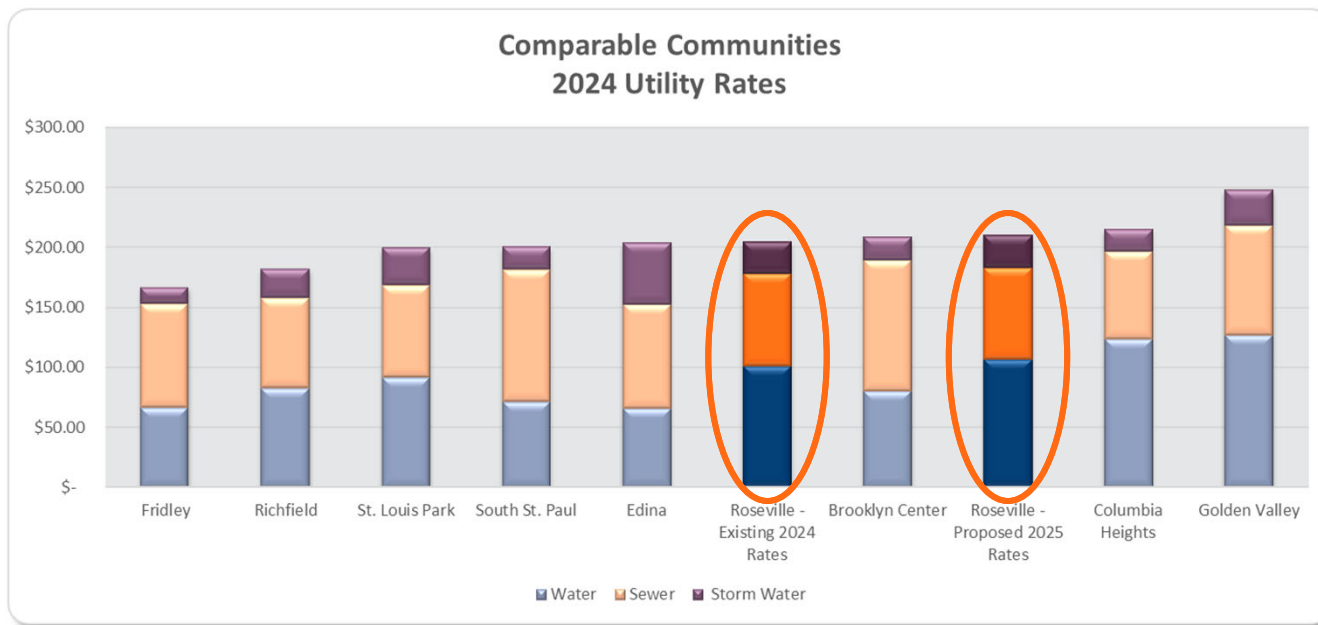
Target working capital segregated between operating and capital

- **Operating:** 3 months of operating expenses, including depreciation
- **Capital:** 3 months of operating expenses, including depreciation + next year's debt service

Take Away

1. 2023 & 2024 rate increases had desired effect
2. Capital projects \$4.0M less than previous update so City has capacity to increase projects, if desired
3. 2022 & 2023 Actuals better than projections

Comparable Communities



- Overall rates are in line with comparable cities

Impact Analysis - Residential

Take Away

1. Based on Quartile system

- **25%** Quartile = bottom ¼ of usage
- **50%** Quartile = midpoint of usage
- **75%** Quartile = top ¼ of usage

2. Total utility bill

- Mild increases overall, **with only water increasing**



Quartile
Sample 2019 Usage
Winter Average
Meter Size

RESIDENTIAL ACCOUNTS			
	Low	Median	High
	25% Quartile	50% Quartile	75% Quartile
Sample 2019 Usage	6,000	10,000	15,000
Winter Average	3,000	7,000	12,000
Meter Size	5/8"	5/8"	5/8"
Existing 2024 Rates and Structure			
Total Water	\$ 65.74	\$ 81.34	\$ 100.84
Total Sewer	52.23	63.23	76.98
Total Storm Water	26.75	26.75	26.75
Total Bill	\$ 144.72	\$ 171.32	\$ 204.57
Proposed 2025 Rates with Existing Structure			
Total Water	\$ 69.33	\$ 85.77	\$ 106.32
Total Sewer	52.23	63.23	76.98
Total Storm Water	26.75	26.75	26.75
Total Bill	\$ 148.31	\$ 175.75	\$ 210.05
\$ Increase/(Decrease)	\$ 3.59	\$ 4.43	\$ 5.48

Impact Analysis - Other

OTHER ACCOUNTS						
	High Apartment (Per Unit)	Low Commercial	Median Commercial	High Commercial	Very High Commercial	High Irrigation
Quartile	75% Quartile	25% Quartile	50% Quartile	75% Quartile	100% Quartile	75% Quartile
Sample 2019 Usage	11,000	13,000	45,000	138,000	13,843,000	128,000
Winter Average	11,000	13,000	45,000	138,000	13,843,000	-
Meter Size	1.5"	5/8"	1.0"	2.0"	1.0" & 6.0" each	1.5"
Existing 2024 Rates and Structure						
Total Water	\$ 52.43	\$ 93.04	\$ 281.35	\$ 952.57	\$ 85,739.96	\$ 918.25
Total Sewer	61.74	118.69	361.90	1,060.96	91,972.72	-
Total Storm Water	32.08	364.11	723.79	2,507.39	9,530.59	-
Total Bill	\$ 146.25	\$ 575.84	\$ 1,367.04	\$ 4,520.92	\$ 187,243.27	\$ 918.25
Proposed 2025 Rates with Existing Structure						
Total Water	\$ 55.28	\$ 98.10	\$ 287.17	\$ 1,004.86	\$ 90,516.88	\$ 968.29
Total Sewer	61.74	118.69	361.90	1,060.96	91,972.72	-
Total Storm Water	32.08	364.11	723.79	2,507.39	9,530.59	-
Total Bill	\$ 149.10	\$ 580.90	\$ 1,372.86	\$ 4,573.21	\$ 192,020.19	\$ 968.29
\$ Increase/(Decrease)	\$ 2.85	\$ 5.06	\$ 5.82	\$ 52.29	\$ 4,776.92	\$ 50.04

Take Away

1. Based on Quartile system

- **50%** Quartile = midpoint of usage
- **75%** Quartile = top ¼ of usage
- **100%** Quartile = highest user

2. Total utility bill

- Mild increases overall, **with only water increasing**

Conclusion

- Rate increase necessary for Water
 - ✓ Pay for capital projects
 - ✓ Covers inflation
 - ✓ Build reserves
- Still competitive
- Sewer and Storm Drainage Funds healthy
 - ✓ Hard decisions made in prior years has paid off





Memo

To: Michelle Pietrick, Finance Director
From: Jesse Freihammer, Public Works Director
Date: October 29, 2024
Re: Updated CIP Memo

In late 2020 after a utility rate study was completed, city public works staff and finance staff made reductions to the CIP to help with the fund balance in various funds. This memo below documents the reductions that were made and the need to get funding back to historic levels or in the case of stormwater, to what the funding level should be based on a long-term replacement study.

Water Fund

The water fund prior to 2020 traditionally invested \$1,000,000 in watermain replacement to proactively replace the city's aging watermain. Due to fund balance issues, this CIP item was reduced over the next four years and planned to be reduced into the future. The 2021 -2024 budgets only included funds for projects previously committed such as the County Road B Watermain replacements. 2021 - \$100,000, 2022- \$1,000,000, 2023 - \$100,000, and 2024 - \$850,000. The 2024 approved CIP showed the watermain replacement line item would not be fully funded until 2027. The 2024 submitted budget continued to show delays due to fund balance concerns until 2031. Additionally, the third phase water booster station improvements have been delayed from 2021 to 2025 at the earliest.

Due to CIP reductions and rate increases the fund balance should allow the capital improvements to return to historic levels. The table below shows the updated proposed watermain replacement schedule from staff. It gets the CIP back to full funding by 2027 instead of 2031 which was shown in the 2024 CIP. By reinvesting in the watermain CIP, the city will be able to more proactively replace watermain with pavement management projects

Updated Proposed 2025-2030 Watermain CIP

<u>Description</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Water Main Replacement *	200,000	500,000	1,000,000	1,100,000	1,100,000	1,100,000

Sanitary Sewer Fund

To help build reserves in this fund., the CIP for sewer replacements was reduced from historic funding of \$1,000,000 to \$100,000 in 2023 and \$500,000 in 2024. The current CIP shows funding back to \$1,000,000 annually which should be adequate to continue to rehabilitate

existing pipes using cured in place lining. It should be noted that the 2025 budget includes funding to do an updated lift station study. The last study was done in 2014. This study will help update the next 10 years of lift station replacements. Once the study is completed, the CIP will be updated which could have a budget impact if costs are higher than the current CIP.

Stormwater Fund

In 2022, city staff completed a stormwater assessment to determine how much funding should be committed to the CIP to keep up with aging infrastructure. At that time, it was determined funding was well behind what would be needed in the future as the storm water system is mostly the original system installed in the 1960's and 1970's and much of the system is near the end of its useful life. At that time, it was determined that the City should fund Water Quality Device Rehabilitation annually with \$585,000 and Storm Infrastructure Rehabilitation with \$1,500,000. Due to concerns about the fund balance most of the increases were not implemented or phased in very slowly. The original submitted 2024 budget showed funding not meeting requirements until 2040.

With the updated utility rate study showing the fund balance is in better condition, staff has updated the CIP to implement the long-term funding changes needed. The table below shows the updated proposed storm sewer rehabilitation schedule from staff. It ramps up the CIP between 2026-2030 and gets back to long term funding by 2031 instead of 2040 which was shown in the 2024 CIP. By reinvesting in the stormwater CIP, the city will be able to more proactively rehabilitate the stormwater system before issues occur.

Updated 2025-2030 Stormwater CIP 2025-2032

<u>Description</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>
Projects - Storm Infrastructure Rehab	600,000	1,000,000	1,000,000	1,000,000	1,000,000	1,200,000	1,200,000	1,500,000
Projects - Water Quality Device Rehab	400,000	585,000	585,000	585,000	585,000	585,000	485,000	585,000

REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 7.d.

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 inform local adult-use cannabis regulations. 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 on City property, and enacted a moratorium on the operation of cannabis businesses.

On January 2, 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, however, OCM is anticipating early 2025. 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
- October 21, 2024 City Council

Since the Council's discussion on October 21st, the City Attorney has revised the draft ordinances to reflect Council feedback. Red-lined ordinances are provided as Attachments 1 & 2. Following the Council's October 21st discussion, the ordinance regarding zoning matters did not require revision, so that ordinance is not attached and at this time staff and the City Attorney are not seeking feedback or discussion on the zoning ordinance.

Staff provides the following summary regarding revisions to the draft registration and event ordinances:

Registration Ordinance

- Lines 77-78, 83-90, 111-112: Buffers have been added back in, necessitating inclusion of the relative definitions of "park feature", "residential treatment facility", and "school"
- Lines 97-98: clarification was made that pre-license certification does not guarantee approval or availability of a future registration application

- Lines 124-126, 136-142: reference to the Ramsey County population in relation to the number of registrations allowed under the ordinance has been removed
- Lines 149-151: businesses operating under a tribal compact or tribally issued license were removed from the list of businesses not included in the cap (so they would be included in the cap)
- Lines 163-166: clarification was made that pre-license certification is not considered an application for a local registration
- Lines 280-282: language was added that if OCM revokes a cannabis business license then the City's registration is automatically revoked

Events Ordinance

- The entire ordinance was re-titled to reflect a new chapter of Title 3 of the City Code (so Chapter 319 instead of Chapter 318 since the registration ordinance will be Chapter 318)
- Lines 74-76: definition of Temporary Cannabis Event was added
- Lines 105-138: language added regarding security, emergencies, parking and traffic to ensure consistency of requirements under the City's existing Special Events Policy
- Lines 148-152: language added regarding use of sound amplification to ensure consistency of requirements under the City's existing Special Events Policy
- Lines 172-173: language was added allowing the City Manager to impose reasonable restrictions on cannabis event permits to be consistent with the City's existing Special Events Policy
- Lines 224-227: language was added regarding an applicant's right to appeal the denial of a temporary cannabis event permit
- Lines 229-249 (Section 319.06 (fees)): no revisions have been made to this section, but the City Attorney has provided special event service fee samples for consideration and discussion by the Council (see Attachment 3) - depending on the Council's discussion, this section may require revision
- Line 274-278: the minimum limit for insurance has been increased to be consistent with the City's existing Special Events Policy and a requirement the policy name the City as additionally insured
- Line 293: revision to prohibit cannabis events on City-owned property
- Lines 295-296: 500' buffer added back in - Council expressed an interest in understanding where smoking is, or is not, allowed under the state law which may affect the Council's decision on whether buffers would be necessary (see below paragraph on the state law provisions on smoking in public places)
- Lines 298 & 304: event duration limits added to be consistent with the City's existing Special Events Policy
- Lines 306-307: direction is needed on whether hours restrictions need to be included - note there are duration restrictions (lines 298-304) and hours restrictions when amplified music and/or speaking is included (lines 331-334)
- Lines 309-310 & 340-343: language added to clarify that on-site consumption shall only be of edible cannabinoid products and lower-potency hemp products and no smoking or vaping is allowed at events
- Lines 319-354 (except 340-343): language added regarding noise, cleanup, and notice to residents requirement to ensure consistency with the City's existing Special Events Policy

State Law Provisions on Smoking in Places Accessible by the Public

The Clean Indoor Air Act applies to cannabis and lower-potency hemp, just like tobacco (and also applies to vaping). So, smoking or vaping of cannabis is not allowed indoors anywhere it would be prohibited by the Clean Indoor Air Act. See Minn. Stat. § 144.414. Regarding outdoor smoking, the Cannabis Act prohibits the following: "vaping or smoking cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or

vapor would be inhaled by a minor." See Minn. Stat. § 342.309, subd. 1 (9). As a practical matter, enforcement of this statute would be difficult since it requires proof that the smoke or vapor could be inhaled by a minor and may actually require a minor be present. Other than this, the law does not generally prohibit smoking or vaping cannabis in a public place (such as a parking lot, sidewalk, etc.). The Council could prohibit smoking in public places, however, chose not to do so on September 25, 2023 when Ordinance 1642 was adopted, which prohibits smoking and vaping at all city parks, parking lots adjacent to city parks, trails within city parks, on the main city campus, including City Hall, the fire station, maintenance facility, skating center, oval and adjacent parking lots, and the license center strip mall and adjacent parking lot.

Staff and the City Attorney are seeking feedback from the Council on the latest revised ordinances. The next potential date for consideration and/or approval of the ordinances is November 25, 2024.

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 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 these non-state mandated revisions.

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

Staff Recommendations

144 Review draft ordinances and provide feedback.

145

146 **Requested Council Action**

147 Review draft ordinances and provide feedback.

148

149

Prepared by: Janice Gundlach, Community Development Director

- Attachments:**
1. Draft Registration Ordinance
 2. Draft Events Ordinance
 3. Fee Language Samples
 4. Existing City Special Events Policy
 5. Ordinance 1642

150

**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.

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

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

RESIDENTIAL TREATMENT FACILITY means 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 means public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

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, this section 318.03, and, if applicable, with state fire code and building code, ~~pursuant to Minnesota Statutes, section 342.13.~~ Pre-license certification does not guarantee approval of a future application for registration under this Chapter.
- 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.
- C. No Cannabis Business may be located within 1,000 feet of a school, or 500 feet of a licensed day care, park feature, or a residential treatment facility.

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.~~

- ~~4.~~ 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.]

- ~~1.~~ 3. Lower-Potency Hemp Retailer; and

- ~~2.~~ 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~~ An application for, or approval of, a pre-license 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~~ this chapter is not considered to be an application for registration.

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. Automatic Revocation. Any revocation of a license issued by the OCM related to a registration under this chapter, shall result in automatic revocation of that registration under

[this chapter.](#)

- F.** ~~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.
- 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 3, CHAPTER ~~318~~319

**AN ORDINANCE ESTABLISHING TITLE 3 CHAPTER ~~318~~319 TO REGULATE
TEMPORARY CANNABIS EVENTS**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter ~~318~~319 of the Roseville City Code is established to read as follows:

CHAPTER ~~318~~319

TEMPORARY CANNABIS EVENT REGULATIONS

SECTION:

318.01 <u>319.01</u>	Purpose and Findings
318.02 <u>319.02</u>	Definitions
318.03 <u>319.03</u>	Temporary Cannabis Event, Permit Required
318.04 <u>319.04</u>	Permit Application
318.05 <u>319.05</u>	Permit Application Review
318.06 <u>319.06</u>	Fees for Special Services
318.07 <u>319.07</u>	Indemnification and Insurance
318.08 <u>319.08</u>	Temporary Cannabis Event Regulations
318.09 <u>319.09</u>	Enforcement

~~318.01~~319.01 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~~319.02 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. A special event, held on public or private property, hosted by an individual or an organization holding a Temporary Cannabis Event Organizer license issued under Minnesota Statute Section 342.39.

