



City Council Agenda

Monday, January 6, 2025

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. Pledge of Allegiance**
- 6:01 p.m. **2. Oaths of Office**
- a. Council Member Matt Bauer
- Swearing In
- Recognition of Family & Friends
- Remarks
- b. Council Member Julie Strahan
- Swearing In
- Recognition of Friends & Family
- Remarks
- 6:15 p.m. **3. Roll Call**
- Voting and Seating Order: Groff, Strahan, Schroeder, Bauer, and Roe
- 6:16 p.m. **4. Approve Agenda**
- 6:17 p.m. **5. Public Comment**
- 6:23 p.m. **6. Recognitions and Donations**
- a. Martin Luther King Jr. Day Proclamation
- 6:28 p.m. **7. Items Removed from Consent Agenda**
- 8. Business Items**
- 6:30 p.m. a. Approve County Road C Project, Pathway/Midblock Crossings
- 7:10 p.m. b. Approve Public Works 2025 Work Plan
- 7:30 p.m. c. Approve Wayfinding Signage Locations
- 7:45 p.m. d. Consider Approval of Roseville's 2025 Legislative Priorities
- 7:55 p.m. e. Consider Commission Reappointments and Vacancies for 2025
- 8:05 p.m. f. Consider City Council and Advisory Commission Rules of Procedure
- 8:15 p.m. g. Designate City Council Liaisons to various Groups and Committees
- 8:25 p.m. h. Appoint Acting Mayor for 2025
- 9. Council Direction on Councilmember Initiated Agenda Items**
- 8:30 p.m. **10. Approval of City Council Minutes**
- a. Approve Minutes from November 25, 2024 City Council Meeting
- b. Approve Minutes from November 25, 2024 EDA Meeting

- c. Approve Minutes from December 2, 2024 City Council Meeting
- d. Approve Minutes from October 24, 2024 Strategic Planning Meeting
- e. Approve Minutes from November 13, 2024 Strategic Planning Meeting

8:35 p.m. **11. Approve Consent Agenda**

- a. Approval of Payments
- b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
- c. Designation of Official Bank Depositories and Electronic Funds Transfers Authority for 2025
- d. Designate the 2025 Legal Newspaper
- e. Annual City Sign Permits for 2025
- f. Adopt a Resolution to Approve 2025 Reapportionment of Assessments
- g. Approve Annual Contracts with Northeast Youth and Family Services
- h. Approve Professional Services Agreement with The Axtell Group to Conduct a Comprehensive Evaluation of Police Resources and Operational Efficiency
- i. Adopt a resolution appointing the Building Official as Assistant Weed Inspector for 2025
- j. Authorization to Seek Donations for Various City Functions and Events

8:40 p.m. **12. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:50 p.m. **13. Adjourn**



Martin Luther King Jr Day January 20, 2025

Whereas: The City of Roseville recognizes and honors the work of Rev. Dr. Martin Luther King Jr.; and

Whereas: Rev. Dr. Martin Luther King Jr. was the chief spokesperson for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law; and

Whereas: Rev. Dr. Martin Luther King Jr. was jailed and arrested numerous times for speaking out against racism and discrimination and for trying to help African Americans to register and vote; and

Whereas: Rev. Dr. Martin Luther King Jr. was awarded the Nobel Peace Prize in December, 1964; and

Whereas: Rev. Dr. Martin Luther King Jr. was assassinated on April 4, 1968 because of his fight for equality and civil rights for all; and

Whereas: An Act of Congress of the United States in 1983, declared the third Monday in January to officially honor Rev. Dr. Martin Luther King Jr.; and

Whereas: Rev. Dr. Martin Luther King Jr. said “Life’s most persistent and urgent question is what are you doing for others;” and

Whereas: Each year, Americans across the country answer that question by coming together on Martin Luther King Day to serve their neighbors and communities.

Now, Therefore Be It Resolved, that the City Council hereby declare January 20, 2025, to be Martin Luther King Jr. Day in the City of Roseville and urges all citizens to join together to honor Dr. King by committing to volunteering in the community.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 6th day of January, 2025.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.a.

Department Approval



City Manager Approval



Item Description: Approve County Road C Project, Pathway/Midblock Crossings

Background

On April 15, 2024, Ramsey County's project manager, Joey Lundquist, and Alysa Johnson from SRF Consulting presented project information (Attachment 2) to the City Council. Over the last year, Ramsey County, in collaboration with the cities of Roseville and Little Canada, has worked to redesign County Road C (CSAH 23) between Lexington Avenue and Little Canada Road. This redesign will include a 4-to-3 lane conversion of County Road C, complete with a continuous center left turn lane. The roadway will be resurfaced and restriped. Traffic signals will be replaced at Rice Street and Lexington Avenue. The project will also be looking at pedestrian/bicycle needs and updating those facilities for the project area. The current layout shows the addition of an eight-foot bituminous pathway on the north side of County Road C between Western Avenue and Rice Street and bike lanes on both the north and south sides for the length of the project with the new lane configuration. The project also includes preparing plans to replace the bridge over BNSF railway west of Victoria Avenue and preparing an intersection control evaluation for the intersection of Victoria Street and County Road C. Both will be future construction projects and are currently unfunded.

The County has held two open houses to date on the project. The first was held May 21, 2024, and the second on October 16, 2024. A summary of the first public engagement is included in Attachment 4. Once the preliminary layout is finalized, Ramsey County anticipates holding a third open house later in the spring of 2025.

More information about the project can also be found on the project website: ramseycounty.us/residents/roads-transportation/future-road-projects/future-road-construction-projects/county-road-c.

At the November 4, 2024 City Council meeting, the City received a petition (Attachment 3) from residents to remove the pathway from the project and to eliminate the mid-block crossings. Staff needs direction from Council as to whether these elements should still be included with the project. Ramsey County hopes to finish preliminary design in the next few months so they can begin right-of-way (ROW) acquisition. Construction is anticipated in 2026.

A postcard mailing was sent on December 26, 2024, alerting residents that the Council would be discussing the County Road C project and related pathway improvements during

the January 6, 2025 council meeting. All residents between County Road B2 and County Road C2, from Western Avenue to Rice Street, received the mailing.

Roseville Public Works staff supports the improvements as proposed. Below is some additional information on the two elements petitioned to be removed from the project.

Pathway Improvements - Based on the existing Pathway Master Plan (Attachment 5) and the preliminary bike plan, staff has been working with Ramsey County to add an eight-foot bituminous pathway on the north side of County Road C between Western Avenue and Rice Street. This segment (Segment 5) has been identified for pathway improvements for over 20 years. The Pathway Master Plan indicates construction of a sidewalk but, based on current practices, staff proposed changing this to a bituminous trail. A bituminous trail is more user-friendly since it accommodates both pedestrians and bikers of all ages and abilities and is easier to maintain long-term than a sidewalk. The Pathway Master Plan identifies the rest of County Road C to have pathways on both sides, similar to County Road C west of Lexington Avenue. Due to cost concerns, staff only proposed adding the Western – Rice segment with this project, since it provides the best overall benefit and is cost effective to install at this time. Segments between Victoria Street and Western Avenue would require significant additional right-of-way which would add significant cost. Due to other pathway commitments (Hamline Avenue, Lexington Avenue, Victoria Street), funding is not available at this time. A future project could be completed at a later date if more funding is available. The Western Avenue to Rice Street segment connects seven north/south city streets and eliminates the need to cross the street unless that is desired. If this pathway segment is installed it would allow crossings to be channelized to mid-block locations. This, in turn, would also allow for pedestrian refuge islands to be installed which provide additional safety. Pedestrian refuge islands cannot be installed at intersections as that would eliminate left turn lanes.

Mid-Block Crossings/Pedestrian Refuge Islands - With the addition of the pathway on the north side of County Road C, there is an opportunity to install mid-block crossings and pedestrian refuge islands to address existing safety issues along this segment. The overall goal of mid-block crossings and pedestrian refuge islands are to make crossing more accessible and safer for non-motorized users. Moving the crosswalk from the intersection does not prevent crossing at the intersections. Per State Statute § 169.21, all intersections are crosswalks, regardless of whether they are marked or not. Moving the marked pedestrian crossing from the intersection to midblock reduces many of the conflicting turning movements and allows for a safer crossing (pedestrian refuge island) at a location with a documented pedestrian crash history. Only one lane of traffic needs to be crossed at a time, so the overall distance is greatly reduced. The pedestrian refuge island provides a place to stop for those crossing, if needed. Additionally, refuge islands can provide a more enhanced visual queue to motorists of the crossing and can provide traffic calming which may reduce speeds.

The City of Roseville has two similar mid-block crossings. One is on Old Highway 8 near Sandcastle Park. The second is on Terrace Drive between Fairview Avenue and Lincoln Drive for the Twin Lakes Trail crossing. Ramsey County has existing mid-block crossings on Rice Street just south of Lake McCarrons County Park for the Trout Creek Trail crossing and three on Larpenteur Avenue between Dale Street and Rice Street. Additionally, the County will be installing three of these on Dale Street in 2025. One will be near Sandhurst

Drive, another between Skillman Avenue and Belmont Lane and the third near Ryan Avenue. Ramsey County also has two similar crossings nearby in Arden Hills on Hamline Avenue between County Road F and Highway 96.

Policy Objectives

It is a City goal to create a sustainable, safe, and accessible transportation network by encouraging more efficient use of existing roadways and limiting the need for future roadway expansion.

Equity Impact Summary

The proposed project, including the addition of a pathway on the north side of County Road C between Western Avenue and Rice Street, will improve traffic safety and accessibility for all right-of-way users. Additionally, it will improve facilities for non-motorized traffic and upgrade pedestrian ramps to meet ADA standards.

Budget Implications

Per Ramsey County's Cost Participation Policy, Roseville and Little Canada may participate in the design fees, right-of-way acquisition, and construction currently budgeted in the County's Transportation Improvement Plan (TIP). Based on similar projects on County Roads, costs for pathway improvements and any right-of-way are split 50:50 between the County and the City. The draft 2025-2029 TIP shows the local share for the project to be \$900,000. This includes costs for both Little Canada and Roseville. Roseville staff anticipates the cost for Roseville is most likely between \$500,000-\$600,000 based on similar projects. Roseville anticipates using Municipal State Aid funds for our share. The estimated project cost would be finalized once the project scope is determined and the plans are at 30%. A cooperative construction agreement would be prepared and would include the City's costs. This would be brought to Council for final approval.

Staff Recommendations

Consider motion to approve County Road C layout including the pathway and crossings as shown on Attachment 7.

Requested Council Action

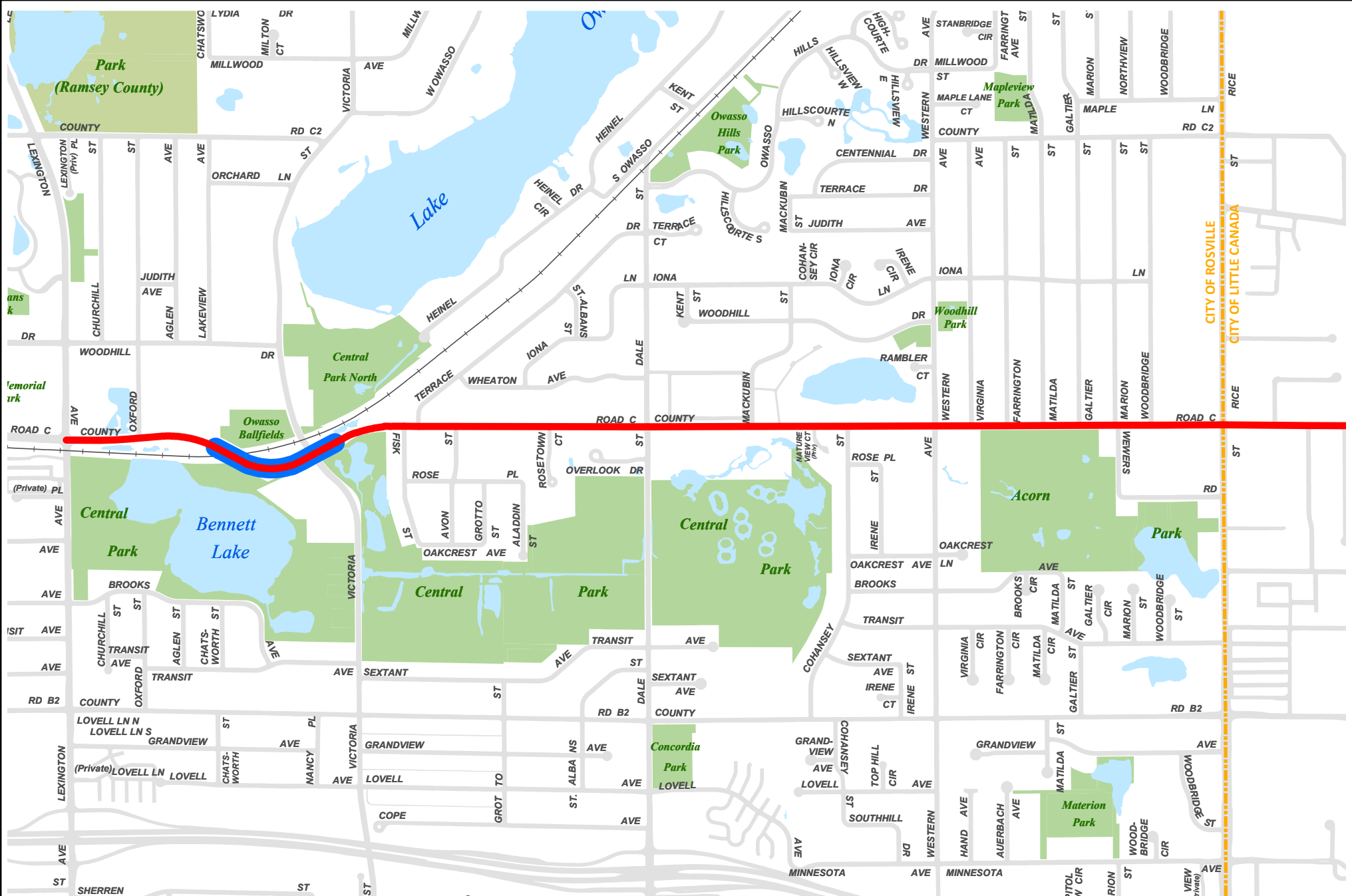
Motion to approve County Road C layout including the pathway and crossings as shown on Attachment 7.

Alternative motions could include removing the pathway segment, removing the mid-block crossings or both.