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~~319.03 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~~319.04 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 ~~sue~~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, and meeting the requirements of, Minn. Stat. § 342.39, subd. 2;
5. A diagram of the Temporary Cannabis Event showing:
 - a. Location and description of sanitary facilities meeting federal and state requirements;
 - b. Location and description of solid waste disposal facilities meeting state and local regulations;
 - c. Location and description of mobile food vending to be offered at the Temporary Cannabis Event; proof of license and permit for vending must be submitted at least seven days prior the event and kept on site for immediate inspection;
6. Security: In addition to meeting the requirements of Minnesota Statute Section 342.40, subd. 3, the City may require the applicant employ, at their own expense, additional security personnel necessary to protect maximum number of persons permitted to attend the event and to preserve order in and around event site as determined by the City. No permit shall be issued unless the City Police and Fire Departments have approved the security plan.
7. Emergency Plan: Applicant shall provide the City with an emergency plan that details procedures for managing or responding to emergencies as required by the Minnesota State Fire Code. In addition, for events where there is a possibility for more than 1,000 people to congregate, the applicant shall provide trained crowd managers. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers may be permitted to be reduced only where the facility is fully equipped with an approved automatic sprinkler system or based upon the nature of the event. The emergency plan and amount of crowd managers must be approved by the Fire Department.
8. Parking and Traffic Plan: The City may require the applicant to submit a parking and traffic plan, and provide, install, and remove all traffic control equipment if necessary. Applicant is required to pay all costs for traffic control measures and traffic control personnel.
9. ~~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;

10. Whether the Temporary Cannabis Event intends to permit on-site consumption; and

11. ~~6. Whether any~~ If the applicant proposes to use sound amplification or public address system will be used or if there will be any playing of any music or musical instruments, the identity of the designated individual responsible for monitoring sound levels and the name and contact information for a person on-site during the event that will be able to respond to noise complaints.

- 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~~319.05 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. Imposition of Conditions. The City Manager, or their designee, may impose reasonable restrictions on the issuance of a Temporary Cannabis Event permit.

D. ~~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.

E. Right of Appeal. If the Temporary Cannabis Event permit application has been denied, the applicant may appeal the decision to the City Council. The applicant must provide the City Manager with written notice of appeal within five business days of the date of denial.

~~318.06~~319.06 FEES FOR SPECIAL SERVICES.

- A. Special Services Fee Deposit. If any Special Services are to be used during the Temporary Cannabis Event, the applicant may be required to pay a Special Services fee deposit at least ten business days before the Temporary Cannabis Event. The City Manager shall determine the Special Services fee deposit. It shall be based upon an estimate of Special Services that are necessary as determined by the City's department heads.

[Note: Special event policy: "A cash deposit may be required before the special event occurs based on the anticipated and potential cost to the city."]

- B. User Fee. Upon completion of the Temporary Cannabis Event, the City may prepare a detailed account of all Special Services provided for the Temporary Cannabis Event and in such cases, will set the final user fee using the rates, fees and charges established as provided in this ordinance. The City will then provide the applicant with a copy of the detailed account of the Special Services and an invoice for the user fee, less the fee deposit. The balance of the user fee will then become due and payable immediately upon its receipt.
- C. Special Services Rates. The rates charged shall be set by the City's fee ordinance.

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

~~318.07~~319.07 INDEMNIFICATION AND INSURANCE.

- A. If the Temporary Cannabis Event requires Special Services, or is to be held on city property, prior to the issuance of a Temporary Cannabis Event permit, the permit applicant and authorizing officer of the sponsoring organization, if any, must sign an agreement to indemnify, defend and hold the City, its officials, employees, and agents harmless from any claim that arises in whole or in part out of the Temporary Cannabis Event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.
- B. Liability Insurance Required. The applicant must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the Temporary Cannabis Event. A certificate of insurance must be filed with the City prior to issuance of the Temporary Cannabis Event permit. The certificate of insurance must name the City, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the Temporary Cannabis Event. Any company hired or working on behalf of the applicant or sponsor must also present the City with a certificate of insurance naming the City, its officials, its employees, and agents as additional insureds.
- C. Minimum Limits. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least ~~\$1,000,000~~2,000,000 for any single occurrence. If on-site consumption is permitted at the Temporary Cannabis Event, the policy must also include an endorsement for such consumption. The City may require additional endorsements depending upon the type of Temporary Cannabis Event and the proposed activities. The liability policy must include the City as an additional insured.
- 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.

TEMPORARY CANNABIS EVENT REGULATIONS.

A. Location Restrictions. ~~Temporary cannabis events are prohibited:~~

1. ~~On~~May not be held on City-owned property;
2. [OPTIONAL] If held outdoors, may not be held on property within 500 feet of a school, residential treatment facility, or park that includes a park feature;
3. May not exceed four (4) Temporary Cannabis Events in a calendar year;

[Note: special event policy caps time at 3 consecutive days, and limits use of one property to 4 per calendar year.]

B. A Temporary Cannabis Event may not be held for longer than three (3) consecutive days;

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

D. ~~C.~~ On-site consumption of edible cannabinoid products ~~[is prohibited.] OR [and lower-potency hemp products~~ is permitted under the following conditions:].

E. ~~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. No person shall make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort, repose, health, peace, safety or welfare of any person, or precludes their enjoyment of property or affects their property's value. This general prohibition is not limited by the specific restrictions contained in City Code, Section 405.02. If amplified music and/or speaking is utilized, the following requirements must be met:

1. The applicant must have designated a person affiliated with the Temporary Cannabis Event that is responsible for monitoring sound levels and has authority to ensure that sound does not exceed 80 decibels as measured 50 feet from the property line, or 50 feet from the source, whichever is more restrictive.
2. The amplified music and/or speaking can only be for a period of four hours or less between the hours of 7:00 a.m. – 9:00 p.m. Monday-Friday, and 9:00 a.m. – 9:00 p.m. on weekends and legal holidays. Amplified speakers are required to be positioned in a way to limit noise to the surrounding residential areas.

3. The applicant must have provided a name and contact information for a person on-site of the event that will be able to respond to noise complaints and ensure that noise generated at the site complies with this chapter.
- G. Smoking and vaping prohibited. No person shall smoke or vape any product, including cannabis flower, cannabis products, and lower-potency hemp products, or use any cannabis or lower-potency hemp related or electronic delivery devices at a temporary cannabis event.
- H. Cleanup: Applicant shall, at no cost to the City, immediately clean up, remove, and dispose of all litter or materials of any kind that is placed or left on the premise because of the event, or be charged the hourly rate of the employee for cleanup.
- I. Notice to Residents: Applicant must provide a 10-day notice to residents within 500 feet of the event. For events that occur over a course or a route, the applicant shall attempt to notify the public. The City will provide the applicant the mailing list. If amplified music and/or speaking will be utilized, such notification must include the name and contact information of the person on-site during the event that will be able to respond to noise complaints.
- J. ~~F.~~ All Temporary Cannabis Events must follow all requirements of Minn. Stat. § 342.01, et seq., and all city policies related to special events.

~~318.09~~ 319.09 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.
- C. Violation of any provision of this Chapter shall also be grounds for revocation of the Temporary Cannabis Event Permit, denial of any future application for a Temporary Cannabis Event permit, and action against any City-issued business license held by the Temporary Cannabis Event Organizer.

SECTION 2: Effective date. This ordinance shall take effect ~~upon~~ on January 1, 2025,
following 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

Special Event Services Fee Language Samples

Crystal:

Full ordinance here: https://cdnsm5-hosted.civiclive.com/UserFiles/Servers/Server_10879634/File/Government/City%20Code/Chapter21.pdf

Subd. 5. Deposit for city expenses. The city manager may require the applicant to deposit with the city the estimated cost of city services to be performed in connection with the special event. The estimated cost shall be as stated in the fee schedule in Crystal city code, appendix IV. In the case of large community events, the city manager may also require that a bond or other security satisfactory to the city be supplied to cover any additional costs the city anticipates it may incur related to the special event. The city may reimburse itself from the deposited funds to pay the costs of the city services and may draw upon the bond or other security as needed to reimburse itself for any additional costs it incurred related to the special event. The city will return any unused portion of the deposit and other security to the permit holder once the special event has concluded and the city's costs have been fully reimbursed.

Brooklyn Center:

Full ordinance here: <https://bc-img.ci.brooklyn-center.mn.us/WebLink/DocView.aspx?id=1361951&dbid=0&repo=BrooklynCenter>

PERMIT FEE. The event organizer is required to pay the permit fee determined by the City to obtain a special event permit for the event. The permit fee includes the administrative costs, support services costs, and the other costs required to be prepaid by the event organizer under these Sections. The City Council shall establish all such rates and costs as part of the City's fee schedule. The City will determine the amount of the required permit fee within 10 business days of the submission of a complete application based on the information provided in the application. The City will provide the event organizer written notice of the permit fee amount, which shall be paid in full to the City within 10 days of the notice. Failure to timely submit the required permit fee shall be deemed an automatic denial of the requested special event permit. The City will provide the event organizer written notice of denial for failure to submit the required permit fee.

St. Paul:

Full ordinance here: https://library.municode.com/mn/st._paul/codes/code_of_ordinances?nodeId=PTIILECO_TITXX_IXLI_CH366APARAPUAS_S366A.05FE

Sec. 366A.05. - Fees.

(a) A nonrefundable fee of ten dollars (\$10.00) to cover administrative costs of processing the permit shall be paid to the city by the applicant when the application is filed.

(b) If the application is for the use of any city property or if any city services shall be required for the parade, race or public assembly, the applicant shall pay, prior to the issuance of a permit,

the charges for those services in accordance with a schedule of service costs approved by the city council by resolution.

(c) The chief of police shall determine whether, and to what extent, additional police protection is reasonably necessary for a parade, race or public assembly for traffic control and public safety. The chief of police shall base this decision on the following factors:

(1) Staging.

- a. The number of streets or sidewalks to be controlled and/or closed;
- b. The type of street or sidewalk to be controlled and/or closed, which shall take into consideration the vehicular and pedestrian traffic flow on the street or sidewalk;
- c. The time of day and day of week of the event;
- d. The amount of vehicular and pedestrian traffic required to be rerouted as a result of the event;
- e. The number of electric traffic control devices that are required to be operated manually by police officers as a result of the event;
- f. The number of traffic/pedestrian control cones and parade barricades that are required to be used as a result of the event;
- g. The characteristics of the event and the area of the event, to include the type and volume of the event traffic and the speed limits of the area. The type of traffic could include, but is not limited to, types of vehicles, pedestrian, and animals in the event; and
- h. The number of supervisors with the requirement that there be at least one (1) supervisor if there are five (5) or more officers assigned to the event.

(2) Event control point.

- a. The number and size of intersections to be controlled or closed; and
- b. The number of supervisors required as set forth above.

(3) Event.

- a. Whether or not the sponsors are requesting a ceremonial parade escort;
- b. The size of the event in terms of the number of participants, spectators, vehicles and animals;
- c. The time of day and day of week of the event;
- d. The number of residences and businesses that are affected by the event; and
- e. The type of intersections that are affected by the event.

(4) Disbanding.

- a. Size and characteristics of the event.

(d) The speech content of the event shall not be a factor in determining the amount of police protection necessary for the purposes of assessing a fee.

(e) If possible, without disruption of ordinary police services or compromise of public safety, regularly scheduled on-duty personnel will police the event. If additional police protection for the event is deemed necessary by the chief of police upon consideration of the factors set forth in subsection (c), he shall so inform the applicant for the permit. The applicant must then pay for the additional police services at the established formula rates. The established formula rate for regular on-duty officers is regular salary, plus regular fringe benefits, plus regular worker compensation. The established formula rate for overtime officers is overtime salary, plus overtime fringe benefits, plus overtime worker compensation. All formula salary and fringe benefit rates are established at the ten-year rate for each officer's rank, as found in the current city police federation agreement plus the current worker compensation rates for the police department.



Special Events Policy

Approved 04-27-2020

I. General Policy Statement & Objective

The purpose of this policy is to set forth procedures to be followed by organizers of a Special Event in order to protect the health, safety and public welfare of the community.

II. Special Events

A special event generally means any temporary event held on public or private property in a way that brings people and activity to the site that does not normally occur. Special events include, but are not limited to, fairs, carnivals, festivals, outdoor concerts, parties, filming of a movie or television show, street dances, races, walks, athletic events, or other entertainment or celebration events.

Special events shall be divided into two categories:

1. City Special Events are defined as follows:

An event organized and conducted by the City, largely funded by the City, or affiliated with the City. These events are required to adhere to the rules outlined in this policy, but will not be required to obtain a Special Event License.

2. Non-City Special Events are defined as follows:

An event organized and conducted by a non-profit organization as defined under Section 501(c)(3) through (10) of the Internal Revenue Code, a for-profit organization or business, or individuals. These events are required to obtain a Special Event License, and pay applicable fees.

All Special Events are required to comply with required federal, state, and local regulations.

The following types of events are exempt from these requirements:

- a) Any regular indoor use of an established and permanent place of worship, education facility, auditorium, or other places of assembly.
- b) Any regular use of an established and permanent stadium or athletic field.
- c) Non-city sponsored events at a City or County park property associated with the use of the facility, building, and/or shelter as long as proper rental permits and other required licenses and permits are obtained.
- d) Golf tournaments
- e) Graduation, parties, weddings, or funeral gatherings located on property that is used as a principal place of residence of the host of the event and the event does not have amplified sound or music.

III. Fees

- 1. The non-refundable Special Event License fee is established by the city's Fee Schedule.
- 2. Hourly rate shall be the hourly cost for any employee working on a Special Event.

IV. Regulations and Procedures

- 1. Applications and a non-refundable fee must be submitted not less than 30 days before the event. Applications are available on the City's website or in the City Manager's office.

2. When applicable, an event map outlining the event may be required.
3. A cash deposit may be required before the special event occurs based on the anticipated and potential cost to the City.
4. The Special Event shall operate only on those days and during the hours specified in the permit and shall not exceed 3 consecutive days.
5. A property is limited to a maximum of 4 special events in a calendar year.
6. No person shall make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort, repose, health, peace, safety or welfare of any person, or precludes their enjoyment of property or affects their property's value. This general prohibition is not limited by the specific restrictions contained in City Code, Section 405.02.

If amplified music and/or speaking is utilized, the following requirements must be met:

- a) The applicant shall designate a person affiliated with the special event that is responsible for monitoring sound levels and has authority to ensure that sound does not exceed 80 decibels as measured 50 feet from the property line, or 50 feet from the source, whichever is more restrictive.
 - b) The amplified music and/or speaking can only be for a period of four hours or less between the hours of 7:00 a.m. – 9:00 p.m. Monday-Friday, and 9:00 a.m. – 9:00 p.m. on weekends and legal holidays. Amplified speakers are required to be positioned in a way to limit noise to the surrounding residential areas.
 - c) The applicant shall provide a name and contact information for a person on-site of the event that will be able to respond to noise complaints and ensure that noise generated at the site complies with this policy.
7. Issuance of a Special Event License does not, in any way, imply City sponsorship of the Event. An applicant may not use, print or duplicate any of the trademarks, trade names, service marks, logos, identifications or other proprietary rights and privileges of the City for any purpose in connection with a Special Event without prior written consent from the City of Roseville.
 8. Parking and Traffic Plan: The City may require the applicant to submit a parking and traffic plan, and provide, install, and remove all traffic control equipment if necessary. Applicant is required to pay all costs for traffic control measures and traffic control personnel.
 9. Insurance: Applicant shall provide the City with a Certificate of Liability Insurance showing proof of general liability insurance and liquor liability insurance (if applicable) meeting the following minimum requirements:
 - Applicant shall procure and maintain for the duration of the Special Event commercial general liability insurance or equal special event coverages protecting it from claims for damages for bodily injury and property damage, which may arise from, or in connection with, the event's operation and use of the City's property with a minimum combined single-limit coverage of \$2,000,000 for any single occurrence.
 - If alcohol will be sold or served, applicant must have liquor liability (dram shop) insurance in the minimum amount of \$1,000,000 per occurrence, along with the applicable state and City licenses.
 - The City shall be endorsed as an additional insured on all liability policies. Applicant's insurance shall be primary.
 - The City reserves the right to modify these insurance requirements depending on the nature and scope of the event.

10. **Security:** The City may require the applicant employ at their own expense such security personnel necessary to protect maximum number of persons in attendance and to preserve order in and around event site as determined by the City. No license shall be issued unless the City Police and Fire Departments have approved the security plan. Security provided by the City will be billed at the hourly rate of the city employee.
11. **Emergency Plan:** Applicant shall provide the City with an emergency plan that details procedures for managing or responding to emergencies as required by the Minnesota State Fire Code. In addition, for events where there is a possibility for more than 1,000 people to congregate, the applicant shall provide trained crowd managers. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced when the facility is fully equipped with an approved automatic sprinkler system or based upon the nature of the event. The emergency plan and amount of crowd managers must be approved by the Fire Department prior to the issuance of the Special Event license.
12. **Sanitary Facilities:** Applicant shall provide adequate sanitary facilities as in accordance with all federal and state requirements.
13. **Solid Waste Disposal:** Applicant shall provide a method of disposing of solid wastes in compliance with state and local laws and regulations. Applicants are encouraged to engage in recycling whenever possible.
14. **Mobile Food Vending:** Food vendors must obtain any required Minnesota Department of Health or Ramsey County Food License and any applicable mobile food vending license required under the City Code. Proof of license and permit shall be provided to the City at least 7 days before the event and kept on site for immediate inspection.
15. **Cleanup:** Applicant shall, at no cost to the City, immediately clean up, remove, and dispose of all litter or materials of any kind that is placed or left on the premise because of the event, or be charged the hourly rate of the employee for cleanup.
16. **Notice to Residents:** Applicant shall provide a 10 day notice to residents within 500 feet of the event. For events that occur over a course or a route, the applicant shall attempt to notify the public. The City will provide the applicant the mailing list.
17. **Claims:** Applicant agrees to defend and hold the City harmless from claims, demands, actions, or causes of actions, of any nature of character, arising out of, or by reason of conducting an event authorized by a Special Event License.
18. **Damages:** Applicant will indemnify the City for all damages that may result to City property as a result of a Special Event.
19. **Additional Requirements:** The City Manager or his/her designee may place any additional conditions reasonably calculated to protect the health, safety, and welfare of persons attending the event or City residents.