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. Location Map
2. April Presentation
3. Petition
4. Phase 1 Engagement Summary
5. Pathway Master Plan
6. PWET Excerpt of Minutes – April 23, 2024
7. County Road C Layout
8. Presentation – January 6, 2025
9. Bench Handout 1



Ramsey County Road C (CSAH 23) Project Lexington Ave to Little Canada Rd



Prepared by: Engineering Department
4/9/2024

- 2026 Construction Project
 Future Construction Project
 City Boundary

Data Sources

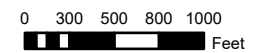
* Ramsey County GIS (4/2/2024)

* City of Roseville Community Development

* City of Roseville Finance Department

DISCLAIMER:

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose that requires a high degree of accuracy. The City does not warrant that the data is free of errors or omissions. In the event that any discrepancies are found please contact 651-762-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §486.03, Subd. 21 (2000), and the use of this map acknowledges that the City shall not be liable for any damages, and expressly disclaims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



2026CtyRdCProject

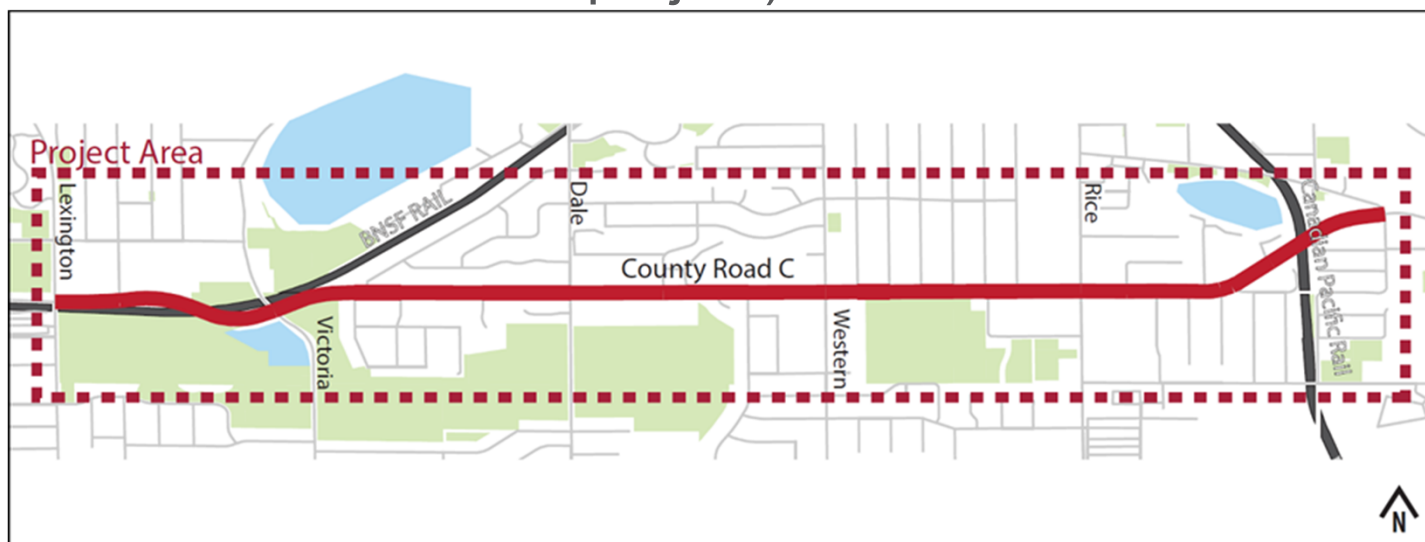


County Road C (CSAH 23)

April 15, 2024

Project Overview:

- County-led project from Lexington Ave to Little Canada Rd. Project within City of Roseville ending at Rice St includes:
 - 4-to-3 lane conversion
 - Pavement rehabilitation
 - Addition or enhancement of ADA pedestrian facilities
 - Signal modifications at Rice St and Lexington Ave
 - Intersection modification study at Victoria St
 - Bridge study/plans over BNSF Railroad (not to be constructed with this project)



Existing Conditions:

- The pavement is in poor condition
- Lack of adequate ped/bike accommodations
- Evaluate pedestrian crossing locations



Pedestrian Crossings



Project Opportunities

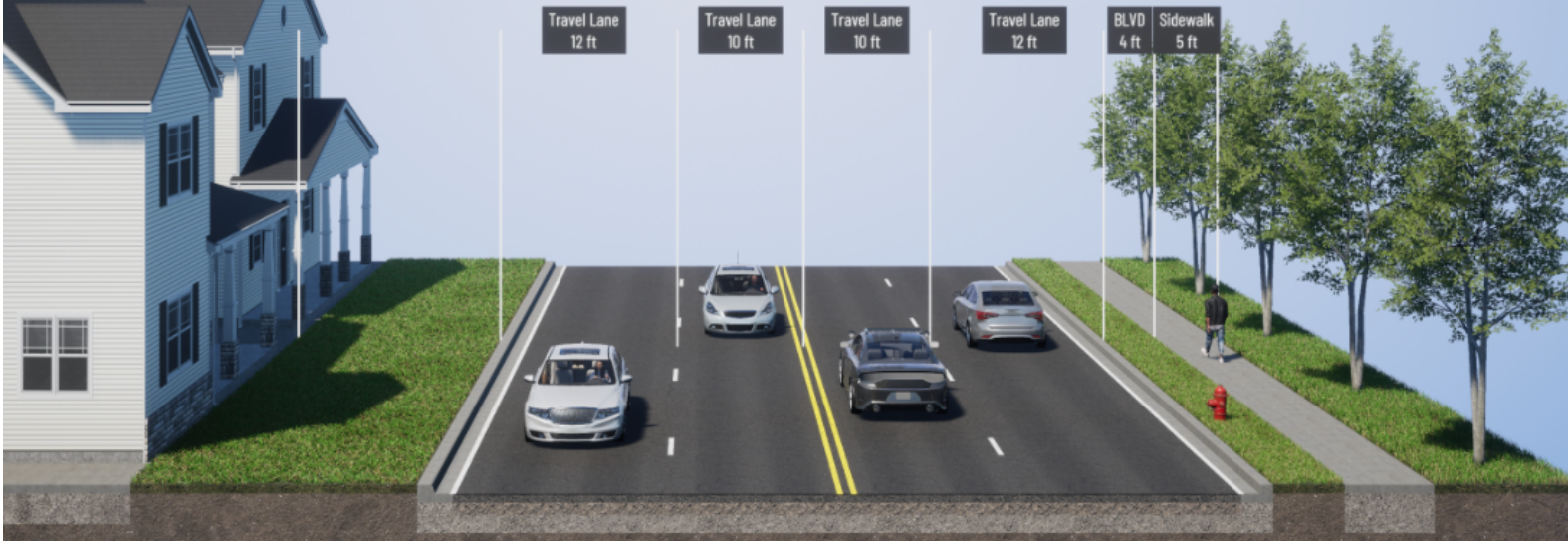
- Upgrade pavement surface
- Evaluate private utilities
- Upgrade pedestrian facilities and crossings
 - Engage with:
 - Businesses
 - Schools
 - Housing

Project Update:

- Collected survey of the corridor
- Initiated utility coordination
- Scheduled borings (late April)
- Identified an existing and proposed typical section
- Identified existing trail/walks

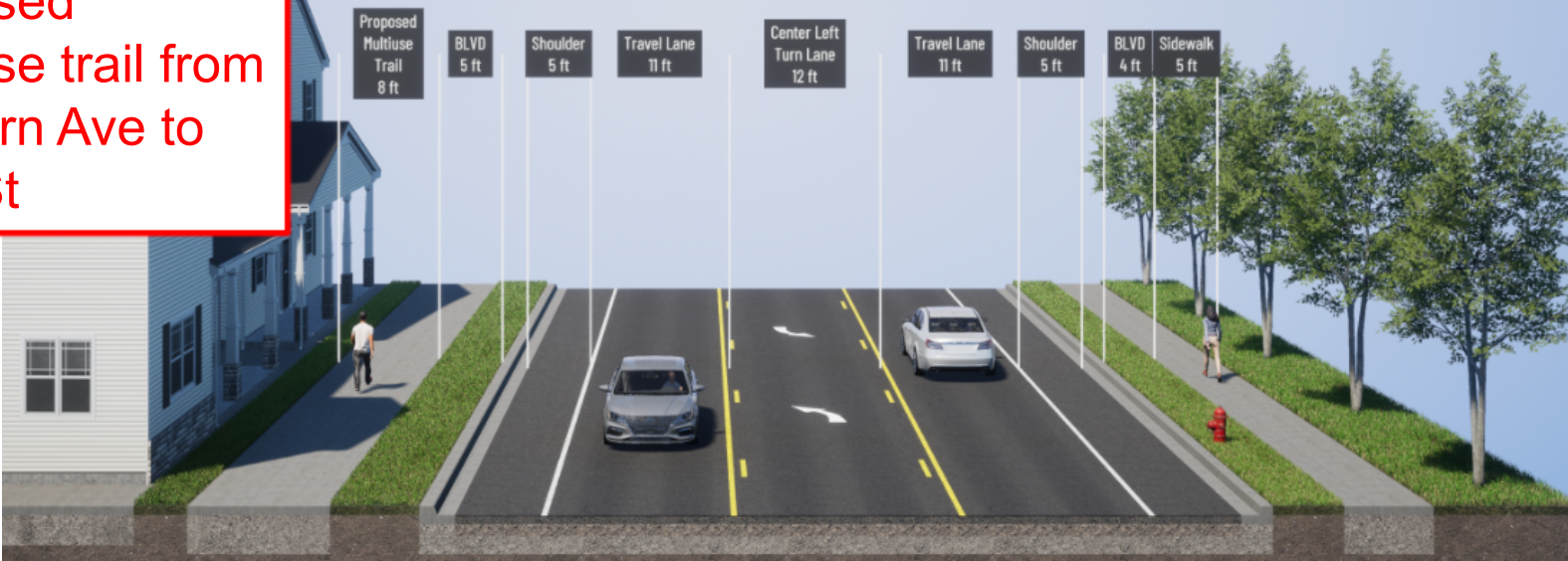


Existing Typical Section

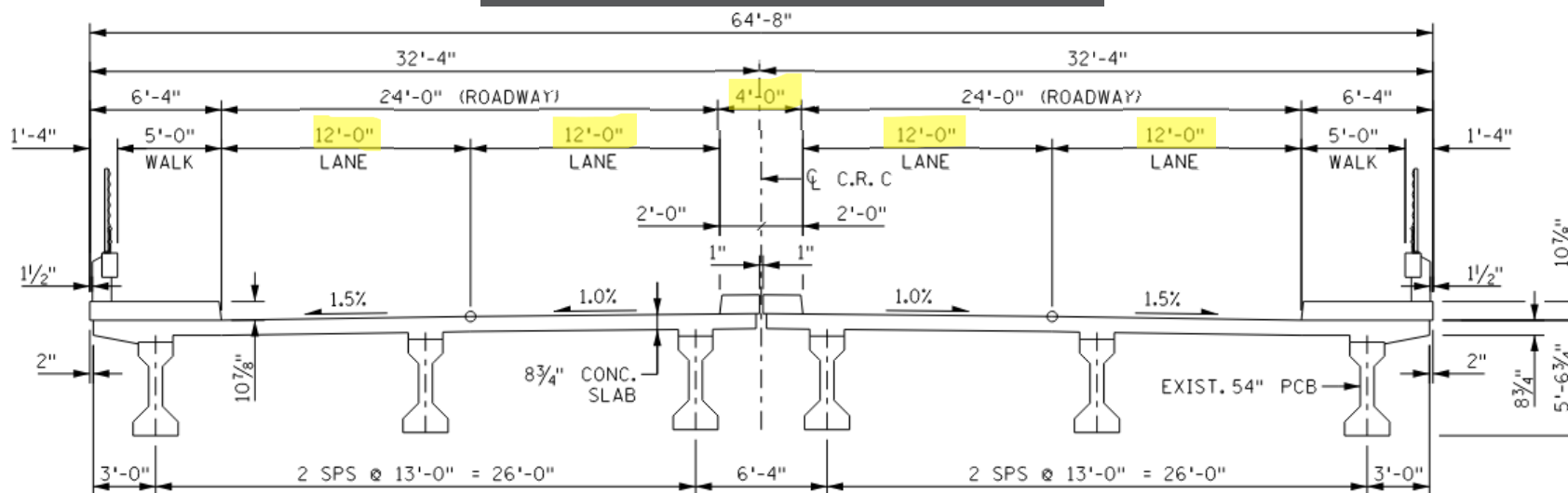


Proposed Typical Section

Proposed
multiuse trail from
Western Ave to
Rice St

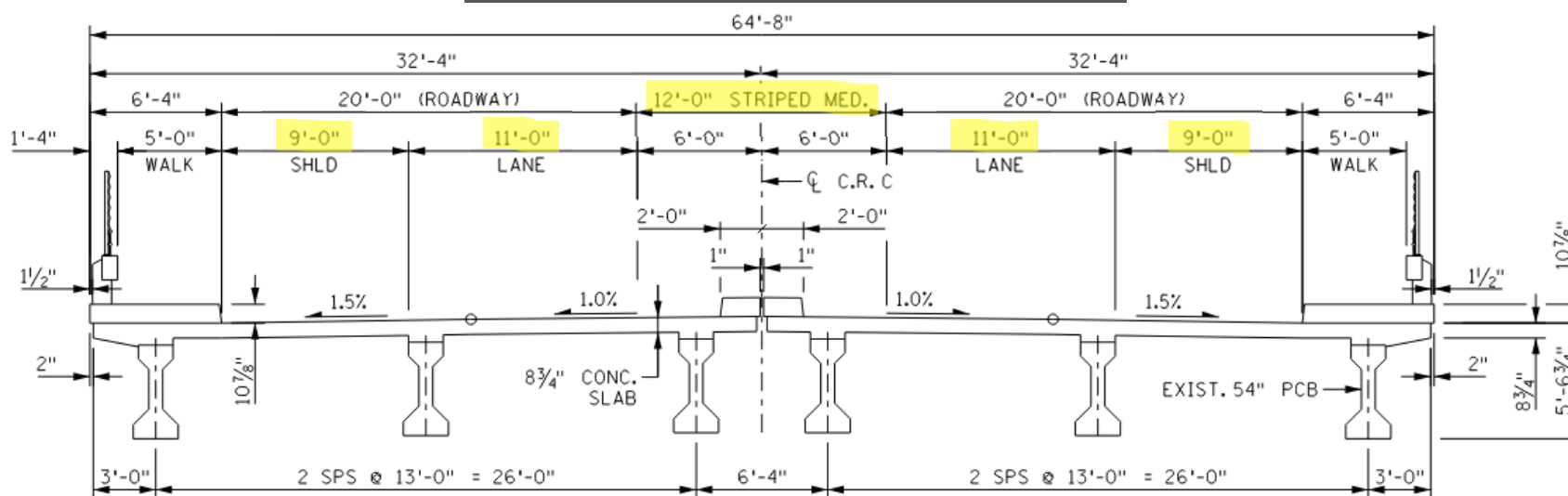


Existing Typical Section



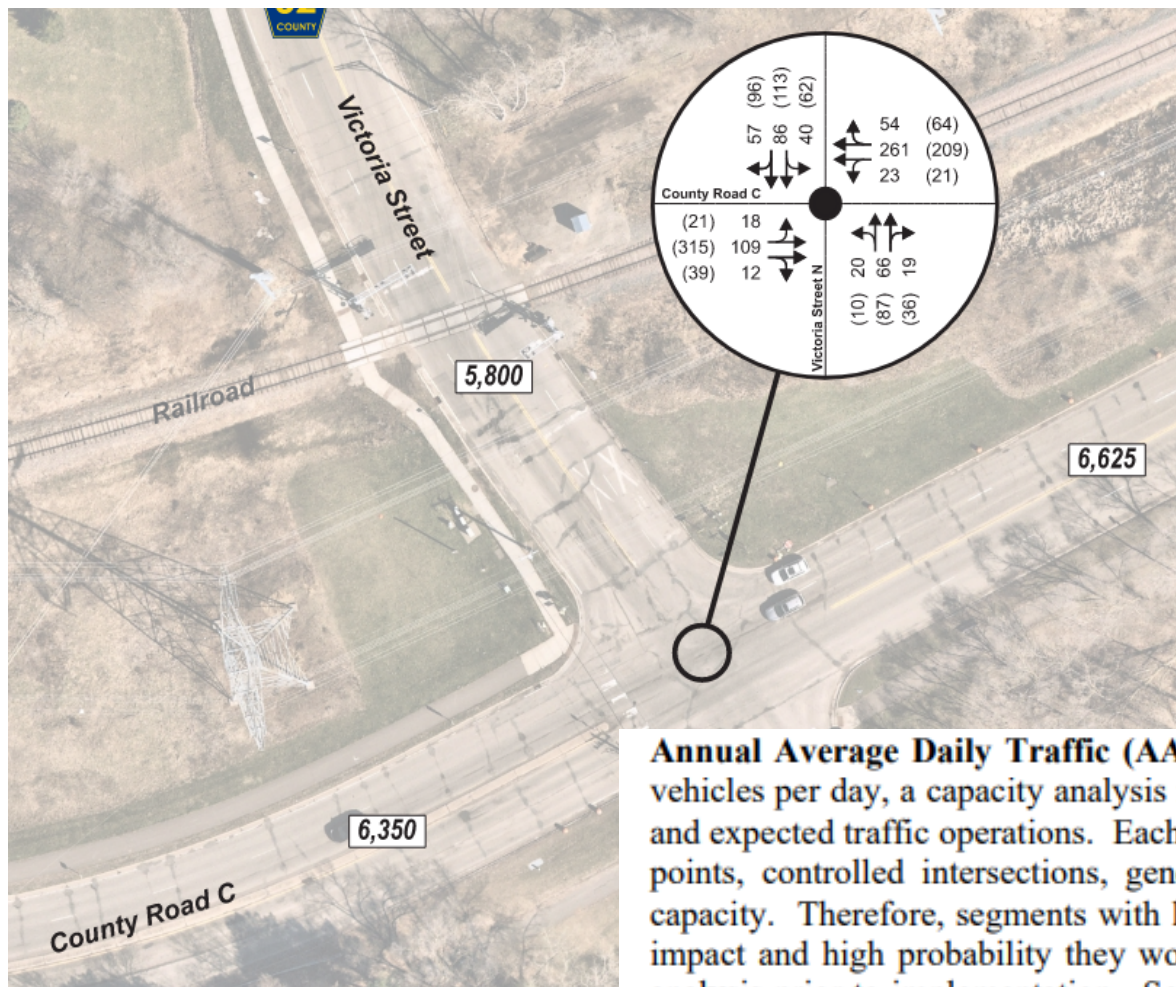
TRANSVERSE SECTION
EXISTING CONDITION

Proposed Typical Section



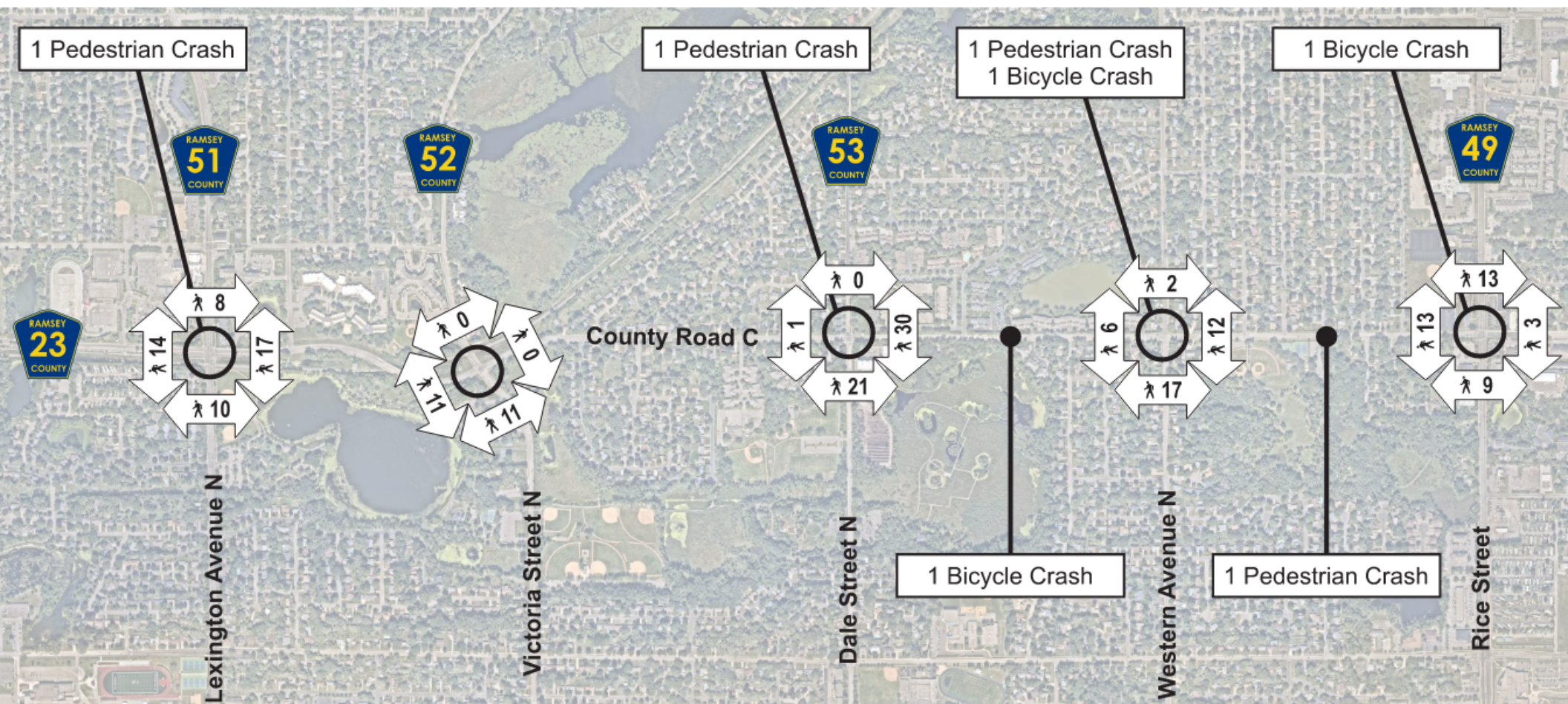
TRANSVERSE SECTION
SP 062-623-060 PROPOSED CONDITION

Traffic Conditions



Annual Average Daily Traffic (AADT). As a three-lane roadway approaches 17,000 vehicles per day, a capacity analysis is needed to better understand the roadway capacity and expected traffic operations. Each segment is unique in terms of the number of access points, controlled intersections, generators and land uses that affect overall roadway capacity. Therefore, segments with less than 16,000 AADT were deemed to have a low impact and high probability they would operate acceptably with little need for detailed analysis prior to implementation. Segments with 16,000-18,000 AADT were deemed to have a moderate impact and moderate probability they would operate acceptably and should have detailed analysis prior to implementation. Segments with greater than 18,000 AADT were deemed to have a high impact and low probability they would operate acceptably and detailed analysis prior to implementation is strongly recommended.