**City of Roseville
ORDINANCE NO. 1642**

**AN ORDINANCE AMENDING
TITLE 5, AND CREATING SECTION 512**

**AN ORDINANCE AMENDING TITLE 5, CHAPTER 507 TO UPDATE
REFERENCES TO MARIJUANA, AND ESTABLISHING
CHAPTER 513 TO PROHIBIT SMOKING AND VAPING AT SPECIFIED
CITY PROPERTIES**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 5 Chapter 507 of the Roseville City Code is hereby amended as follows:

CHAPTER 507 DRUGS, CONTROLLED SUBSTANCES

507.1 PROHIBITED DRUGS ~~AND MARIJUANA:~~

- A. Possession: Except as authorized by Minnesota Statutes, section 152.01, et seq., as amended, no person shall possess or have in their possession or control any controlled substance.
- B. Controlled Substances: Controlled substances are defined as all of the substances listed in Minnesota Statutes section 152.02, as amended, ~~and also marijuana (cannabis sativa L).~~
- C. Automobiles: A person who is the owner of a private motor vehicle, or the driver of the motor vehicle if the owner is not present, and who possesses on his/her person or keeps or allows to be kept in a motor vehicle within the area of the vehicle normally occupied by the driver or passengers, any controlled substance as defined above is guilty of a misdemeanor. This area of the vehicle shall not include the trunk of the motor vehicle when such vehicle is equipped with a trunk or another area of the vehicle not normally occupied by the driver or passengers if the vehicle is not equipped with a trunk. A utility or glove compartment shall be deemed to be within the area occupied by the driver and passengers.
- D. Violations: Any person violating any of the subsections of this Section is guilty of a misdemeanor; further, upon a finding of guilty or a plea of guilty to any violation of this Section, the Court may

impose sentence pursuant to the provisions of Minnesota Statutes section 152.18, as amended, except that such period of probation may be for a period of up to one year. (Ord. 729, 4-29-74; amd. 1995 Code).

507.02 DRUG PARAPHERNALIA:

A. Definitions:

1. "Drug Paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use, in planting, propagating, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of Minnesota Statutes chapter 152, which includes, but is not limited to:
 - a. Kits used, intended for use or designed for use in planting, propagating, cultivating, growing or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
 - b. Kits used, intended for use or designed for use in manufacturing, compounding, converting, producing, processing or preparing controlled substances.
 - c. Isomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
 - d. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances.
 - e. Scales and balances used, intended for use or designed for use in weighing or measuring controlled substances.
 - f. Diluents and adulterants such as quinine hydrochloride, mannitol, mannite, dextrose and lactose used, intended for use or designed for use in cutting controlled substances.

- ~~g. Separation gins and sifters used, intended for use or designed for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana.~~
- g. Blenders, bowls, containers, spoons and mixing devices used, intended for use or designed for use in compounding controlled substances.
- h. Capsules, balloons, envelopes and other containers used, intended for use or designed for use in packaging small quantities of controlled substances.
- i. Containers and other objects used, intended for use or designed for use in storing or concealing controlled substances.
- j. Hypodermic syringes, needles and other objects used, intended for use or designed for use in parenterally injecting controlled substances into the human body.
- k. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing controlled substances ~~marijuana, cocaine, hashish or hashish oil~~ into the human body, such as:
 - 1) Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, ~~hashish heads~~ or punctured metal bowls.
 - 2) Water pipes.
 - 3) Carburetion tubes and devices.
 - 4) Smoking and carburetion masks.
 - ~~5) Roach clips, meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand.~~
 - 6) Miniature cocaine spoons and cocaine vials.
 - 7) Chamber pipes.

8) Carburetor pipes.

9) Electric pipes.

10) Air-driven pipes.

~~11) Chillums.~~

11) Bongs.

12) Ice pipes or chillers

m. In determining whether an object is drug paraphernalia, a court or other authority shall consider, in addition to all the other logically relevant factors, the following:

1) ~~a.~~ Statements by an owner or by anyone in control of the object concerning its use.

2) ~~b.~~ Prior convictions, if any, of the owner or of anyone in control of the object of any State or Federal law relating to any controlled substance.

3) ~~c.~~ The proximity of the object in time and space to the direct violation of this Section.

4) ~~d.~~ The proximity of the object to controlled substances.

5) ~~e.~~ The existence of any residue of controlled substances on the object.

6) ~~f.~~ Direct or circumstantial evidence of the intent of an owner or of anyone in control of the object to deliver it to persons whom the person in control knows, or should reasonably know, intend to use the object to facilitate a violation of this Section; the innocence of an owner or of anyone in control of the object, as a direct violation of this Section shall not prevent a finding that the object is intended for use or designed for use as drug paraphernalia.

7) ~~g.~~ Instructions, oral or written, provided with the object concerning its use.

- 8) ~~h.~~ Descriptive materials accompanying the object which explain or depict its use.
- 9) ~~i.~~ National and local advertising concerning its use.
- 10) ~~j.~~ The manner in which the object is displayed for sale.
- 11) ~~k.~~ Whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community such as a licensed distributor or dealer of tobacco products.
- 12) ~~l.~~ Direct or circumstantial evidence of the ratio of sales of the object(s) to the total sales of the business enterprise.
- 13) ~~m.~~ The existence and scope of legitimate uses for the object in the community.
- 14) ~~n.~~ Expert testimony concerning its use.

2. Other Terms: The terms "controlled substance", "manufacturing", "~~marijuana~~" and "person" are defined as specified in Minnesota Statute section 152.01 and any amendment thereto.

SECTION 2: Title 5 Section 512 of the Roseville City Code is established to read as follows:

CHAPTER 513 SMOKING AND VAPING AT SPECIFIED CITY PROPERTIES

513.01 PROHIBITION OF SMOKING AND VAPING AT SPECIFIED CITY PROPERTIES

A. Definitions.

1. For purposes of this section, the terms "cannabis flower," "cannabis products," "lower-potency hemp edibles," and "hemp-derived consumer products" shall have the definitions given to them in Minnesota Statutes, section 342.01, as it may be amended from time to time.

2. For purposes of this section, the terms “tobacco,” “tobacco-related devices,” and “electronic delivery device” shall have the definitions given to them in Minnesota Statutes, section 609.685, as it may be amended from time to time.
 3. For purposes of this section, “specified City properties” is defined as: all City parks, parking lots adjacent to City parks, and trails within City parks, and on the main city campus, including City Hall, the fire station, maintenance facility, skating center and oval, and adjacent parking lots, and the license center strip mall and adjacent parking lot.
 4. Pursuant to Minnesota Statutes, section 152.0263, subd. 5, “specified City properties” does not include the following: (i) a private residence, including the person's curtilage or yard; (ii) private property not generally accessible by the public; and (iii) the premises of an establishment or event licensed to permit on-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products.
- B. No person shall smoke or vape any product, including tobacco and tobacco-related products, cannabis flower, cannabis products, and hemp-derived consumer products, or use any tobacco related or electronic delivery devices at a specified City property. A violation of this section shall be a petty misdemeanor and is punishable in accordance with Chapter 102 of this Code.

SECTION 3: Effective date. This ordinance shall take effect upon its passage and publication.

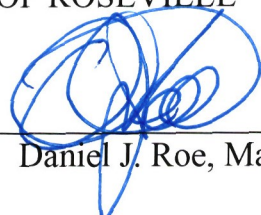
Passed by the City Council of the City of Roseville this 25th day of September 2023.

Signatures as follows on separate page:

***Ordinance – AN ORDINANCE AMENDING TITLE 5, CHAPTER 507 TO
UPDATE REFERENCES TO MARIJUANA, AND ESTABLISHING
CHAPTER 513 TO PROHIBIT SMOKING AND VAPING AT SPECIFIED
CITY PROPERTIES***

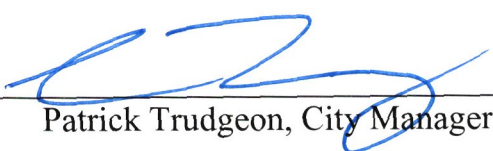
(SEAL)

CITY OF ROSEVILLE

BY: 

Daniel J. Roe, Mayor

ATTEST:



Patrick Trudgeon, City Manager



REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Consider Adoption of the 2025 City Council Meeting Calendar and the Economic Development Authority Meeting Calendar

Background

Annually, the City Council approves a meeting calendar for the upcoming year. Included as Attachment 1 is the proposed 2025 City Council/EDA meeting calendar. This calendar is similar to past meeting schedules and takes into account holidays and the past practice of limiting meetings in February, June, August, and December.

The proposed 2025 calendar continues the inclusion of EDA meetings as part of scheduled City Council meetings. As seen in Attachment 1, staff is proposing that the City Council meet as the EDA on a bimonthly basis at the start of City Council meetings. The EDA is considering the calendar at their November 25th meeting. It is intended that these bimonthly meetings will take care of most EDA business. However, staff does expect that there will be an occasional need to have additional EDA meetings prior to City Council meetings in order to be responsive to deadlines.

Policy Objectives

NA

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

NA

Staff Recommendations

Staff recommends approval of the 2025 City Council and EDA Meeting Calendar

Requested Council Action

Motion to approve the 2025 City Council and EDA Meeting Calendar

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. 2025 Council Meeting Schedule with EDA

ROSEVILLE

2025 City Council / EDA Meeting Schedule

The Roseville City Council will meet at 6:00 p.m. in the City Council Chambers of Roseville City Hall, 2660 Civic Center Drive, on the following dates:

January

6 *Org Meeting*
13 *EDA
13 Work Session
27

July

7
14 *EDA
14 Work Session
21

February

10
19 Comm. Interviews
20 Comm. Interviews
24

August

11
20 Comm. Interviews
25

March

3
17 *EDA
17 Work Session
24

September

8
15 *EDA
15 Work Session
22

Note: Roseville Schools Spring Break March 10-14
Mounds View Schools Spring Break March 24-28

April

7
14 Work Session
21

October

13
20 Work Session
27

May

5
12 *EDA
12 Work Session
19

November

10 *EDA
10
24

June

2
16

December

1

Note: Rosefest Parade Monday, June 23

*Economic Development Authority will meet before Council meeting

Patrick Trudgeon

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

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	\$632,723.42
110985 – 111101	\$346,488.73
Total	\$979,212.15

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					
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	2154
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,972.00	2154
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	998.02	2154
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,317.00	2154
100-00-00-211101	Mission Sq Roth	Mission Square	Remittance Check	250.00	2154
Total Department 00-00 GENERAL				9,687.02	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	RAPP STRATEGIES INC.	PROFESSIONAL SERVICES FOR SALES TAX R	4,000.00	111093
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	206.50	2201
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	325.00	2201
Total Department 01-00 CITY COUNCIL				4,531.50	
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA SEPT SERVICE FEE PAID OCT 2024	213.00	111091
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU SEPTEMBER	78.93	111079
100-02-00-430060	Wellness Plan	Yer Vue	WELLNESS BLITZ PRIZES	264.83	2207
100-02-00-432000	Transportation	Yer Vue	SHRM MILEAGE REIMBURSEMENT	48.91	2207
100-02-00-432000	Transportation	Yer Vue	MILEAGE AND PARKING REIMBURSEMENT - C	12.80	2174
100-02-00-432000	Transportation	Yer Vue	MILEAGE AND PARKING REIMBURSEMENT - C	15.00	2174
100-02-00-448000	Miscellaneous	NATIONAL COMPUTER TECHNOLO	M365 ONE DRIVE TRAINING	1,700.00	2211
Total Department 02-00 ADMINISTRATION				2,333.47	
Department: 03-00 ELECTIONS					
100-03-00-430000	Professional Services	Ramsey County	2024 ELECTION SERVICES 4TH QTR	24,269.00	111073
Total Department 03-00 ELECTIONS				24,269.00	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	SEPTEMBER PROSECUTION SERVICES	14,844.00	2162
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	MONTHLY RETAINER	15,111.22	111066
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	LEGAL FEES	573.50	111066
Total Department 06-00 LEGAL DEPARTMENT				30,528.72	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT	SERVIC COFFEE	349.44	111061
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT	SERVIC COFFEE - LC	183.65	111061
Total Department 08-00 CENTRAL SERVICES				533.09	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS JORGENSEN	110.59	2195
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	111.63	2168
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS REPRINT - PAVLAK (WRON	110.59	2168
100-10-00-422000	Clothing	Galls, LLC	5 SETS OF BADGES (276 - 280)	1,857.45	2194
100-10-00-422000	Clothing	John Alan Roberto	INTERN UNIFORM SHIRTS	384.00	111085
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM MAYS	1,858.76	2167
100-10-00-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	SQUAD 2563 F150 - SEAT COVERS	372.80	2180
100-10-00-424000	Operating Supplies	HPI2, LLC	CHEVRONS (100)	319.06	110994
100-10-00-424000	Operating Supplies	KETCHUM MFG. CO. INC	ANIMAL TAGS	188.95	111024
100-10-00-424000	Operating Supplies	Police Service Dogs, Inc.	K9 FINGER KICK - WIESNER	150.00	111015
100-10-00-430000	Professional Services	ANIMAL HUMANE SOCIETY	Q3 CONTRACT ANIMAL CONTROL SERVICES	3,268.00	111094
100-10-00-430000	Professional Services	Martin McAllister, Inc.	NEW HIRE ASSESSMENT - KROSNOWSKI, MAY	1,250.00	111059
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MENTAL HEALTH CONSULTING SERVICES - S	3,400.00	2172
100-10-00-430000	Professional Services	Minnesota Occupational Hea	NEW HIRE MEDICALS - KROSNOWSKI, LARSO	1,789.00	111019
100-10-00-430000	Professional Services	RAMSEY COUNTY	Q2 BILLING APR - JUN 2024 SALLY VANES	26,521.85	111074

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					
100-10-00-430001	Dispatching Services	Ramsey County	DISPATCH SERVICES - SEPT	31,856.33	111073
100-10-00-430001	Dispatching Services	Ramsey County	CAD SERVICES - SEPT	4,898.17	111073
100-10-00-431000	Telephone	Verizon	SEPT DATA	1,080.27	111021
100-10-00-437000	Contract Maint. - Vehicles	Car Wash Partners, LLC	CAR WASHES - SEPT	16.00	111054
100-10-00-437000	Contract Maint. - Vehicles	CITY AUTO GLASS	RAV 4 (#2530) WINDSHIELD REPAIR	1,116.87	111011
100-10-00-437000	Contract Maint. - Vehicles	Ramsey County	FLEET SUPPORT SEPT	514.80	111073
100-10-00-439000	CONTRACT MAINTENANCE	BUREAU OF CRIM. APPREHENS	CJDN ACCESS FEE JULY 2024 - JUN 2025	3,360.00	111004
100-10-00-439000	CONTRACT MAINTENANCE	ConfiTrek Inc.	ANNUAL TRAINING SOFTWARE FEE	5,376.00	111090
100-10-00-439000	CONTRACT MAINTENANCE	TimeClock Plus, LLC	SCHEDULEANYWHERE 10/25/24-10/24/25	2,700.00	111031
100-10-00-441000	Training	Ramsey County	TRAINING RANGE USE APR 10 HOURS	600.00	111006
100-10-00-441000	Training	Ramsey County	RANGE USE MAY 30 HOURS	1,800.00	111006
100-10-00-443500	Minor Equipment	Ancom Technical Center	RADIO CHARGER	181.00	2165
100-10-00-443600	Software Operating Charges	Metro-INET	ADOBE (1) AND NET MOTION (2)	571.00	2176
Total Department 10-00 POLICE DEPARTMENT				95,763.12	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-422000	Clothing	Aspen Mills Inc.	DUBAY	223.15	111049
100-13-00-422000	Clothing	Aspen Mills Inc.	KEENAN	211.93	110988
100-13-00-423000	Vehicle Supplies & Mainten	McKesson Medical-Surgical	EMS SUPPLIES	201.85	110995
100-13-00-424000	Operating Supplies	Fastsigns	EV PRINT	45.00	110986
100-13-00-424000	Operating Supplies	Fikes, Inc.	BODY SOAP	346.63	2171
100-13-00-424000	Operating Supplies	Fikes, Inc.	BODY SHAMPOO	152.04	2200
100-13-00-430000	Professional Services	Fire Loss Management, LLC	PARALLEL APTS	150.00	111013
100-13-00-439000	CONTRACT MAINTENANCE	Ancom Technical Center	RADIO REPAIRS	705.00	2165
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	568.56	110999
100-13-00-439000	CONTRACT MAINTENANCE	MNSPECT, LLC	SEP INSP	4,138.75	111035
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	HEAT PUMP MAINT.	3,532.37	2170
100-13-00-441000	Training	Group Health Non-Patient A	BROSNAHAN US TRAINING	900.00	111030
100-13-00-441000	Training	Group Health Non-Patient A	EMS ULTRASOUND	300.00	111030
100-13-00-441000	Training	TWIN CITIES TRANSPORT & RE	TRAINING CARS	250.00	110993
100-13-00-441000	Training	TWIN CITIES TRANSPORT & RE	TRANING CARS	125.00	110993
Total Department 13-00 FIRE DEPARTMENT				11,850.28	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	2,810.79	2186
100-13-13-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	CAR WASHES	149.50	111086
100-13-13-437000	Contract Maint. - Vehicles	MacQueen Equipment	SCBA	334.50	2155
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				3,294.79	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	74.16	2185
Total Department 13-18 EMERGENCY SERVICES				74.16	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE - SEPT	7.47	2184
100-20-20-422000	Clothing	Corporate Connection, Inc.	CLOTHING	50.00	2208
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				57.47	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	ASPHALT PATCH MATERIAL	1,102.64	111051
100-20-21-424000	Operating Supplies	Fra-Dor Inc.	DUMP FEE & RIVER ROCKS	401.25	111058
100-20-21-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	PUSH TOOL	33.49	111003
100-20-21-424000	Operating Supplies	Twin City Saw Co	CHAINSAWS +MOTOMIX	1,126.27	111057

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-21 STREET DEPARTMENT					
100-20-21-430000	Professional Services	GOODPOINT TECHNOLOGY	2024 PAVEMENT CONDITION DATA COLLECTI	665.00	110985
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVALS - 1812 DALE CT, 1928 SN	1,015.50	110997
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL - 1367 SHRYER AVE	644.00	110997
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL - 209 MINNESOTA AVE	1,155.00	110997
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVALS - 3117 ASBURY ST, 1303	532.00	110997
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL - 1961 MIDLAND HILLS RD	3,600.00	110997
100-20-21-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CURB STREETS	937.79	111002
Total Department 20-21 STREET DEPARTMENT				11,212.94	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	14,560.25	2190
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	41.00	2158
Total Department 20-22 STREET LIGHTING				14,601.25	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	10,113.23	111032
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	44.11	111005
100-20-30-423000	Vehicle Supplies & Mainten	Cummins Sales and Service	EXHAUST GASKETS	104.67	111075
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	230.44	2152
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BLOWER MOTOR	74.44	2152
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERIES	950.88	2152
100-20-30-423000	Vehicle Supplies & Mainten	Fastenal Company Inc.	STOCK	370.54	2163
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	GASKET AND CYLINDER STOCK	544.44	2178
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	CLAMP & GASKET	39.60	2178
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	PRESS SENSOR	762.93	111081
100-20-30-423000	Vehicle Supplies & Mainten	Kath Fuel Oil Service, Inc	BULK OIL SHOP	4,348.85	2181
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	STOCK	78.87	110990
100-20-30-423000	Vehicle Supplies & Mainten	Minnesota Equipment	DOOR PARTS	807.52	111060
100-20-30-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	RIM	465.55	2156
100-20-30-423000	Vehicle Supplies & Mainten	Powerplan BF	BELT	254.03	111010
100-20-30-423000	Vehicle Supplies & Mainten	Powerplan BF	FLAIL	6,307.39	111076
100-20-30-423000	Vehicle Supplies & Mainten	Titan Machinery	LOADER ACS COUPLER	8,684.32	111062
100-20-30-423000	Vehicle Supplies & Mainten	Zarnoth Brush Works, Inc.	GUTTER BROOMS STOCK	3,400.00	2166
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	AC REPAIR	1,903.31	111023
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	REAR LATCH	1,487.30	111023
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	SPARK PLUGS	129.00	111081
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	PUMP LEVEL UNIT	1,177.65	111081
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	WHEEL ALIGNMENT	139.95	111081
100-20-30-437000	Contract Maint. - Vehicles	MIDWAY FORD CO.	GASKET AND OIL	3,604.48	111052
100-20-30-437000	Contract Maint. - Vehicles	Pirtek Midway	ASSY KIT, FUEL	532.26	111070
100-20-30-437000	Contract Maint. - Vehicles	BOYER TRUCKS - LAUDERDALE	VEHICLE 204 ENGINE SYSTEM	1,892.52	111084
100-20-30-437000	Contract Maint. - Vehicles	Zahl Petroleum Maintenance	FUEL TESTING	340.00	110992
Total Department 20-30 VEHICLE MAINTENANCE				48,788.28	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	Fikes, Inc.	ROLL TOWEL AND TOILET TISSUE, FOLD TO	415.46	2200
100-23-00-424000	Op Supplies-City Hall	GRAINGER	BATTERY'S D&C	40.44	110989
100-23-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	7,817.70	110999
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE 10-1-2024	3,848.00	2169
100-23-00-430000	Professional Services	McGough Property Managemen	LABOR 9-2 TO 9-29 2024	2,767.50	2169
100-23-00-436001	Utilities-City Hall	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - AUG 2024	4,357.96	2175
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	2,445.92	2157
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	235.78	2157

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-439001	CONTRACT MAINTENANCE - CIT	GILBERT MECHANICAL	CONTRAC AIR COMPRESSOR FOR FIRE SPRINKLER SYS	5,303.16	111067
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	CHECK DUCT WORK PD ODOR	342.00	2170
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	PM PUBLIC WORKS BUILDING	1,627.00	2170
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	LEAK IN PD DEPT. /EXHAUST FAN LL GARA	262.00	2199
Total Department 23-00 BUILDING MAINTENANCE				29,462.92	
Total Fund 100 General Fund				286,988.01	
Fund: 101 General Fund Donations					
Department: 02-00 ADMINISTRATION					
101-02-00-448000	ALZHEIMERS/DEMENTIA	SARA BARSEL	RIEMBURSEMENT OF ROSEVILLE A/D COSTS	1,500.00	111095
Total Department 02-00 ADMINISTRATION				1,500.00	
Total Fund 101 General Fund Donations				1,500.00	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230125	Water/Sewer Disconnect Esc	MN GREEN REALTY LLC	REFUND FEE - EROSION CONTROL PERMIT N	3,000.00	111043
Total Department 00-00 GENERAL				3,000.00	
Total Fund 103 Contracted Engineering Svcs				3,000.00	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-430000	Professional Services	North Suburban Access Corp	MONTHLY MUNICIPAL MEETING SERVICES	2,583.79	2196
110-09-00-430000	Professional Services	North Suburban Access Corp	MONTHLY MUNICIPAL MEETING SERVICES	1,760.43	2196
110-09-00-430000	Professional Services	North Suburban Access Corp	MONTHLY MUNICIPAL MEETING SERVICES	2,055.47	2196
110-09-00-430000	Professional Services	North Suburban Access Corp	MONTHLY MUNICIPAL MEETING SERVICES	2,381.67	2196
110-09-00-430000	Professional Services	North Suburban Access Corp	AUDIO PROJECT PARTS & LABOR / MONTHLY	275.00	2196
Total Department 09-00 COMMUNICATIONS				9,056.36	
Total Fund 110 Telecommunications				9,056.36	
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-344000-PR0281	Fee Program Revenue	DAVE SAMPICA	SHELTER KEY DEPOSIT	150.00	111044
200-40-41-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	82.42	111008
200-40-41-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	107.98	111008
200-40-41-424000-PR0242	Operating Supplies	Elizabeth Leverty	CANDY FOR DANCE CLASS	21.54	2209
200-40-41-424000-PR0253	Operating Supplies	The Cleaning Authority, In	SEPTEMBER PARK BUILDING CLEANING	3,855.60	111077
200-40-41-430000-PR0210	Professional Services	AARP	AARP SMART DRIVER PAYMENT	345.00	111007
200-40-41-430000-PR0211	Professional Services	Todd Richard Sauers	FALL ADULT SOCCER REFEREE PAYMENT	5,183.00	111089
200-40-41-430000-PR0212	Professional Services	Willie McCray	ADULT SOFTBALL UMPIRE PAYMENT	1,452.00	2203
200-40-41-430000-PR0220	Professional Services	Metro Volleyball Officials	ADULT VOLLEYBALL REFEREE PAYMENT	4,386.00	2182
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	SEPTEMBER CLASSES - REVSPORTS	7,409.70	111017
200-40-41-430000-PR0250	Professional Services	Aksel Brathen Johnson	YOUTH FALL SOCCER REFEREE PAYMENT	176.00	111028
200-40-41-430000-PR0250	Professional Services	BUTLER, INMAN ELLIOT	YOUTH FALL SOCCER REFREE PAYMENT	232.00	111037
200-40-41-430000-PR0250	Professional Services	Ellington Sweeney	YOUTH FALL SOCCER REFEREE PAYMENT	160.00	111029
200-40-41-430000-PR0250	Professional Services	KLARQVIST, SOREN FREDERICK	YOUTH FALL SOCCER REFEREE PAYMENT	180.00	111036
200-40-41-430000-PR0250	Professional Services	LANCASTER, JACOB	YOUTH FALL SOCCER REFEREE PAYMENT	80.00	111039
200-40-41-430000-PR0250	Professional Services	MALENKE, SCHUYLER	YOUTH FALL SOCCER REFEREE PAYMENT	120.00	111038
200-40-41-430000-PR0250	Professional Services	Meghan Seeger	YOUTH FALL SOCCER REFEREE PAYMENT	100.00	111026
200-40-41-430000-PR0250	Professional Services	WHATTON, CHRISTOPHER	YOUTH FALL SOCCER REFEREE PAYMENT	140.00	111040
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	1,777.39	2191

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
Total Department 40-41 RECREATION FEE PROGRAMS				25,958.63	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0101	Operating Supplies	CARLSON, SHELDON	COMMUNITY BAND REIMBURSEMENT	157.93	111041
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLES	84.58	110991
200-40-42-438000	Rental	On Site Companies-OSSTC	SPOOKTACULAR PORTABLES	298.00	111053
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLES	127.71	111053
Total Department 40-42 RECREATION NON FEE PROGRAMS				668.22	
Department: 40-50 NATURE CENTER					
200-40-50-430000-PR0119	Professional Services	Paul Rice	SALES OF WILD RICE OWED FROM WILD RIC	2,520.00	111012
Total Department 40-50 NATURE CENTER				2,520.00	
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	234.26	111001
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	116.48	2171
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	284.58	2171
200-40-53-430000	Professional Services	MR Cutting Edge	BLADE SHARPENING	201.00	111018
200-40-53-436000	Utilities	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - AUG 2024	1,268.80	2175
200-40-53-439000	CONTRACT MAINTENANCE	INTERNATIONAL CHEMTEX LLC	COOLING TOWER TREATMENT	2,556.42	110987
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,296.00	110999
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,137.12	110999
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	REPAIR OF LEAK ON OVAL SURFACE	8,141.00	111080
Total Department 40-53 SKATING CENTER				17,235.66	
Total Fund 200 Recreation Fund				46,382.51	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	COVERALL / NAVY TWILL	2.73	111005
204-40-43-422000	Clothing	Cintas Corporation	COVERALL / NAVY TWILL	2.73	111005
204-40-43-422000	Clothing	Cintas Corporation	COVERALL / NAVY TWILL	2.73	111005
204-40-43-422000	Clothing	Cintas Corporation	COVERALL / NAVY TWILL	2.73	111005
204-40-43-424000	Operating Supplies	Fikes, Inc.	VARIOUS PAPER PRODUCTS	670.04	2171
204-40-43-424000	Operating Supplies	Fikes, Inc.	VARIOUS PAPER PRODUCTS	611.18	2171
204-40-43-424000	Operating Supplies	Fikes, Inc.	VARIOUS PAPER PRODUCTS, NITRILE GLOVE	757.82	2171
204-40-43-424000	Operating Supplies	Fikes, Inc.	PAPER PRODUCTS, HAND CLEANSER, GLOVES	949.24	2171
204-40-43-424000	Operating Supplies	Fikes, Inc.	HAND CLEANSER	152.04	2171
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	561.35	110999
204-40-43-424000	Operating Supplies	GAME ONE	RATCHET REEL REPL 3 1/2	385.00	111009
204-40-43-424000	Operating Supplies	GAME ONE	TENNIS CENTER STRAP	100.00	111009
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL	160.00	111065
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	COTTONWOOD REMOVAL AND STUMP GRINDING	5,500.00	111065
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVALS 2459 VICTORIA	731.00	110997
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL 1760 MARION ST	1,500.00	110997
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVALS - 2530 DALE ST N, 2055	210.00	110997
Total Department 40-43 RECREATION MAINTENANCE				12,298.59	
Total Fund 204 PARK MAINTENANCE				12,298.59	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	BIG BAND DIRECTOR PAY	250.00	2177
Total Department 40-45 BIG BAND ACTIVITIES				250.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 221 Municipal Jazz Band					
			Total Fund 221 Municipal Jazz Band	250.00	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	Lee Homes Corp.	CONSTRUCTION DEPOSIT REFUND B23-0878	1,000.00	111078
260-00-00-230000	Deposits	O'MEARA CUSTOM BUILDING	CONSTRUCTION DEPOSIT REFUND 1882 BREN	1,000.00	111096
260-00-00-230130-CD1240	Development Escrow	Ehlers & Associates, Inc.	HARBOR REVIEW OF TIF	921.25	110996
260-00-00-230130-CD1240	Development Escrow	Kennedy & Graven, Chartere	ATTORNEY SERVICES	97.50	110998
			Total Department 00-00 GENERAL	3,018.75	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	167.00	2201
			Total Department 56-57 PLANNING DEPARTMENT	167.00	
			Total Fund 260 Community Development	3,185.75	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL AND TOILET TISSUE, FOLD TO	103.86	2200
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,421.40	110999
265-05-00-432000	Transportation	Steven Bickel	MILEAGE REIMBURSEMENT	276.04	2206
265-05-00-439000	CONTRACT MAINTENANCE	Distinctive Window Cleanin	WINDOW CLEANING	135.00	111016
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	LICENSE CENTER SHREDDING THRU SEPTEMB	144.93	111022
			Total Department 05-00 DEPUTY REGISTER	2,081.23	
			Total Fund 265 License Center	2,081.23	
Fund: 285 Juvenile Accountability Grant					
Department: 10-00 POLICE DEPARTMENT					
285-10-00-430000	Professional Services	ELECTRO WATCHMAN	INSTALL SECURITY ACCESS CONTROL PAD A	2,074.01	2179
			Total Department 10-00 POLICE DEPARTMENT	2,074.01	
			Total Fund 285 Juvenile Accountability Grant	2,074.01	
Fund: 294 Police - DWI Enforcement					
Department: 10-00 POLICE DEPARTMENT					
294-10-00-430000	Professional Services	Michael Kysylczyn	COMPLIANCE CHECKS ON 10/12 (\$15 X 8HR	120.00	111033
294-10-00-430000	Professional Services	Olive Bjorklund	COMPLIANCE CHECKS (\$15 X 7HRS)	105.00	111034
			Total Department 10-00 POLICE DEPARTMENT	225.00	
			Total Fund 294 Police - DWI Enforcement	225.00	
Fund: 297 Police - Safe Harbor					
Department: 10-00 POLICE DEPARTMENT					
297-10-00-430000	Professional Services	Multilingual word, Inc.	INTERPRETATION COSTS - HUMAN TRAFFICK	304.48	111092
			Total Department 10-00 POLICE DEPARTMENT	304.48	
			Total Fund 297 Police - Safe Harbor	304.48	
Fund: 408 Pathway Maintenance Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
408-20-20-430000	Professional Services	GOODPOINT TECHNOLOGY	2024 PAVEMENT CONDITION DATA COLLECTI	780.00	110985
408-20-20-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE SIDEWALK	754.49	111002
408-20-20-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE SIDEWALK	2,207.11	111002
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	3,741.60	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 408 Pathway Maintenance Fund					
			Total Fund 408 Pathway Maintenance Fund	3,741.60	
Fund: 409 Plant Fund					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438101	Postage Meter	GreatAmerica Financial	Ser COPIER RENTAL	332.00	111083
			Total Department 08-00 CENTRAL SERVICES	332.00	
			Total Fund 409 Plant Fund	332.00	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 02-00 ADMINISTRATION					
410-02-00-453000	Other Improvements	North Suburban Access Corp	AUDIO PROJECT PARTS & LABOR / MONTHLY	1,560.92	2196
			Total Department 02-00 ADMINISTRATION	1,560.92	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
410-20-20-453000	Other Improvements	Schwab vollhaber Lubratt S	RTU INSTALL LABOR CITY HALL	42,724.00	111068
410-20-20-453000	Other Improvements	Schwab vollhaber Lubratt S	ADDED VENT PIECES	575.00	111068
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	43,299.00	
			Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND	44,859.92	
Fund: 411 Recreation Improvements					
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-430000	Professional Services	Stantec Consulting Service	NAT RSCS MASTER PLAN UPDATE, PERIOD E	8,315.25	2173
411-40-43-430000	Professional Services	Stantec Consulting Service	NAT RSCS MASTER PLAN UPDATE, PERIOD E	4,511.11	2173
411-40-43-430000	Professional Services	Stantec Consulting Service	NAT RSCS MASTER PLAN UPDATE, PERIOD E	7,173.75	2173
411-40-43-430000	Professional Services	Stantec Consulting Service	NAT RSCS MASTER PLAN UPDATE, PERIOD E	5,397.75	2173
411-40-43-430000	Professional Services	Stantec Consulting Service	NAT RSCS MASTER PLAN UPDATE, PERIOD E	10,049.16	2202
			Total Department 40-43 RECREATION MAINTENANCE	35,447.02	
			Total Fund 411 Recreation Improvements	35,447.02	
Fund: 417 STREETSCAPE					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
417-20-20-439000	CONTRACT MAINTENANCE	SANDSTROM LAND MANAGEMENT,	STREETSCAPE MAINTENANCE THRU SEPTEMBE	2,580.00	2204
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	2,580.00	
			Total Fund 417 STREETSCAPE	2,580.00	
Fund: 425 2719 Lexington Avenue					
Department: 02-00 ADMINISTRATION					
425-02-00-430000	Professional Services	Kennedy & Graven,	Chartere LEGAL FEES	19.50	111066
			Total Department 02-00 ADMINISTRATION	19.50	
			Total Fund 425 2719 Lexington Avenue	19.50	
Fund: 592 Street Construction - 2022					
Department: 20-23 STREET CONSTRUCTION					
592-20-23-490000-PW2222	Contractor Payments	Braun Intertec Corporation	MCCARRONS RETAINING WALL	4,283.50	111050
592-20-23-490000-PW2222	Contractor Payments	TKDA Associates	MCCARRONS RETAINING WALL	884.67	111056
			Total Department 20-23 STREET CONSTRUCTION	5,168.17	
			Total Fund 592 Street Construction - 2022	5,168.17	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	DAN LU	UB refund for account: 016648-000	35.50	111098