Ped and Bike Crash Locations



So, why 4-to-3 Lane Conversion?

Reduce vehicle speed

Create safer street crossings

Improve the flow of people and vehicles in the community

Increase bicycle safety

Roadways Included in Study

Roads were assigned a benefit score based on five factors.



Planned Schedule:

- Preliminary design – Fall 2023 to 2024
- Final Design – 2025
 - Right-of-way process
 - Secure permits
 - Cooperative Agreement
- Construction planned for 2026

WE SEEK YOUR INPUT AND SUPPORT!

Public Engagement:

- First open house planned for May 2024
- Subsequent open houses every 4-6 months (up to 5 open houses)
- Project Website
- Pop-up events geared towards stakeholders along the corridor including significant economic, ethnic, and car free households

Contact Project Staff:

Joey Lundquist, Ramsey County Project Manager

josephine.lundquist@ramseycounty.us |

651-266-7114

Thank You

County Road C Project Hand-out

1. Why am I here:

I am here to express our neighborhood's concern with the proposed County Road C project (Lexington to Rice Street) inclusion of Mid-Block Crossings and an 8' wide bituminous trail.

2. Project:

Proposed project is to change the traffic lanes from four lanes to three lanes with the middle lane as a turn lane and the addition of two 6' wide bike lanes all between the existing curbs. The 5' sidewalk is to remain.

In addition, they are adding an 8' wide bituminous Trail along the north side of County Road C from Rice St. to Western Ave.

- What is this trail for? Not for bikes as there are two 6' wide bike lanes in the road area.
- For Pedestrians? Redundant to an existing sidewalk on the south side of County Road C.

Finally, they are adding two Mid-Block Crossings (one between Farrington St. and Virginia Ave. and a second one between Galtier St. and Matilda St.).

- But they will not be used as they make every pedestrian walk out of their way to cross County Road C. Residents have indicated they will continue to cross at their intersection.
- Every intersection is a legal crossing, so residents have the right to cross there.
- Also, because of the 6' wide bike lanes, every intersection crossing is enhanced because pedestrians can walk out into a bike lane (a safe zone) and be seen by oncoming traffic. In addition, the center turn lane provides a safe zone for pedestrians to wait in while crossing.

3. Petition:

I do not support the Mid-block Crossings nor the 8' wide Trail along the north side of County Road C as they do not reflect our neighborhood use of this area and are duplicates of existing infrastructure.

I wanted to see where my neighbors were on this project.

So, decided to knock on doors along Farrington St., Matilda St., and Galtier St., between County Road C and Iona Lane to keep area manageable yet reflect the neighborhood. (SEE PETITION MAP)

These are the streets/area most affected by these two items in the proposed project.

Knocked on doors for 5 days (Oct 25th to Oct 29th) (Friday, Saturday, Sunday, Monday, and Tuesday).

4. Petition Results:

94 total properties, 6 are vacant, therefore 88 possible property responses

62 properties responded (70% response) with 71 residents signing the petition.

100% of residents who responded to my knock **DO NOT** want a Trail/Path/or Sidewalk along the north side of County Road C. They indicated that the existing side walk on the south side was sufficient.

100% of residents who responded to my knock **DO NOT** want and indicated they would not use the Mid-Block Crossings. They stated they would continue to cross County Road C at their street intersection.

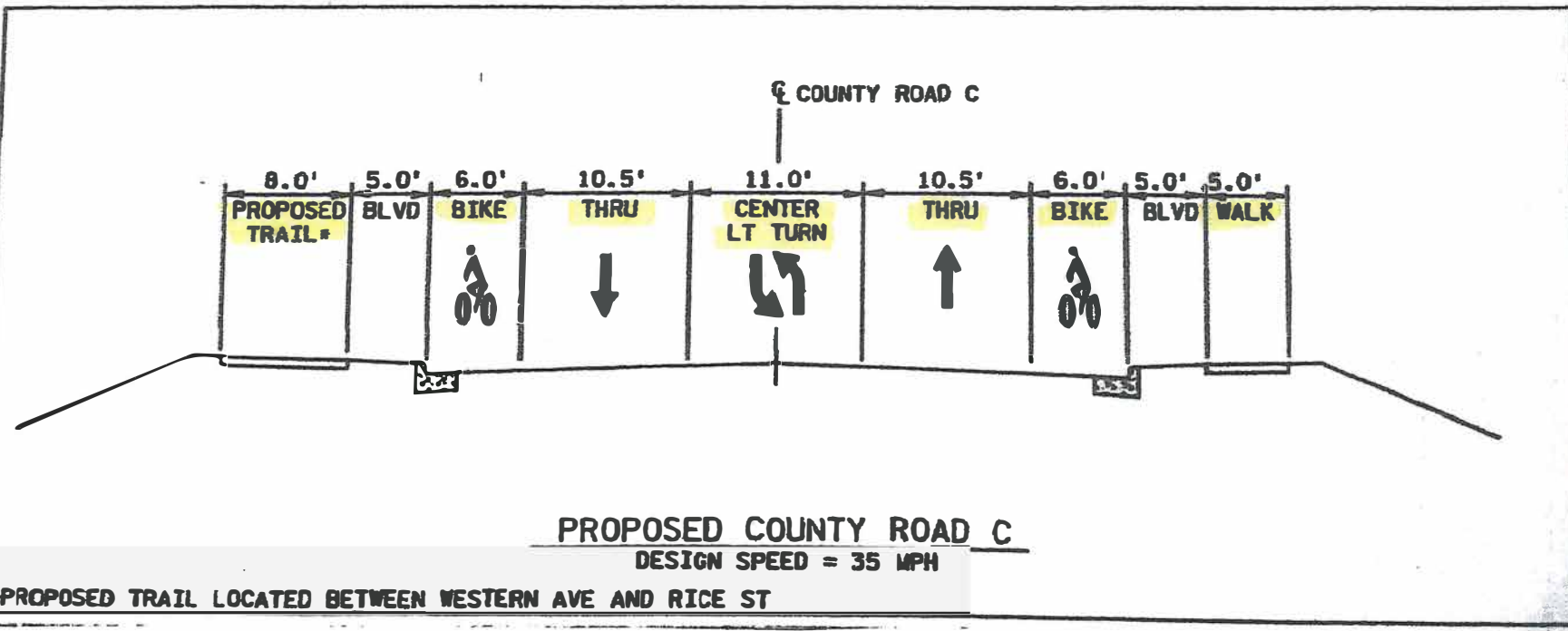
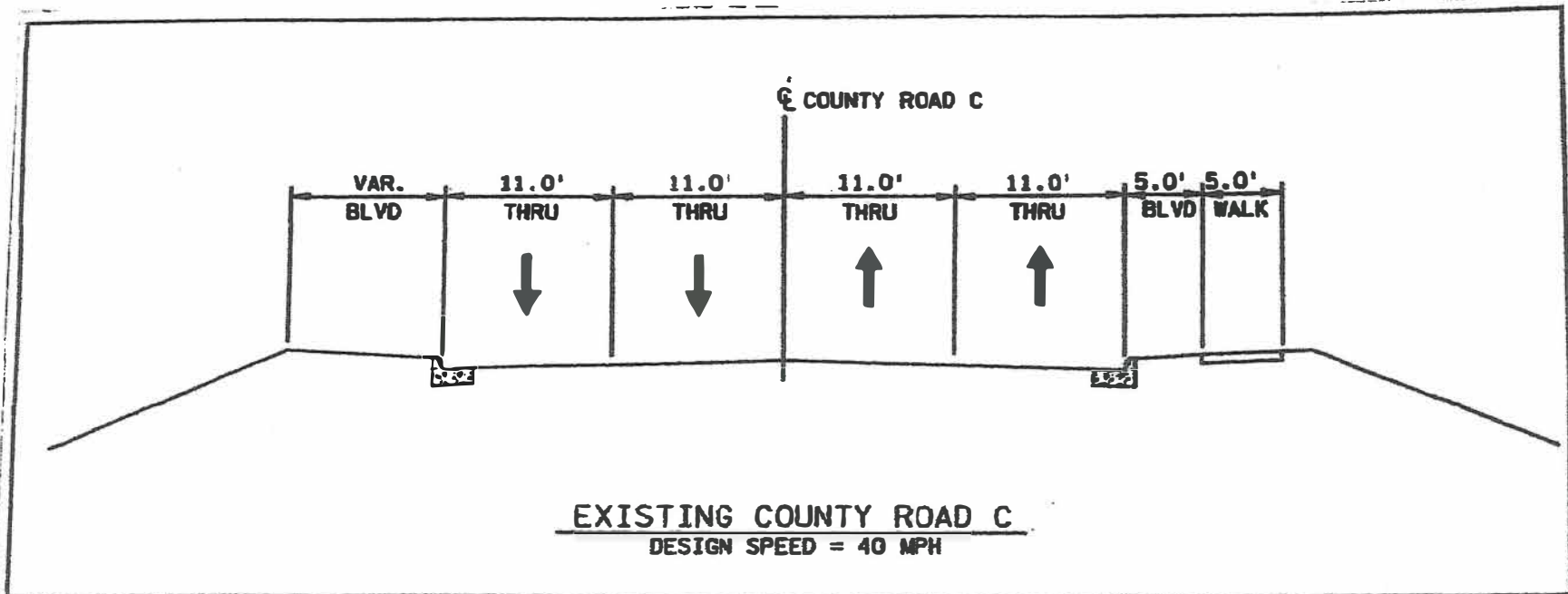
Note- I have lived in the City for 38 Year and my family has never had an issue crossing County Road C. There is always a break (opening) in the traffic flow or motorists will stop and let us cross.