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	DIANE POTTRATZ	UB refund for account: 024217-000	72.30	111100
600-00-00-202000	Accounts Payable	ELLEN SCHINDLER	UB refund for account: 005682-000	55.33	111099
600-00-00-202000	Accounts Payable	Joann Barte	UB refund for account: 014675-000	30.96	111101
600-00-00-202000	Accounts Payable	LEE ANN OCZAK	UB refund for account: 005138-000	12.79	111045
600-00-00-202000	Accounts Payable	MARK STEFFENS	UB refund for account: 025673-000	162.76	111046
600-00-00-202000	Accounts Payable	PIT TO PEACH PROPERTIES LL	UB refund for account: 024625-000	69.72	111047
600-00-00-202000	Accounts Payable	VIET NGUYEN	UB refund for account: 018428-000	92.51	111048
Total Department 00-00 GENERAL				531.87	
Department: 50-00 SANITARY SEWER					
600-50-00-370100	SANITARY SEWER - CONSUMPTI	City of Maplewood	REIMBURSEMENT FOR SEWER AND STORM DRA	77,308.78	2193
600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER RE	FOSTER, REBECCA ANN	I & I GRANT REBATE 50%	4,064.05	111042
600-50-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	271.80	2153
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	31.42	2161
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	2,352.85	2159
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	39.89	2160
600-50-00-438000	Rental	2277 ROSEVILLE LLC	2277 MONTHLY LEASE PAYMENT	1,722.43	2210
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	292,802.56	2183
Total Department 50-00 SANITARY SEWER				378,593.78	
Total Fund 600 Sanitary Sewer				379,125.65	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	DAN LU	UB refund for account: 016648-000	31.78	111098
610-00-00-202000	Accounts Payable	DIANE POTTRATZ	UB refund for account: 024217-000	93.74	111100
610-00-00-202000	Accounts Payable	ELLEN SCHINDLER	UB refund for account: 005682-000	87.93	111099
610-00-00-202000	Accounts Payable	Joann Barte	UB refund for account: 014675-000	27.62	111101
610-00-00-202000	Accounts Payable	LEE ANN OCZAK	UB refund for account: 005138-000	16.23	111045
610-00-00-202000	Accounts Payable	MARK STEFFENS	UB refund for account: 025673-000	107.26	111046
610-00-00-202000	Accounts Payable	PIT TO PEACH PROPERTIES LL	UB refund for account: 024625-000	98.88	111047
610-00-00-202000	Accounts Payable	VIET NGUYEN	UB refund for account: 018428-000	46.12	111048
Total Department 00-00 GENERAL				509.56	
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	R900 MIU OPGRADE	2,209.80	2198
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	DUMP FEE & RIVER ROCKS	745.20	111058
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	DUMP CHARGE+RIVER ROCK	1,021.00	111058
610-51-00-424000	Operating Supplies	Safe-Fast, Inc.	NUTS AND BOLTS FOR HYDRANTS	118.79	111027
610-51-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	271.80	2153
610-51-00-430000	Professional Services	Twin City Water Clinic, In	SEPTEMBER DISTRIBUTION SAMPLES	680.00	111055
610-51-00-431000	Telephone	T Mobile	ACCOUNT #967323231, MOBILE # 651-417-	35.96	111020
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	6,688.29	2189
610-51-00-438000	Rental	2277 ROSEVILLE LLC	2277 MONTHLY LEASE PAYMENT	1,722.43	2210
610-51-00-439000	CONTRACT MAINTENANCE	Northwestern Power Equipme	PRV VALVE MAINTENANCE WESTERN AND DAL	1,900.00	111025
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	WATERBREAK CURB	1,043.83	111002
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	WATERBREAK CONCRETE CURB	1,019.93	111071
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	WATER MAIN BREAK @ 2375 FAIRVIEW AVE	12,009.00	111064
Total Department 51-00 WATER FUND				29,466.03	
Total Fund 610 Water Fund				29,975.59	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(87.68)	2187
Total Department 00-00 GENERAL				(87.68)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-372300	Concession Sales	Tio's Food and Beverage	PAYMENT FOR MAY-AUGUST FOOD SALES	3,015.00	111088
620-52-51-382100	Building Rental	STEVE BRANDT	CEDARHOLM COMMUNITY ROOM RENTAL DEPOS	200.00	111097
620-52-51-424000	Operating Supplies	Heritage Professional Prod	PILLAR G INTRINSIC 30LB AND PN 16-04-	1,158.34	111087
620-52-51-424000	Operating Supplies	Reinders Inc.	FELX-GRARD 1 GAL FLUAZINAM (2X1G/CASE	300.00	111072
620-52-51-424000	Operating Supplies	Reinders Inc.	RP33-0-5 AND SU	1,180.00	111072
620-52-51-424000	Operating Supplies	SHERWIN-WILLIAMS COMPANY	1GAL STRAINER ELASTI	3.89	111069
620-52-51-424000	Operating Supplies	Uline	PLASTIC STANDING DUST PAN	46.49	2197
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOL FOR RESALE	354.10	2151
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE FOR RESALE	265.00	111000
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,363.09	2187
620-52-51-439000	CONTRACT MAINTENANCE	Comcast	COMCAST SERVICE OCT 7 TO NOV 6 2024	240.04	111063
Total Department 52-51 CEDARHOLM GOLF COURSE				8,125.95	
Total Fund 620 Golf Course				8,038.27	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	DAN LU	UB refund for account: 016648-000	18.99	111098
640-00-00-202000	Accounts Payable	DIANE POTTRATZ	UB refund for account: 024217-000	12.86	111100
640-00-00-202000	Accounts Payable	Joann Barte	UB refund for account: 014675-000	16.51	111101
640-00-00-202000	Accounts Payable	LEE ANN OCZAK	UB refund for account: 005138-000	2.93	111045
640-00-00-202000	Accounts Payable	MARK STEFFENS	UB refund for account: 025673-000	64.06	111046
640-00-00-202000	Accounts Payable	VIET NGUYEN	UB refund for account: 018428-000	27.57	111048
Total Department 00-00 GENERAL				142.92	
Department: 54-00 STORM WATER					
640-54-00-374000	Storm Drainage	City of Maplewood	REIMBURSEMENT FOR SEWER AND STORM DRA	8,340.56	2193
640-54-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	271.80	2153
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	325.00	2201
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	784.39	2188
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	20.18	2192
640-54-00-438000	Rental	2277 ROSEVILLE LLC	2277 MONTHLY LEASE PAYMENT	1,722.43	2210
640-54-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE CATCH BASIN CURB	1,393.97	111002
640-54-00-453000-PW2409	2024 BMP Maintenance	MNL	TWIN LAKES TRAIL MAINTENANCE THRU SEP	375.00	111082
640-54-00-453000-PW2409	2024 BMP Maintenance	MNL	CORPUS CHRISTI MAINTENANCE THRU SEPTE	250.00	111082
640-54-00-453000-PW2409	2024 BMP Maintenance	SANDSTROM LAND MANAGEMENT,	BMP MAINTENANCE THRU SEPTEMBER	8,980.00	2204
Total Department 54-00 STORM WATER				22,463.33	
Total Fund 640 Storm Drainage				22,606.25	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	DAN LU	UB refund for account: 016648-000	10.30	111098
650-00-00-202000	Accounts Payable	DIANE POTTRATZ	UB refund for account: 024217-000	7.02	111100
650-00-00-202000	Accounts Payable	Joann Barte	UB refund for account: 014675-000	8.94	111101
650-00-00-202000	Accounts Payable	LEE ANN OCZAK	UB refund for account: 005138-000	1.59	111045
650-00-00-202000	Accounts Payable	MARK STEFFENS	UB refund for account: 025673-000	34.71	111046
650-00-00-202000	Accounts Payable	VIET NGUYEN	UB refund for account: 018428-000	14.94	111048
Total Department 00-00 GENERAL				77.50	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 650 ENVIRONMENTAL					
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Eureka Recycling	RECYCLING SERVICE THRU SEPTEMBER	75,150.24	2164
Total Department 65-00 SOLID WASTE RECYCLE				75,150.24	
Total Fund 650 ENVIRONMENTAL				75,227.74	
Fund: 722 C.D.B.G. Park Improvements					
Department: 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM					
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	IMMEDIATE THREAT ABATEMENT	2,285.00	111014
Total Department 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM				2,285.00	
Total Fund 722 C.D.B.G. Park Improvements				2,285.00	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	Golden Shovel Agency	MONTHLY MARKETING	1,050.00	2205
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES	903.50	110998
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES	506.00	110998
Total Department 57-00 EDA - GENERAL				2,459.50	
Total Fund 725 EDA Operating Fund				2,459.50	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-211100	ICMA Def Comp	9,437.02	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-01-00-430000	Professional Services	4,531.50	
		100-02-00-430000	Professional Services	291.93	
		100-02-00-430060	Wellness Plan	264.83	
		100-02-00-432000	Transportation	76.71	
		100-02-00-448000	Miscellaneous	1,700.00	
		100-03-00-430000	Professional Services	24,269.00	
		100-06-00-430000	Professional Services	30,528.72	
		100-08-00-424000	Operating Supplies	533.09	
		100-10-00-420000	Office Supplies	332.81	
		100-10-00-422000	Clothing	4,100.21	
		100-10-00-423000	Vehicle Supplies & Maintenance	372.80	
		100-10-00-424000	Operating Supplies	658.01	
		100-10-00-430000	Professional Services	36,228.85	
		100-10-00-430001	Dispatching Services	36,754.50	
		100-10-00-431000	Telephone	1,080.27	
		100-10-00-437000	Contract Maint. - Vehicles	1,647.67	
		100-10-00-439000	CONTRACT MAINTENANCE	11,436.00	
		100-10-00-441000	Training	2,400.00	
		100-10-00-443500	Minor Equipment	181.00	
		100-10-00-443600	Software Operating Charges	571.00	
		100-13-00-422000	Clothing	435.08	
		100-13-00-423000	Vehicle Supplies & Maintenance	201.85	
		100-13-00-424000	Operating Supplies	543.67	
		100-13-00-430000	Professional Services	150.00	
		100-13-00-439000	CONTRACT MAINTENANCE	8,944.68	
		100-13-00-441000	Training	1,575.00	
		100-13-13-436000	Utilities	2,810.79	
		100-13-13-437000	Contract Maint. - Vehicles	484.00	
		100-13-18-436000	Utilities	74.16	
		100-20-20-420000	Office Supplies	7.47	
		100-20-20-422000	Clothing	50.00	
		100-20-21-424000	Operating Supplies	2,663.65	
		100-20-21-430000	Professional Services	665.00	
		100-20-21-439000	CONTRACT MAINTENANCE	7,884.29	
		100-20-22-436000	Utilities	14,601.25	
		100-20-30-421000	Motor Fuel	10,113.23	
		100-20-30-422000	Clothing	44.11	
		100-20-30-423000	Vehicle Supplies & Maintenance	27,424.47	
		100-20-30-437000	Contract Maint. - Vehicles	11,206.47	
		100-23-00-424000	Op Supplies-City Hall	455.90	
		100-23-00-430000	Professional Services	14,433.20	
		100-23-00-436001	Utilities-City Hall	6,803.88	
		100-23-00-436003	Utilities-City Garage	235.78	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	5,303.16	
		100-23-00-439010	Contract Mani. - HVAC	2,231.00	
		101-02-00-448000	ALZHEIMERS/DEMENTIA	1,500.00	
		103-00-00-230125	Water/Sewer Disconnect Escrow	3,000.00	
		110-09-00-430000	Professional Services	9,056.36	
		200-40-41-344000-PR0281	Fee Program Revenue	150.00	
		200-40-41-415100	Unemployment Insurance	190.40	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-41-424000-PR0242	Operating Supplies	21.54	
		200-40-41-424000-PR0253	Operating Supplies	3,855.60	
		200-40-41-430000-PR0210	Professional Services	345.00	
		200-40-41-430000-PR0211	Professional Services	5,183.00	
		200-40-41-430000-PR0212	Professional Services	1,452.00	
		200-40-41-430000-PR0220	Professional Services	4,386.00	
		200-40-41-430000-PR0234	Professional Services	7,409.70	
		200-40-41-430000-PR0250	Professional Services	1,188.00	
		200-40-41-436000-PR0253	Utilities	1,777.39	
		200-40-42-424000-PR0101	Operating Supplies	157.93	
		200-40-42-438000	Rental	510.29	
		200-40-50-430000-PR0119	Professional Services	2,520.00	
		200-40-53-424000	Operating Supplies	635.32	
		200-40-53-430000	Professional Services	201.00	
		200-40-53-436000	Utilities	1,268.80	
		200-40-53-439000	CONTRACT MAINTENANCE	15,130.54	
		204-40-43-422000	Clothing	10.92	
		204-40-43-424000	Operating Supplies	4,186.67	
		204-40-43-430000-PR0400	Professional Services	8,101.00	
		221-40-45-430000	Professional Services	250.00	
		260-00-00-230000	Deposits	2,000.00	
		260-00-00-230130-CD1240	Development Escrow	1,018.75	
		260-56-57-430000	Professional Services	167.00	
		265-05-00-424000	Operating Supplies	103.86	
		265-05-00-430000	Professional Services	1,421.40	
		265-05-00-432000	Transportation	276.04	
		265-05-00-439000	CONTRACT MAINTENANCE	135.00	
		265-05-00-448000	Miscellaneous	144.93	
		285-10-00-430000	Professional Services	2,074.01	
		294-10-00-430000	Professional Services	225.00	
		297-10-00-430000	Professional Services	304.48	
		408-20-20-430000	Professional Services	780.00	
		408-20-20-439000	CONTRACT MAINTENANCE	2,961.60	
		409-08-00-438101	Postage Meter	332.00	
		410-02-00-453000	Other Improvements	1,560.92	
		410-20-20-453000	Other Improvements	43,299.00	
		411-40-43-430000	Professional Services	35,447.02	
		417-20-20-439000	CONTRACT MAINTENANCE	2,580.00	
		425-02-00-430000	Professional Services	19.50	
		592-20-23-490000-PW2222	Contractor Payments	5,168.17	
		600-00-00-202000	Accounts Payable	531.87	
		600-50-00-370100	SANITARY SEWER - CONSUMPTION	77,308.78	
		600-50-00-424200-PW2418	PRIVATE SANITARY SWEWER REPAIRS	4,064.05	
		600-50-00-430000	Professional Services	271.80	
		600-50-00-436000	Utilities	2,424.16	
		600-50-00-438000	Rental	1,722.43	
		600-50-00-445000	Metro Waste Control Board	292,802.56	
		610-00-00-202000	Accounts Payable	509.56	
		610-51-00-424000	Operating Supplies	4,094.79	
		610-51-00-430000	Professional Services	951.80	
		610-51-00-431000	Telephone	35.96	
		610-51-00-436000	Utilities	6,688.29	
		610-51-00-438000	Rental	1,722.43	
		610-51-00-439000	CONTRACT MAINTENANCE	15,972.76	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		620-00-00-209001	Use Tax Payable	(87.68)	
		620-52-51-372300	Concession Sales	3,015.00	
		620-52-51-382100	Building Rental	200.00	
		620-52-51-424000	Operating Supplies	2,688.72	
		620-52-51-425000	Merchandise for Sale	619.10	
		620-52-51-436000	Utilities	1,363.09	
		620-52-51-439000	CONTRACT MAINTENANCE	240.04	
		640-00-00-202000	Accounts Payable	142.92	
		640-54-00-374000	Storm Drainage	8,340.56	
		640-54-00-430000	Professional Services	596.80	
		640-54-00-436000	Utilities	804.57	
		640-54-00-438000	Rental	1,722.43	
		640-54-00-439000	CONTRACT MAINTENANCE	1,393.97	
		640-54-00-453000-PW2409	2024 BMP Maintenance	9,605.00	
		650-00-00-202000	Accounts Payable	77.50	
		650-65-00-430000	Professional Services	75,150.24	
		722-57-78-490000	Contractor Payments	2,285.00	
		725-57-00-430000	Professional Services	1,050.00	
		725-57-00-430000-ED0006	Professional Services	1,409.50	
--- TOTALS BY FUND ---					
		100	General Fund	286,988.01	
		101	General Fund Donations	1,500.00	
		103	Contracted Engineering Svcs	3,000.00	
		110	Telecommunications	9,056.36	
		200	Recreation Fund	46,382.51	
		204	PARK MAINTENANCE	12,298.59	
		221	Municipal Jazz Band	250.00	
		260	Community Development	3,185.75	
		265	License Center	2,081.23	
		285	Juvenile Accountability Grant	2,074.01	
		294	Police - DWI Enforcement	225.00	
		297	Police - Safe Harbor	304.48	
		408	Pathway Maintenance Fund	3,741.60	
		409	Plant Fund	332.00	
		410	GENERAL FACILITIES REPLACEMENT FUND	44,859.92	
		411	Recreation Improvements	35,447.02	
		417	STREETSCAPE	2,580.00	
		425	2719 Lexington Avenue	19.50	
		592	Street Construction - 2022	5,168.17	
		600	Sanitary Sewer	379,125.65	
		610	Water Fund	29,975.59	
		620	Golf Course	8,038.27	
		640	Storm Drainage	22,606.25	
		650	ENVIRONMENTAL	75,227.74	
		722	C.D.B.G. Park Improvements	2,285.00	
		725	EDA Operating Fund	2,459.50	
		Total For All Funds:		979,212.15	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

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.

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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39 **Requested Council Action**

40 Motion to approve the submitted purchases or contracts for services and, where applicable; the
41 sale/trade-in of surplus items.
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45 **Prepared by:** Joshua Kent - Assistant Finance Director

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

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Public Works (Environmental)	Toter EVRII	Purchase / Deployment of Recycling Carts	(a) \$	750,000	\$ 644,047	2025 CIP
Public Works (Water, Sanitary, Storm)	Gary Carlson Equipment Co.	Large Dewatering Pump	(b) \$	60,000	\$ 45,000	2025 CIP

Key

- (a) There were 9 manufacturers that gave quotes for the cost of purchasing recycling carts with Toter EVRII coming in as the "Best Value" with a cost of \$566,422 and a deployment cost of \$77,625 for a total quote of \$644,047. The cost of the carts and deployment will be in 2025, but an approved purchase order is required for Toter to start the manufacturing process.

- (b) Staff has requested that the City Council authorize a purchase order to Gary Carlson Equipment Co. in the amount of \$45,000. The city currently rents a large pump for dewatering large water main breaks, assisting pumping lift stations and dewatering large storm water ponds. With the frequency of the city renting this kind of pump, it would be more cost effective to purchase and maintain one in our inventory. Having the pump on hand gives the city the ability to use it even more frequently and to be able to utilize it quicker if an emergency were to arise. The cost of this pump would be split between the water fund, sanitary fund, and the storm water fund.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve Cooperative Services Agreement with the United States Department of Agriculture for Deer Management Program

Background

Each year, the City contracts with the United States Department of Agriculture (USDA) to conduct a regular and ongoing Deer Monitoring and Reduction Program in predetermined public spaces within the City. The goal of the program is to maintain a healthy and reasonably sized deer herd, reduce vehicular collisions with deer, and decrease property damage caused by deer.

The USDA utilizes trained marksmen in predetermined, safe, and secured areas of public property to remove deer. Removals occur on a limited number of evenings between December 1 and March 31 of each year. Residents near removal locations are notified by US mail and signage is posted near removal locations. This methodology is consistent with the Minnesota Department of Natural Resources (DNR) best practices for herd management in an urban setting with comparatively small parcels of public land.

The program is reviewed annually by staff, including a review of data, site observations, consultation with the Minnesota DNR, and consultation with the USDA. This information seems to indicate that the program is now in more of an "ongoing management mode," and is having positive impacts on the health of the deer population in Roseville. Staff continue to review nonlethal reduction methods (such as sterilization) but there are currently none that are allowed or effective in Minnesota.

Per Council direction, the Parks and Recreation Commission annually reviews and provides a recommendation about this ongoing, regular management program to staff (Attachment 2). Based upon the PRC recommendation and overall review process, staff has requested 40 removal tags from the Minnesota DNR for the 2024/25 removal effort.

Policy Objectives

To effectively manage the City's natural resources, including wildlife, in a manner that addresses resident concerns, ensures safety, and is fiscally responsible.

Equity Impact Summary

There does not appear to be a specific equity impact related to the Deer Management Program.

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Budget Implications

The enclosed agreement is for the direct cost for deer removal, not to exceed the City's budgeted amount of \$25,000 (in the Park Maintenance Budget). Typically the actual expenditure is below the agreement amount due to site conditions, staff availability, and other factors that reduce the actual number of days when removals are possible.

Staff Recommendations

Authorize the Mayor and City Manager to enter into a Cooperative Services Agreement with the United States Department of Agriculture for Wildlife Management Services as outlined above.

Requested Council Action

Authorize the Mayor and City Manager to enter into a Cooperative Services Agreement with the United States Department of Agriculture for Wildlife Management Services as outlined above.

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

- Attachments:**
- 1. Cooperative Service Agreement Between the City of Roseville, MN and United States Department of Agriculture for Wildlife Management
 - 2. Parks and Recreation Commission Meeting Minutes, September 3, 2024 (Excerpt).

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COOPERATIVE SERVICE AGREEMENT
between
THE CITY OF ROSEVILLE, MN
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1 – PURPOSE

The purpose of this Cooperative Service Agreement is to cooperate in a wildlife damage management project as described in the attached Work Plan.

ARTICLE 2 – AUTHORITY

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

APHIS-WS and City of Roseville mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. There will be no equipment with a procurement price of \$5,000 or more per unit purchased directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.
4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

5. To meet as determined necessary by either party to discuss mutual program interests, accomplishments, needs, technology, and procedures to maintain or amend the Work Plan. Personnel authorized to attend meetings under this Agreement shall be the Roseville Parks and Recreation Director, City Manager or their designee(s), the Ramsey County Sheriff's Department and/or Roseville Police Chief or their designee(s) and the WS State Director or his/her designee, and/or those additional persons authorized and approved by the City of Roseville, and the WS State Director.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

City of Roseville agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement;

City of Roseville: Mathew Johnson, Parks and Recreation Director
City of Roseville, MN
2660 Civic Center Drive
Roseville, MN 55113
Phone: 651-792-7102

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the City of Roseville. The City of Roseville will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The City of Roseville agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.

8. To obtain the appropriate permits for removal activities for species listed in the Work Plan and list USDA, APHIS, Wildlife Services as subpermitees.
9. The Cooperator will not be connected to the USDA APHIS computer network(s).
10. To coordinate with Wildlife Services for the removal and/or disposal of wildlife species removed.

ARTICLE 5 – APHIS-WS RESPONSIBILITIES

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

Gary Nohrenberg, State Director
644 Bayfield St., Ste. 215
St. Paul, MN 55107
Phone: 651-224-6027
gary.nohrenberg@usda.gov

2. To conduct activities at sites designated by the City of Roseville as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice the City of Roseville quarterly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

ARTICLE 9 – LAWS AND REGULATIONS

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

ARTICLE 10 – LIABILITY

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS

This agreement shall become effective on November 1st, 2024 and shall continue through September 30th, 2025. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Roseville’s Tax ID No.: 41-6007849
APHIS-WS’s Tax ID: 41-0696271

CITY OF ROSEVILLE, MN:

_____ Dan Roe, Mayor City of Roseville 2660 Civic Center Drive Roseville, MN 55113	_____ Date
--	---------------

_____ Patrick Trudgeon, City Manager City of Roseville 2660 Civic Center Drive Roseville, MN 55113	_____ Date
--	---------------

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

GARY NOHRENBURG	 Digitally signed by GARY NOHRENBURG Date: 2024.09.25 11:55:31 -05'00'
_____ Gary Nohrenberg, State Director USDA, APHIS, WS 644 Bayfield St., Ste. 215 St. Paul, MN 55107	_____ Date

WORK PLAN

Introduction

In accordance with the Cooperative Service Agreement between The City of Roseville and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), this Work Plan sets forth the objectives, activities and budget of this project during the period of this agreement.

The APHIS WS program uses an Integrated Wildlife Damage Management (IWDM) approach (sometimes referred to as IPM or “Integrated Pest Management”) in which a series of methods may be used or recommended to reduce wildlife damage. These methods include the alteration of cultural practices as well as habitat and behavioral modification to prevent damage. However, controlling wildlife damage may require that the offending animal(s) are killed or that the populations of the offending species be reduced.

Program Objective

To assist the City of Roseville, MN in managing nuisance and damaging wildlife species within the City of Roseville’s jurisdiction.

Plan of Action

WS personnel will remove deer from City-designated control areas using suppressed firearms equipped with night vision or thermal imaging scopes. Spotlights may also be used while conducting control activities. Safe shooting zones and safe back-drops will be established for all control areas. WS will prioritize public safety during all control operations and utilize up to 3 WS personnel when conducting deer control work. Most deer control activities will be conducted at dusk/night. All control activities will be coordinated with Jim Taylor, Parks and Recreation Superintendent or their designee(s). WS personnel will advise local law enforcement and the appropriate local Minnesota Department of Natural Resources Conservation officer when firearm related wildlife control work is being conducted.

Under this agreement, WS will provide up to 4 control nights and associated bait/maintenance visits to conduct white-tailed deer control activities. The number of site visits provided may be altered to ensure that funding expenditures do not exceed the amount established in the Financial Plan of this document.

As part of this agreement, WS will also remove or assist in the removal of other nuisance or damaging wildlife species as requested by the City of Roseville as mutually agreed upon. WS will use generally accepted wildlife damage management tools, equipment and techniques to conduct all removal activities under this agreement.

FINANCIAL PLAN

Cost Element		Full Cost
Personnel Compensation		\$11,533.64
Travel		0
Vehicle use and maintenance		\$1,008.45
Other Services		
Supplies, Materials and Equipment		\$1,500.00
Subtotal (Direct Charges)		\$14,042.09
Pooled Job Costs [for non-Over-the Counter projects]	11.00%	\$1,544.62
Indirect Costs	16.15%	\$2,267.80
Agreement Total		\$17,854.51
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed:		\$17,854.51

Financial Point of Contact/Billing Address:

APHIS-WS:
 Connie Timm
 34912 U.S. Hwy. 2
 Grand Rapids, MN 55744
 218-327-3350
Constance.l.timm@usda.gov

City of Roseville, MN
 Mathew Johnson
 2660 Civic Center Drive.
 Roseville, MN 55113
 651-792-7102

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
SEPTEMBER 3, 2024 6:30 p.m.**

PRESENT: A. Arneson, J. Arneson, Beckman, Boulton, Brown, Dahlstrom, Kooistra, Matts-Benson, Penny.
ABSENT: Raygor.
STAFF: Johnson.

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

Roll Call Commissioners: A. Arneson, J. Arneson, Beckman, Boulton, Brown, Dahlstrom, Kooistra, Matts-Benson, Penny.

No public in attendance.

3. APPROVAL OF MINUTES – AUGUST 8, 2024 MEETING

Commissioner Brown moved to approve the minutes. Commissioner Penny seconded.

Roll Call

Ayes: A. Arneson, Brown, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: J. Arneson, Beckman, Boulton, Dahlstrom.

4. BUSINESS ITEMS

a) REVIEW OF THE INVEST IN ROSEVILLE: PUBLIC SERVICES BUILDING PLAN PROPOSAL

City Manager, Patrick Trudgeon, joined the Commission to discuss the “Invest in Roseville: Public Services Building Plan” proposal:

- Supporting Roseville’s Essential Public Services
 - The city is committed to providing essential public services for all residents and the thousands who work, shop and dine in our city.
 - The city must sometimes make investments in heavily used facilities to continue providing the services residents expect and deserve.
 - The city has outgrown its aging Public Works and Parks Maintenance Facility and License and Passport Center, straining essential operations and services.

Commissioner Brown asked about funding options to offset the loss of Veteran's Park. Staff clarified that funding for alternate options for Veteran's Park would come from the city, not from the proposed half-cent sales tax.

Commissioner Boulton questioned what role the Parks and Recreation Commission would play in the planning and design of the proposed new park spaces. Staff noted that there would be collaboration on the aesthetics, designs, and amenities proposed in the new park spaces to offset the loss of Veteran's Park.

The Commission discussed the impact of the loss of parkland in the city and potential options to mitigate this loss.

b) **ANNUAL DEER MANAGEMENT PROGRAM UPDATE**

Staff provided background and an overview of the Roseville Deer Management Program.

According to the Department of Natural Resources (DNR) calculations, Roseville has suitable habitat for 15 to 19 deer. Overpopulation leads to an unhealthy herd, starving deer, increased vehicular collisions, property damage, and other adverse outcomes.

The City conducts an ongoing, annual deer reduction program in which wildlife management staff from the U.S. Department of Agriculture (USDA) use rifles to remove a predetermined number of deer from specified sites. This effort aims to bring Roseville's deer population closer to a healthy level.

Staff provided an overview of deer population data that is periodically collected by Ramsey County. The last reliable count was in 2021, when a minimum population of 41 deer in Roseville was recorded. Due to a lack of snow, no survey was completed in 2024.

During the 2023-24 management season, 19 deer were removed (12 females—9 with two fetuses and 3 with one fetus). A female with only one fetus indicates overall health struggles. Additionally, several adult deer showed signs of having been struck by vehicles. The City received tags to remove up to 49 deer, but weather conditions posed challenges for removals metro-wide.

Given the lack of accurate flyover data, staff must rely on other sources to estimate the current deer population. Anecdotal sources include reported public and staff deer sightings, USDA observations, collision data, the condition of deer harvested in the USDA report, bait consumption, and trail camera footage collected during the season.

Based on the anecdotal data the following conclusions can be made:

- Overpopulation of deer still exists
- Population is becoming more healthy
- Program has entered more of a maintenance mode

Staff proposed the following plan moving forward:

- Request 40 tags
- Manage program using site data (trail cameras, bait consumption, and observations)
- Removals constrained by:
 - Contractor availability
 - Budget
- Continued monitoring

The Commission discussed what surrounding cities do to manage their deer population and the cost of the program. Staff relayed that the cost comes from utilizing the USDA to manage the program and that they also donate the meat to those in need.

Commissioner Brown motioned to recommend that staff request 40 removal tags and utilize real-time data and the budget to manage the actual number of removals.

Commissioner J. Arneson seconded the motion.

Roll Call

Ayes: A. Arneson, J. Arneson, Beckman, Boulton, Brown, Dahlstrom, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

c) PREPARE FOR JOINT MEETING WITH CITY COUNCIL ON SEPTEMBER 16, 2024

The Commission reviewed the PowerPoint presentation prepared by staff for the upcoming joint meeting with the City Council.

The Commission discussed how to best approach the topic of being more proactive in acquiring parkland. They agreed to add and adjust the bullets on slide 6 (Other Discussion Topics) regarding the acquisition of additional parkland to include:

- Consider amendment to “willing seller” land acquisition (Master Plan Policy 3.7)
 - Consider a more proactive approach in certain situations.

The Commission agreed that Chair Matts-Benson and Vice-Chair Beckman would lead the discussion on behalf of the Commission, with other Commissioners attending as they are able.

5. OTHER BUSINESS

a) DEPARTMENTAL UPDATES

- Eleven responses have been received from vendors in response to the Request for Proposal (RFP) regarding new recreation software.
- Friends of Roseville Parks will host the Tapped and Uncorked event on Friday, September 13, 2024, at the OVAL.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024
Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve Agreement with J&M Display for Fireworks for June 28, 2025 Party in the Park

Background

Each year, as part of Rosefest, the city hosts a full-day community celebration in Roseville Central Park, called Party in the Park. It is a time for the entire community to come together, celebrate, have fun, and engage with one another. Party in the Park includes inflatables, food trucks, vendor booths, live music, and culminates with a fireworks display over Bennett Lake. It is the conclusion of the Rosefest community celebration.

Historically, fireworks and Party in the Park have taken place on July 4. However, in 2024, changes were made due to concerns about the City's ability to provide adequate safety for the event and fireworks display on that date. Although not having an event on July 4 was a challenge for some in the community, the 2024 event (held on Saturday, June 29) was ultimately successful and well-attended. Like last year, this year's event will be held on Saturday, June 28, 2025, the Saturday before July 4, to enhance public safety and encourage broader participation from Roseville residents. This will also mark the closing event of Rosefest 2025.

In addition to Party in the Park, the Saturday of Rosefest (June 28) is planned to include a 5k run, a golf tournament, and other events. It will be a full day for residents to celebrate Roseville.

Enclosed is a proposed agreement with J & M Display, Inc. to provide the fireworks display.

Policy Objectives

This event aligns with the City's ongoing efforts to foster community spirit, provide inclusive recreational opportunities, and promote public engagement.

Equity Impact Summary

No specific equity impact has been identified at this time. The Party in the Park is a free event that is open to all Roseville residents.

Budget Implications

The 2025 proposed Parks and Recreation budget includes \$22,000 for professional services for this event. The actual proposed agreement is for \$20,000. Typically, a

35 significant portion of Rosefest is paid through sponsorship dollars.

36
37 **Staff Recommendations**

38 Approval of the attached agreement, pending final legal review.

39
40 **Requested Council Action**

41 Approval of the attached agreement, pending final legal review.

42
43 **Prepared by:** Matthew L. Johnson, Parks and Recreation Director

Attachments: 1. Fireworks Agreement (June 28, 2025)

44



FIREWORKS DISPLAY AGREEMENT

THIS AGREEMENT is made and entered into this 4th day of November, 20²⁴, by and between

J&M Displays, Inc., an Iowa corporation, having its principal place of business at Yarmouth, Iowa, including its employees, owners, and agents, hereinafter referred to as "Seller", and City of Roseville, hereinafter referred to as "Buyer".

Seller shall furnish to Buyer one (1) fireworks display, as per the \$ 20,000.00 program (the "Fireworks Program") submitted to and accepted by the Buyer, and which by reference is made a part hereof as Exhibit A. The display is to take place on the evening of June 28, 2025 at approximately 10:00 p.m., weather permitting.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

I. FIRING OF DISPLAY

- a. Seller agrees to furnish all necessary fireworks display materials and personnel for a professional fireworks display in accordance with the Fireworks Program approved by the Parties. Seller agrees to comply with all local, state, and federal regulations and guidelines pertaining to the storing and displaying of fireworks. Seller, with Buyer's assistance, shall obtain any necessary permits for the fireworks display.
- b. Buyer Agrees to provide:
 - i. Sufficient area for the display, including a minimum spectator set back as determined by Seller;
 - ii. Protection of the display area by roping off or similar facility;
 - iii. Adequate police or security protection to prevent spectators from entering the display area; and
 - iv. Persons to assist in the inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light in the morning following the display;
- c. The cost and acquisition of any site-specific materials or display restrictions (such as sand or the use of a barge) shall be discussed prior to adoption of this Agreement, and the Party responsible for any such acquisition and cost shall be specifically laid out in the Fireworks Program (Exhibit A).
- d. Buyer understands that its failure to provide an appropriate area for the fireworks display, with requirement minimum setbacks and security, may result in a change to Buyer's display (such as a restriction on the type(s) of products which can be utilized) or a cancellation of the display for safety reasons, at Seller's sole discretion. In such event, if Buyer cannot immediately remedy the setback or security concern prior to the Display time noted above, Buyer remains responsible for the entire purchase price of the display regardless of any limitation or cancellation of the display.