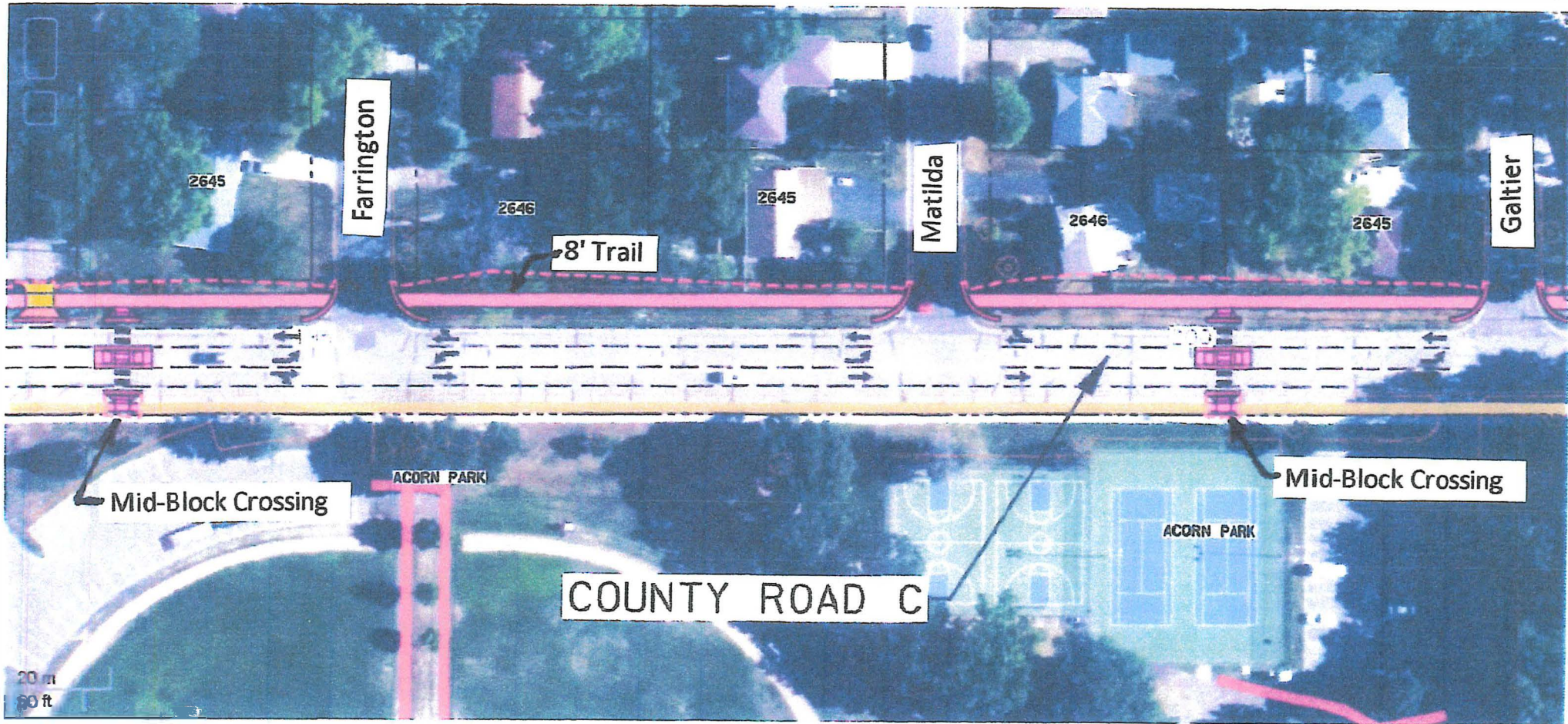
5. Request Council Action/Resolution:

This project is going to final design in 2025, so it is important for the Council to act now to save design time and funding.

Based on above the neighborhood requests our City Council to support its residents and direct the County to:

- **Eliminate any proposed Mid-Block Crossings from their County Road C project.**
- **Eliminate any proposed Trails/Paths/Sidewalks along the north side of County Road C between Rice St. and Western Ave. from their County Road C project.**





LEGEND

 ELIMINATE

 ELIMINATE/NO SIGN

 VACANT

 NO ANSWER

IONA LANE

2758	2757
2750	2751
2744	2743
2736	2737
2730	2729
2724	2721
2716	2713
2706	2705
2698	2697
2690	2689
2682	2681
2674	2673
2666	2665
2654	2655
2646	2645

FARRINGTON ST

2752	2751
2744	2743
2736	2735
2730	2729
2722	2721
2716	2715
2708	2707
2700	2699
2694	2693
2688	2687
2680	2679
2674	2673
2666	2665
2660	2659
2654	2653
2646	2645

MATILDA ST

2752	2751
2744	2743
2736	2735
2730	2729
2722	2721
2716	2715
2708	2707
2700	2699
2694	2693
2688	2687
2680	2679
2674	2673
2666	2665
2660	2659
2654	2653
2646	2645

GALTIER ST

IONA LANE

2750	2749
2742	2741
2734	2733
2728	2727
2720	2719
2714	2713
2706	2705
2698	2697
2692	2691
2686	2685
2678	2677
2672	2671
2664	2663
2656	2661
2646	2645
2646	2645

MARION ST

2750	2749
2742	2741
2734	2733
2728	2727
2720	2719
2714	2713
2706	2705
2698	2697
2692	2691
2686	2685
2678	2677
2672	2671
2664	2663
2656	2661
2646	2645
2646	2645