II. PAYMENT. The Buyer shall pay to the Seller (check one of the below options):

☒ The sum of \$0 _____ as a down payment upon execution of this Agreement. The balance of \$20,000 _____ shall be due and payable within fifteen (15) days after the date of the fireworks display. A service charge of one and one-half percent (1 ½ %) per month shall be added to the unpaid balance if the account is not paid in full within fifteen (15) days from the date of the display. If this account remains unpaid and is turned over to a collection agency for non-payment, all fees incurred in collecting the balance will be at the Buyer's expense. All returned checks will be assessed a \$30.00 fee.

☐ \$ 20,000.00 _____ in full by April 18, 2025 (70 days prior to the display date). The Buyer will receive 8% prepayment bonus product in this fireworks display.

☐ \$ 20,000.00 _____ in full by May 28, 2015 (30 days prior to the display date).

display date). The Buyer will receive 5% prepayment bonus product in this fireworks display.

III. LOYALTY PROGRAM

- a. Seller has in place a discount system for Buyer's who purchase their fireworks displays exclusively from Seller year-to-year. The full terms of Seller's loyalty program have been provided to Buyer with the Program and are available on J&M's website.
- b. Pursuant to Buyer's status in the loyalty program, Buyer will receive an additional ☐ 5% ☐ 10% ☒ 15% (check one) bonus product for this display.

IV. POSTPONEMENT/CANCELLATION

- a. Rain Date: Should inclement weather prevent the firing of the display on the date intended, the Parties agree to a mutually convenient rain date of TBD or another date as agreed to by

both Parties. Once display set-up has begun, the determination to cancel the fireworks display because of inclement weather or unsafe weather conditions shall rest within the sole discretion of the Seller, the Authority Having Jurisdiction, and the Seller's lead pyrotechnician.

- b. Except as specifically provided for elsewhere in this Agreement, neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (hereinafter referred to as "Force Majeure"), to the extent beyond the Party's reasonable control: acts of God, accident, riots, public disturbances including but not limited to an active-shooter situation, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, or generalized lack of availability of raw materials or energy.
- c. Disruption of Services due to Covid-19, supply chain disruptions, and public health. Fireworks displays and related events are prone to cancellation due to the ongoing and unforeseeable nature of the Covid-19 pandemic and related health issues, government intervention (such as stay-at-home orders or restrictions on gatherings), and unavailability of supplies and personnel. As such, Seller will work with all customers to ensure a timely and safe display, but due to circumstances outside Seller's and Buyer's control, certain fireworks displays may have to be cancelled or rescheduled with limited notice. Each Party's obligations to perform hereunder will be excused in the case of a Force Majeure Event, which is defined to include (but is not limited to) supply chain disruptions which prevent Seller from obtaining the necessary materials to perform the Display; medical conditions which result in quarantine or similar limitations, or restrictions on travel or congregation in the metropolitan area where the Display is scheduled to be held; and death, serious illness or incapacity of one or more of the display Shoot Team member(s) which renders it impossible, unsafe, or not reasonably practical for the Shoot Team to perform the display.

A governmental or municipal Buyer, who in its discretion and control, acts or adopts a restriction on public gatherings shall not be relieved of its obligations under the Force Majeure provisions of this Agreement. A Buyer who anticipates any such restriction or potential cancellation shall immediately notify and contact Seller to discuss alternative arrangements.

- d. Unless specified above: Displays postponed to an alternate date will be charged and additional 15% of the total contract price for additional expenses incurred in presenting the display on an alternate date; for Displays canceled and not rescheduled within the same calendar year, Seller shall be entitled to 20% of the contract price for out-of-pocket expenses incurred in preparation for the display.

V. INSURANCE and LIMITATIONS OF LIABILITY

- a. Seller agrees to provide, at its expense, general liability insurance coverage in an amount not less than \$10,000,000, and within two (2) weeks prior to the date of the fireworks display, shall submit to Buyer, if requested in writing, a certificate of insurance. Buyer shall be named as an additional insured on the general liability policy. All entities listed on the certificate of insurance will be deemed an additional insured. In the event of a claim by Buyer, the applicable deductible shall be paid by the Seller.

The Seller agrees to defend, indemnify, and hold harmless the Buyer and its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney's fees that may or shall arise out of any negligent or wrongful act or omission by the Seller related to the performance of the fireworks by the Seller. The Buyer agrees to give the Seller prompt notice of any claims or demands and to cooperate with the Seller or its successors in interest or assigns, if any, in the defense of any such claims and/or demands.

- b. In no event shall Seller's liability to Buyer arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, exceed the aggregate amount of insurance coverage as described in this section. Notwithstanding any provisions to the contrary, in no event shall either Party be liable to the other, for any loss of use, revenue or profit, or for any consequential, incidental, indirect, exemplary, special, or punitive damages whether arising out of breach of contract, tort, or otherwise, regardless of whether such damage was foreseeable and whether or not such party has been advised of the possibility of such damages.

- VI. Each Party has read all of the provisions of this Agreement, they understand all of its provisions, and agree to be bound by them. This written contract, and its Exhibits, contains the entire agreement of the Parties and modifies and supersedes all prior agreements or negotiations, all of which are merged into and incorporated into this Agreement. If any provision of this Agreement is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this agreement.
- VII. Choice of Law, Jurisdiction, and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without regard to conflict-of-law principles, except as otherwise specifically required for the storing and displaying of fireworks as set forth by State and Federal law. Notwithstanding, the Parties must bring any legal or equitable action or proceeding arising under or related to this Agreement exclusively in the Minnesota District Court in and for Ramsey County, Minnesota. The Minnesota District Court in and for Ramsey County, Minnesota shall have exclusive jurisdiction to decide any disputes arising out of or related to this Agreement. Each party knowingly and voluntarily consents to and expressly waives any objection or defense to personal jurisdiction, improper or inconvenient venue, or inconvenient forum in the Minnesota District Court in and for Ramsey County, Minnesota.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first written above.

SELLER

BUYER

BY: _____

BY: _____

ROLE: _____

ROLE: _____

J&M Displays, Inc.

ENTITY: _____

BY _____

ROLE: _____

Please include the **DISPLAY INFORMATION FORM** with this Agreement so your order is processed accurately.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Approve Final Contract Acceptance of the Long Lake Lift Station Project

Background

On May 22, 2023, the City Council awarded the Long Lake Lift Station Project to Pember Companies. The work for this contract was substantially finished in July of 2024 and the contractor has requested final payment. This project consisted of reconstructing the existing sanitary sewer lift station, located at 3050 Long Lake Road, which was built in the 1960's. Work included removal of existing lift station components and portions of the existing lift station dry well structure, installation of grinder lift station and controls, and drilling of a new forcemain.

Policy Objectives

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

Equity Impact Summary

There should be no equity impacts associated with this because the comprehensive lift station rehabilitation benefits the city as a whole, without negative impacts to historically disadvantaged communities.

Budget Implications

The final contract amount of \$414,715.00 is slightly higher than the original contract amount of \$385,765.00. There was a \$48,950.00 change order to modify an upstream manhole and piping to reduce long-term maintenance.

Other project costs included:

- Easement - \$10,000.00

31 Total project cost was \$424,715.00 which was slightly over the approved budget of
32 \$380,000.00 for construction.

33
34 This project was funded using Sanitary Sewer Utility CIP funds.

35
36 **Staff Recommendations**

37 Since all necessary items have been completed in accordance with project plans and
38 specifications, staff recommends the City Council adopt a resolution approving final
39 contract acceptance of the Long Lake Lift Station Project and authorize final payment of
40 \$20,735.75.

41
42 **Requested Council Action**

43 Consider adoption of a resolution approving final contract acceptance of the Long Lake Lift
44 Station Project.

45
46 **Prepared by:** Jesse Freihammer, Public Works Director

Attachments: 1. Resolution
2. City Engineer Certification

47

**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 4th day of November, 2024, at 6:00 p.m.

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

Council member introduced the following resolution and moved its adoption:

RESOLUTION No.

FINAL CONTRACT ACCEPTANCE OF THE LONG LAKE LIFT STATION PROJECT

BE IT RESOLVED by the City Council of the City of Roseville, as follows:

WHEREAS, pursuant to a written contract signed with the City on May 22, 2023, Pember Companies, has satisfactorily completed the improvements associated with the Long Lake Lift Station Project contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City Of Roseville, Minnesota, that the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED that the City Manager is hereby directed to issue a proper order for the final payment of such contract, taking the contractor's receipt in full; and

BE IT FURTHER RESOLVED that the two-year warranty period as specified in the contract shall commence on July 12, 2025.

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

WHEREUPON said resolution was declared duly passed and adopted.

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 4th day of November, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of November, 2024.

Patrick Trudgeon, City Manager

(SEAL)



November 4, 2024

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: Long Lake Station Project
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the Long Lake Lift Station Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I, therefore, recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$434,715.000
Actual amount due (based on actual quantities)	\$414,715.00
Previous payments	\$393,979.25
Balance Due	\$3,313.19

The construction costs for this project have been funded as follows:

Sanitary Sewer CIP Fund	\$414,715.00
-------------------------	--------------

Please let me know if you have any questions, concerns or would like more information.

Sincerely,

Jennifer Lowry, MN P.E
City Engineer/Asst. Public Works Director
651-792-7042
Jennifer.lowry@cityofroseville.com

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Professional Services Agreement for 2025 Construction Projects Geotechnical Exploration

Background

The 2025 Pavement Management Project (25-04) and 2024 Pathway Projects (24-03) require geotechnical exploratory services in preparation for the design phase of the project. A consulting services contract is needed to facilitate the geotechnical scope of work for the project, which includes pavement and support aggregates/soil exploration, sample testing, and reporting. Typically, a third party is hired by the City to perform the testing and deliver reports. The Engineering Department prepared an RFP and solicited proposals from Braun Intertec Corporation and American Engineering Testing (AET).

Both firms submitted proposals for the following amounts:

Braun - \$12,284.00

AET - \$16,500.00

The proposals were reviewed to compare the proposed work scope, sequencing, schedule, and estimated costs. Each of the firms is capable of completing the required work and has successfully completed similar work in the past for the City. Based on the review of the proposals, and both proposals being similar, Engineering staff recommends that Braun be selected for the work based on the lower bid cost.

The City Attorney has reviewed the agreement.

Policy Objectives

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

Equity Impact Summary

There should be no equity impacts associated with this agreement.

Budget Implications

33 The estimated cost of the proposals by Braun is \$12,284.00 and will be funded using the
34 Street Replacement fund and MSA funds for the pathway project's portion.
35

36 **Staff Recommendations**

37 Staff recommends the Council approve the Professional Services Agreement for 2025
38 Construction Projects Geotechnical Exploration by Braun Intertec Corporation.
39

40 **Requested Council Action**

41 Motion to approve the Professional Services Agreement for 2025 Construction Projects
42 Geotechnical Exploration by Braun Intertec Corporation.
43

44 **Prepared by:** Erik Henriksen, Assistant City Engineer

Attachments: 1. Agreement

45

CITY OF ROSEVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made on the 4th day of November, 2024, between the City of Roseville, a Minnesota municipal corporation (the “City”), an Braun Intertec Corporation, a Minnesota corporation (the “Contractor”, each a “Party” and together the “Parties”).

1. **Scope of Work.** The Contractor agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.
2. **Term and Termination.** The term of this Agreement will commence on November 4, 2024. Unless extended by written agreement of the Parties, this Agreement will terminate no later than January 1, 2025, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Contractor. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered and eligible reimbursable expenses incurred by the Contractor through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Contractor following the delivery of the termination notice.
3. **Compensation for Work.** The City agrees to compensate Contractor the in accordance with **Exhibit A** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City.
4. **Method of Payment.** Following the conclusion of each calendar month, Contractor must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
 - a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.
 - b. Upon request of the City, Contractor must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.
5. **Representatives and Notices:** The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: [Erik Henricksen, Asst. City Eng.]

To Contractor:

Braun Intertec Corporation
11001 Hampshire Avenue S
Minneapolis, MN 55438
Attn: Kevin Zalec

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

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

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

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

10. Non-Discrimination. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

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

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

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

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

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

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

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

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

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

The Contractor is required to carry the following minimum limits:

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

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

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

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

The following coverages shall be included:

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

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

- d. Business Automobile Liability Insurance.

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

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

e. Additional Insurance conditions:

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

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

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

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

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

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

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

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

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

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

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

CITY OF ROSEVILLE

BRAUN INTERTEC CORP.

By: _____
Mayor

By: _____
Its: _____

By: _____
City Manager

By: _____
Its: _____

EXHIBIT A



Braun Intertec Corporation
1826 Buerkle Road
Saint Paul, MN 55110

Phone: 651.487.3245
Fax: 651.487.1812
Web: braunintertec.com

October 24, 2024

Proposal QTB205563

Mr. Erik Henriksen
Assistant City Engineer
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Re: Proposal for a Pavement and Geotechnical Evaluation
City of Roseville 2025 CIP Street Rehabilitation (25-04) and 2024 Pathway Project (24-03)
Various Streets
Roseville, Minnesota

Dear Mr. Henriksen:

Braun Intertec Corporation respectfully submits this proposal to complete a pavement and geotechnical evaluation for the City of Roseville's 2025 CIP Street Rehabilitation projects (25-04) and the 2024 Pathway Project (24-03).

Project Information

Per the information and map provided, we understand the city is planning pavement improvements via mill-and-overlay (M&O) for approximately 5.1 miles and full-depth reclamation (FDR) for approximately 0.7 miles as part of their 2025 CIP. The areas included in this project are as follows:

- Pascal Street Neighborhood (M&O) – 3.0 miles
- Iona Lane Neighborhood (M&O) – 2.1 miles
- Grandview Avenue Neighborhood (FDR) – 0.7 miles

To provide recommendations for feasibility of the proposed mill-and-overlay and FDR, or whether a different repair approach is warranted, the city has requested a total of 39 exploration locations consisting of pavement cores, hand auger borings, and SPT soil borings.

Additionally, the city has requested a geotechnical evaluation for a proposed retaining wall as part of their 2024 Pathways Project (24-03). Based on the provided cross sections and conversations, we understand that the retaining wall will have a maximum height of about 6 feet. To provide recommendations for the design and construction of the retaining wall, the city has requested a SPT soil boring be performed at the proposed wall location.

Purpose

The purpose of the pavement evaluation is to determine the thickness of the in-place pavement materials and to note underlying material conditions for use in providing recommendations related to pavement repair.

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the proposed retaining wall.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

It appears that the site is accessible to a truck mounted drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

We will stake prospective subsurface exploration locations, as selected by Braun Intertec, and obtain surface elevations at those locations using GPS (Global Positioning System) technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies. We will not be liable for any damages resulting from unidentified or misidentified underground objects or utilities. Further, we reserve the right to stop work if underground objects or utilities are suspected or known to exist, but locations cannot be accurately determined.

Permits

We will obtain a right-of-way permit with the City of Roseville prior to beginning our fieldwork. We assume the city will waive permit fees as we will be completing the work for the city.

Traffic Control

Pavement coring, hand auger borings and SPT soil borings require our crews to work within the roadway. Based on our review of the streets to be tested, it appears the streets are low-volume, residential streets.

To protect our field crews and alert motorists of our work on those streets, traffic control consisting of signs and cones will be used.

Pavement Coring and Hand Auger Borings

We will perform a total of 39 pavement cores and hand auger borings, as requested by the city, for the 2025 CIP streets. The purpose of performing pavement cores and hand auger borings will be to measure the thickness of the existing pavement section and underlying aggregate base section, if present, and to assess the condition of the bituminous pavement.

Once complete, the pavement cores will be returned to our laboratory where they will be reviewed for any material deficiencies and retained for any warranted testing.

Penetration Test Borings

We propose to drill three (3) standard penetration test (SPT) borings for the Grandview Avenue Neighborhood streets, each to a depth of about 5 feet with continuous sampling to evaluate the subgrade soil conditions at each street. Additionally, we propose to drill one (1) SPT boring for the proposed retaining wall along Lexington Avenue, to a depth of about 14 feet with sampling at 2 1/2-foot vertical intervals.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

MDH Notification and Sealing Record

Since our planned exploration will be less than 15 feet in depth, the Minnesota Statutes will not require that we complete any notifications or sealing records. If we extend any of the borings to a depth of 15 feet or greater, the Statutes require that we seal the boreholes and complete a Sealing Record. If 25 feet or greater, the Statutes also require us to complete a Sealing Notification Form. If the Record or Form are required, we will contact you to discuss the additional fees and sealing requirements.

Borehole/Core Abandonment

Upon backfilling pavement core and boring locations, we will fill holes in pavements with a temporary patch. Over time, subsidence of the corehole/borehole backfill may occur, requiring releveling of surface grades or replacing bituminous patches. We are not assuming responsibility for releveling or repatching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered soil samples from the hand auger borings and SPT soil borings to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing moisture content tests and mechanical sieve analyses for gradation testing on the aggregate base, if present, and the retaining wall and pavement subgrade soils. We will adjust the actual number and type of tests based on the results of our borings.

Engineering Analyses

We will use data obtained from the pavement cores, hand auger borings, SPT soil borings and laboratory tests to assess the in-place pavement thicknesses and conditions, and evaluate subsurface profile and groundwater conditions, and to perform engineering analyses related to retaining wall and pavement design and performance.

Report

We will prepare a report including:

- A CAD sketch showing the exploration locations.
- Summary of the pavement core and hand auger boring results, as well as photographs of the pavement cores.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction of the pavement rehabilitation for the Grandview Avenue Neighborhood and the proposed retaining wall along Lexington Avenue.
- Discussion related to the planned repair of each street and our recommendations for alternative repair(s), should other repairs be warranted based on our findings.
- Recommendations for preparing retaining wall subgrades, and the selection, placement and compaction of fill.
- Recommendations for the design and construction of the retaining and pavement design.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Pavement coring and hand auger borings – within about 2 weeks after receipt of written authorization. Field work will take about 2 days to complete.
- Drill rig mobilization – within about 5 to 6 weeks following receipt of written authorization. Field work will take one day to complete.
- Classification and laboratory testing – within 2 weeks after completion of field exploration.
- Draft report submittal – by the requested date of December 15, 2024.
- Final report submittal – within 1 week of receiving comments on the draft report.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal on a time and materials basis for an estimated fee of **\$12,284**. We are attaching a tabulation showing hourly and/or unit rates associated with our proposed scope of services.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

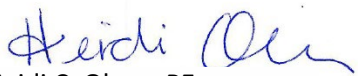
We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Heidi Olson at 612.597.6244 or holson@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Heidi C. Olson, PE
Project Engineer



Christopher R. Kufner, PE
Associate Director, Principal Engineer

Attachments:
Project Proposal
General Conditions (1/1/18)

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB205563

Roseville 2025 CIP Street Rehabilitation

Client:

City of Roseville
Erik Henriksen
2660 Civic Center Dr
Roseville, MN 55113
(651) 792-7000

Work Site Address:

Pascal Street and Iona Lane Neighborhood Mill-and-Overlays; Grand Avenue Neighborhood FDR; Lexington Avenue Retaining Wall
Roseville, MN

Service Description:

Pavement and Geotechnical Evaluation

	Description	Quantity	Units	Unit Price	Extension
Phase 1	Pavement and Geotechnical Evaluation				
Activity 1.1	Site Layout - Staking - Utility Clearance - Permits - CADD				\$1,316.00
205	Utility clearance	3.50	Hour	110.00	\$385.00
288	Project Assistant (Permits)	1.50	Hour	94.00	\$141.00
371	CADD/Graphics Operator	1.50	Hour	136.00	\$204.00
5099	Trimble R8 Rover (horizontal and vertical), per hour	3.50	Each	76.00	\$266.00
1862	UTIL Trip Charge	1.00	Each	50.00	\$50.00
126	Project Engineer (Site Layout)	1.50	Hour	180.00	\$270.00
Activity 1.2	Coring and Drilling Services				\$5,830.00
9000	Truck Mounted Drilling Services, per hour	4.50	Each	400.00	\$1,800.00
252	Bituminous Coring, two person crew	15.00	Hour	220.00	\$3,300.00
1861	Coring Trip Charge	1.00	Each	50.00	\$50.00
1405	Bit wear and patch material, per core	42.00	Each	10.00	\$420.00
5902	iPad/R1 Field Data GPS (sub-meter horizontal only), per day	2.00	Each	130.00	\$260.00
Activity 1.3	Geotechnical Soil Tests				\$756.00
1162	Sieve Analysis with 200 wash, per sample	3.00	Each	156.00	\$468.00
1152	Moisture content, per sample	5.00	Each	20.00	\$100.00
1166	Loss by Washing Through #200 Sieve, per sample	2.00	Each	94.00	\$188.00
Activity 1.4	Evaluation/Analysis/Reports				\$4,382.00
138	Project Assistant	3.00	Hour	94.00	\$282.00
126	Project Engineer	18.00	Hour	180.00	\$3,240.00
125	Project Manager	1.00	Hour	140.00	\$140.00
130	Principal Engineer	3.00	Hour	240.00	\$720.00
Phase 1 Total:					\$12,284.00

Proposal Total: \$12,284.00

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us.*

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.*

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s)

attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 *Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.*

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 *For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken.* This increased fee is not the purchase of insurance.

6.5 *You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.*

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.*

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Resolution Requesting SCORE funding from Ramsey County

Background

State law requires counties to manage the waste produced by citizens and businesses by waste reduction, reuse, and recycling in preference to landfilling. In 1989, the Legislature adopted legislation, based on recommendations made by the Governor's Select Committee on Recycling and the Environment (SCORE), to further waste reduction, reuse, and recycling. Among other things, SCORE statutes authorize state grants for recycling, managing problem materials, educating the public, and other related activities.

Ramsey County passes through a portion of its SCORE funding to cities. The County requires the funding be used for waste reduction, reuse and recycling programs. The County further requires the cities to have a permanent source of funding for their waste reduction, reuse and recycling programs. Roseville responded by approving the establishment of a recycling fee that has been included as a part of the quarterly utility bill.

Ramsey County has announced that cities may request SCORE funding for 2025. Amounts are based on the funds received from the State and based on the city's population. In 2024, Roseville received \$79,983.00.

In 2024, SCORE grant funds were used to supplement the curbside recycling program and to fund Zero Waste operations at City events. The 2025 funds are proposed to be used again for Zero Waste events and for the general curbside recycling program.

Policy Objectives

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

Equity Impact Summary

There should be no equity impacts associated with applying for SCORE Funding through Ramsey County. The funding is for our city-wide recycling program and will help all residents of the city.

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Budget Implications

There are no budget impacts associated with applying for the SCORE Funding through Ramsey County. Any funding received helps offset the cost to our residents.

Staff Recommendations

Staff recommends the City Council adopt a resolution requesting SCORE Funding from Ramsey County, and authorize the City Manager to sign the agreement after the application process.

Requested Council Action

Motion adopting the resolution to request SCORE Funding from Ramsey County, and authorize the City Manager to sign the agreement after the application process.

Prepared by: Ryan Johnson, Environmental Manager

Attachments: 1. Resolution

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 4th day of November, 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 REQUESTING 2025 SCORE FUNDING
FOR USE IN ROSEVILLE’S RESIDENTIAL RECYCLING PROGRAM**

WHEREAS, the Roseville City Council is committed to residential waste abatement through its curbside recycling program, Clean Up Day, Zero Waste Events; and

WHEREAS, in order to improve Roseville’s waste abatement programs and minimize the cost to Roseville residents; and

WHEREAS, Ramsey County has SCORE Funding available for 2025.

NOW, THEREFORE, BE IT RESOLVED that the City Manager is authorized to submit a funding request to Ramsey County for a 2025 SCORE Funding and that that funding will be used for Roseville’s waste abatement programs.

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

and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 4th day of November, 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 4th day of November, 2024.

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 11/4/2024

Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve extension of contract with TimeSaver Off Site Secretary, Inc. for Recording Secretary Services

Background

In November, 2017 Council approved a contract with TimeSaver Offsite Secretarial Service (TOSS) for recording secretary services for the City Council and Commission meetings. An amendment was approved in November, 2022; extending the contract to December 31, 2023. The unit rates for 2025 reflect increases of \$1.50 per hour and 50 cents per page. The base rate reflects an increase of less than 3.5%. The proposed amendment extends the contract through December 31, 2025.

2024 rates (2025 rates in red):

Base Rate: \$167 (~~\$172~~) for any meeting up to 1 hour plus \$39.50 (~~\$40.50~~) for each 30 minutes following the first hour

or

Unit Rate: \$51.75 (~~\$53.25~~) for the first hour of meeting time and \$34.50 (~~\$35.50~~) for every hour after the first hour plus \$16.25 (~~\$16.75~~) for each page of draft minutes for submission to the City of Roseville for their preparation of final minutes.

Policy Objectives

To provide accurate and timely information for citizens regarding government action.

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

There are sufficient funds in the proposed 2025 budget to cover the rate increase.

Staff Recommendations

Approve the Addendum to the Professional Services Agreement extending the contract with TimeSaver Offsite Secretarial Services through December 31, 2025.

Requested Council Action

Motion to approve the Addendum to the Professional Services Agreement with TimeSaver Offsite Secretarial Services extending the contract through December 31, 2025.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

1. 2025 Addendum to Recording Services Contract
2. Professional Services Agreement

ADDENDUM TO RECORDING SECRETARY SERVICE AGREEMENT

Dated: December 31, 2024

By and between TimeSaver Off Site Secretarial, Inc. and the City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2023, shall be extended under the same terms and conditions to December 31, 2025.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
 - a. Base Rate: One Hundred Seventy-Two and 00/100 dollars (\$172.00) for any meeting up to one (1) hour (billable time) plus Forty and 50/100 dollars (\$40.50) for each thirty (30) minutes following the first one (1) hour; or
 - b. Unit Rate: Fifty-Three and 25/00 dollars (\$53.25) for the first hour of meeting time and Thirty-Five and 50/100 dollars (\$35.50) for every hour after the first hour plus Sixteen and 75/100 dollars (\$16.75) for each page of draft minutes for submission to the City of Roseville for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January __, 2025

CITY OF ROSEVILLE

By: _____
Patrick Trudgeon

Its: City Manager

October 14, 2024

TIMESAVER OFF SITE SECRETARIAL, INC.

Kristin Wirth
By: _____
Kristin Wirth

Its: CFO

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the 23rd day of October, 2017, between the City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113, a municipal corporation (hereinafter "City"), and TimeSaver Off Site Secretarial, Inc., 5291 River Oak Drive, Savage, MN 55378 (hereinafter "Consultant").

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. **Term.** The term of this Agreement shall be from January 1, 2018, through December 31, 2020, the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Consultant the compensation described in Exhibit "B" attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. **City Assistance.** The City agrees to provide the Consultant with the following assistance concerning the Work to be performed hereunder:
 - A. A person shall be appointed to act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Work to be performed under this Agreement,

but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement.

5. **Method of Payment.** The Consultant shall submit to the City, on a semi-monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
 - A. The Consultant shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391.
 - B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon Consultant of written notice from the City of such suspension.
 - B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
6. **Project Manager and Staffing.** The Consultant has designated Carla Wirth ("Project Contacts") to perform and /or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. Consultant may not remove or replace Project Contracts without the prior approval of the City.
7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents

and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth on page 1, a written notice at least seven (7) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If, however, the City terminates the Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have, retain another consultant to undertake or complete the Work to be performed hereunder.

Contractor may cancel this Agreement with or without cause, by delivering to the City at the address of the City set forth on page 1, a written notice at least thirty (30) days prior to the date of such termination. The date of termination shall be stated in the notice.

10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
17. **Indemnification.** Consultant shall indemnify the City against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state, and local taxes or contribution imposed or required under employment insurance, social security and income tax laws, with respect to Consultant's employees engaged in performance of the Agreement.
18. **Insurance.** Consultant shall obtain and maintain for the duration of this Agreement, statutory Worker's Compensation Insurance and Employer's Liability Insurance as required under the laws of the State of Minnesota and shown in Exhibit "C".
19. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
20. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties.

Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

21. **Annual Review.** Prior to each anniversary of the date of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
22. **Conflicts.** No salaried officer or employee of the City and no member of the Board of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
23. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
26. **No Approach for Hire.** City agrees that during the term of this Agreement and any extension to it, and for a period of six (6) months thereafter, it will not employ, hire, subcontract with, or otherwise engage as a recording secretary a person or an entity formed by a person who has acted as a recording secretary of Consultant.
27. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: None.

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

CITY OF ROSEVILLE

Mayor

City Manager

(CONSULTANT)

By: _____

Its: _____

EXHIBIT A
Recording Secretary Services

SCOPE OF SERVICES AND RESPONSIBILITIES

Basic services, for the purpose of this proposal, shall include those services generally understood within the field of a recording secretary. The following is a summary and is not intended to represent the entire scope of work involved, but rather characterize a list of tasks required and not necessarily limited to the following:

1. Provide a skilled, experienced and professional recording secretary to record, transcribe and submit the minutes of all City Council, Planning Commission, Variance Board, and Economic Development Authority meetings to the appropriate departments as designated by the City Manager.
2. As needed from time to time, the recording secretary shall record, transcribe and submit minutes to the appropriate departments as designated by the City Manager, all special meetings of the City Council, and sub-committees of the Council.
3. Minutes from each meeting shall be prepared and submitted via email (see #11 below for deadlines) after each meeting to such person or department as designated by the City Manager.
4. Minutes shall be prepared within the style and format of the City Council's standard and the standards of the other city boards and commissions.
5. The recording secretary shall provide their own laptop or necessary equipment for each meeting to take the minutes, and maintain internet and email service in order to facilitate the timetable and needs of the City Council.
6. If the recording secretary is unable to record, transcribe and submit minutes for a scheduled meeting due to vacations, illness, or other emergencies, it is the sole responsibility of the recording secretary or their agency to assign a backup recording secretary for the scheduled meeting.
7. The successful applicant shall have the ability to commence services on January 1, 2018.
8. The successful applicant shall have the ability to execute a 3-year contract with the option to renegotiate for renewal, during the 11th month of the last year of the contract, for one additional year.
9. The successful applicant shall have the ability to provide the required services for all meetings including regularly scheduled City Council, Planning Commission, Variance Board and Economic Development Authority meetings, workshops, budget meetings, meetings

rescheduled due to holidays, emergency meetings of the City Council and any regularly scheduled sub-committee of the City Council.

10. The successful applicant shall have the ability to produce edited summary minutes in Microsoft Word format, delivered electronically to the appropriate city department, of any city-related meeting with a turnaround time of 3 p.m., or sooner, of the fifth calendar day following the meeting.

Exhibit B

2018 Consultant Charges:

Consultant shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:

- a. Base Rate of One Hundred Forty-Two and 00/100 dollars (\$142.00) for any meeting up to one (1) hour (billable time) plus Thirty-Four and 50/100 dollars (\$34.50) for each thirty (30) minutes following the first one (1) hours; **or**
- b. Thirty and 00/100 dollars (\$30.00) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Fourteen and 15/100 dollars (\$14.15) for each page of minutes prepared from shorthand or machine notes of the recording secretary as draft minutes for submission to the City of Roseville for their preparation of final minutes.

2019 Consultant Charges:

Shall be adjusted for inflation and negotiated in eleventh (11th) month of contract.

2020 Consultant Charges:

Shall be adjusted for inflation and negotiated in twenty-third (23rd) month of contract.



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
INFORMATION PAGE

Attachment 2

POLICY NO. 93-CT-P370-9 COVERAGE IS PROVIDED BY 05-7474-FAB9
REPLACES NO. 93-CG-M882-1 STATE FARM FIRE AND CASUALTY COMPANY
2702 IRELAND GROVE RD, BLOOMINGTON IL 61709-0001

1. NAMED INSURED & MAILING ADDRESS
TIMESAVER OFF SITE
SECRETARIAL INC
5291 RIVER OAK DR
SAVAGE MN 55378-4634

NCCI CARRIER CODE NO. 14842

FEIN 412874884
UI NO.: 000000169136

WORKPLACE NOT SHOWN

INSURED IS A CORPORATION

COPYRIGHT 1987 NATIONAL COUNCIL ON COMPENSATION INSURANCE

2. THE POLICY PERIOD IS FROM 11/05/2017 TO 11/05/2018 12:01 A.M. STANDARD TIME
AT THE INSURED'S MAILING ADDRESS.

3A. WORKERS COMPENSATION INSURANCE: PART ONE OF THE POLICY APPLIES TO THE
WORKERS COMPENSATION LAW OF THE STATES LISTED HERE: MN

B. EMPLOYERS LIABILITY INSURANCE: PART TWO OF THE POLICY APPLIES TO
WORK IN EACH STATE LISTED IN ITEM 3A. THE LIMITS OF OUR LIABILITY
UNDER PART TWO ARE: BODILY INJURY BY ACCIDENT \$ 100,000 EACH ACCIDENT
BODILY INJURY BY DISEASE \$ 100,000 EACH EMPLOYEE
BODILY INJURY BY DISEASE \$ 500,000 POLICY LIMIT

C. OTHER STATES INSURANCE: PART THREE OF THE POLICY APPLIES TO ALL STATES
EXCEPT ME, MT, ND, OH, RI, WA, WV, WY AND STATES LISTED IN 3A.

D. THIS POLICY INCLUDES THESE ENDORSEMENTS AND SCHEDULES: WC000000C
WC000414 WC220000A WC220601D WC000422B* WC000424*

*EFFECTIVE 11/05/17

4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF
RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION
REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.

CODE NOS. AND CLASSIFICATIONS	PREMIUM BASIS TO- TAL ESTIMATED AN- NUAL REMUNERATION	RATE/\$100 REMUNERA- TION	ESTIMATED ANNUAL PREMIUM
8810 CLERICAL OFFICE EMPLOYEES NOC	216,607	.18	390
PREMIUM ADJUSTMENT REQUIRED FOR MINIMUM PREMIUM TERRORISM 9740	216,607	.02	10 43
MINIMUM PREMIUM \$ 400 MINNESOTA	TOTAL ESTIMATED ANNUAL PREMIUM \$(MIN.) 443		
PREMIUM ADJUSTMENT PERIOD SHALL BE ANNUAL	DEPOSIT PREMIUM \$ 443 MN SPEC. COMP. FUND \$ 12.00		

PREPARED 09/22/2017

WC 00 00 01 A

COUNTERSIGNED _____

FUTURE MEETING AGENDA HIGHLIGHTS

November 4, 2024

November 12 – City Council Meeting (6:00 p.m.)

- Canvass General Election

November 13, 2024 City Council Strategic Planning Meeting

- 3:00 – 7:00 p.m. (Location – Autumn Grove Park Building)

November 25 – EDA

- Housing Needs Assessment Progress update
- Approve 2025 EDA Meeting Calendar

November 25 – City Council Meeting

- EDA and City Budget and Levy Public Hearing
- Consider approval of Cannabis Ordinance
- Discuss Legislative Priorities
- Consider Park & Rec Natural Resources Management Plan update
- Approve Business License Renewals
- Consider Approval of Wayfinding Signage Plan
- Consider Abatements for 2165 Victoria and 435 Judith

December 2 – City Council Meeting

- Approve 2025 EDA and City Budget and Levy
- Approve 2025 Fee and Penalty Schedule
- Approve 2025 Utility Rates
- Approve Legislative Priorities
- Approve Cannabis Ordinances
- Consider Alcohol and Tobacco Compliance Failures
- Approve remaining Business Licenses
- Consider Hotel Licenses

			<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	