COUNTY ROAD C W

286

240

2625

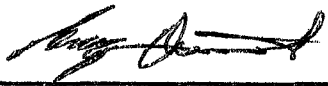
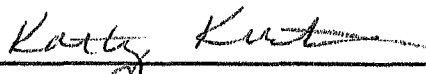
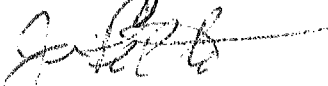
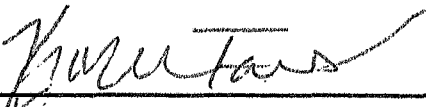
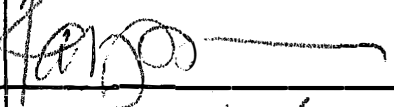
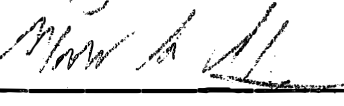
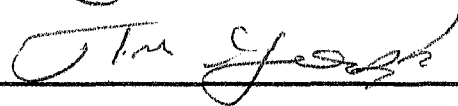
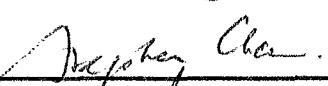
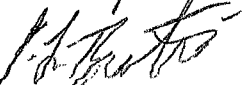
218

212

202

County Road "C" Petition To:

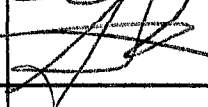
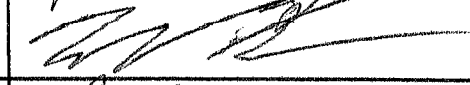
Eliminate the Proposed Mid-Block Pedestrian Crossings
Eliminate the Proposed Trail from Western to Rice Street

	Name	Address	Signature
1	Bryan Diedrich	2646 Galtier St	
2	Kathy Kurtes	2656 Galtier	
3	Jennifer Her	2664 GALTIER ST	
4	Justin Ullrich	2672 GALTIER ST	
5	Greg Skorzawski	2679 Galtier St	
6	Richard Armstrong	2706 Galtier	
7	Harene Tastad	2720 Galtier St	
8	Karjeng Thao	2742 Galtier St	
9	Mark Stetner	2729 GALTIER	
10	Dume Rakitz	2714 GALTIER	
11	Kathy Ross	2659 Galtier St	
12	Rose Gawarecki	2645 Galtier St	
13	Tim Gawarecki	2645 Galtier St	
14	Stephen Chan	2653 Galtier St.	
15	CURT BUETOW	2750 GALTIER ST.	

GALTIER (1)

County Road "C" Petition To:

Eliminate the Proposed Mid-Block Pedestrian Crossings
Eliminate the Proposed Trail from Western to Rice Street

	Name	Address	Signature
1	Philp Lindgren	2693 Galtier St	
2	Carol Orcutt	2735 Galtier St	
3	Salvador Torres	2665 Galtier St	
4	Scott J F	2665 Galtier St	
5	Pedro Cazales	2665 Galtier St	
6			
7			
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12			
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14			
15			

GALTIER (2)

County Road "C" Petition To:

Eliminate the Proposed Mid-Block Pedestrian Crossings
Eliminate the Proposed Trail from Western to Rice Street

	Name	Address	Signature
1	Greg Schroeder	2646 Matilda St.	GS
2	Jackie Schroeder	2646 Matilda St.	Jackie Schroeder
3	Akin Adeniji	2645 Matilda St	Akin
4	Katie Woodring	2653 Matilda St.	Katie
5	Tom Vandermawse	2653 Matilda St	Tom Vandermawse
6	CHRIS ZANDER	2659 MATILDA ST	Chris Zander
7	TRACY ZANDER	2659 MATILDA ST.	Tracy Zander
8	Brenda Osterlund	2660 Matilda St	Brenda M Osterlund
9	Mark Osterlund	2660 Matilda St	Mark Osterlund
10	Meaghan Pezon	2654 Matilda St	Meaghan Pezon
11	Reneya Peterson	2665 Matilda St	Reneya Peterson
12	Philip Peterson	2665 Matilda St	Philip Peterson
13	Matt Darling	2666 Matilda St	Matt Darling
14	John Krueger	2674 Matilda St	John Krueger
15	Jamie Lynn Finsch	2694 Matilda St	Jamie Lynn Finsch

MATILDA ST (1)

County Road "C" Petition To:

Eliminate the Proposed Mid-Block Pedestrian Crossings
Eliminate the Proposed Trail from Western to Rice Street

	Name	Address	Signature
1	Dawn Howe	2716 Matilda St	Dawn Howe
2	PRESTON WOLDT	2722 MATILDA ST	Preston Woldt
3	Drene Politish	2730 Matilda	Drene Politish
4	Scott Rodriguez	2735 Matilda	Scott Rodriguez
5	Albert W. Grauel	2736 Matilda St	Albert W. Grauel
6	Amy Rodd	2752 Matilda St	Amy Rodd
7	Bob Rodd	" "	Bob Rodd
8	Merle Rodd	" "	Merle Rodd
9	Mario Almazan C	2721 Matilda St	Mario Almazan C
10	ROBERT BESTER	2700 MATILDA	Robert Bester
11	Dwayne Stenlund	2687 Matilda	Dwayne Stenlund
12	Nick Stevens	2673 Matilda	Nick Stevens
13	Juan Gabrielson	2715 Matilda	Juan Gabrielson
14	Pat Von Rees	2715 MATILDA ST	Pat Von Rees
15	Mark Ahlers	2751 Matilda St.	Mark Ahlers

MATILD ST (2)

County Road "C" Petition To:

Eliminate the Proposed Mid-Block Pedestrian Crossings

Eliminate the Proposed Trail from Western to Rice Street

	Name	Address	Signature
1	William Martin	2693 Matilda St.	William Martin
2	Robert Grieger	2680 Matilda St.	Robert Grieger
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MATILDA ST (3)

County Road "C" Petition To:

Eliminate the Proposed Mid-Block Pedestrian Crossings
Eliminate the Proposed Trail from Western to Rice Street

	Name	Address	Signature
1	WARREN CRUMPLER	2646 FARRINGTON	Warren Crumpler
2	Shirley Weiss	2655 Farrington St	Shirley Weiss
3	Jasma Rowins	2680 Farrington	Jasma Rowins
4	Sally Bronski	2694 Farrington	S Bronski
5	MICHAEL KLIMEK	2700 FARRINGTON ST.	Michael Klimek
6	TASAN SIBBI	2721 Farrington St.	Tasan Sibbi
7	Rebecca Fritz	2729 Farrington St	Rebecca Fritz
8	Richard A. Bohland	2737 Farrington	Richard A. Bohland
9	SCOTT MADILL	2736 Farrington	Scott Madill
10	Tom Willwerscheid	2757 Farrington	Tom Willwerscheid
11	Jane Willwerscheid	2757 Farrington	Jane Willwerscheid
12	Alvin Vavra	2645 Farrington	Alvin Vavra
13	Sam Miller	2665 Farrington	Sam Miller
14	James Siglin	2654 Farrington St.	James Siglin
15	Conrad Sitek	2660 Farrington St.	Conrad Sitek

FARRINGTON (1)

County Road "C" Petition To:

Eliminate the Proposed Mid-Block Pedestrian Crossings
Eliminate the Proposed Trail from Western to Rice Street

	Name	Address	Signature
1	Shannon Rensstrom	2705 Farrington ST	Shannon Rensstrom
2	Tammy Rensstrom	2705 Farrington ST	Tammy Rensstrom
3	JOSH Florence	2705 Farrington ST	Josh Florence
4	ALFRED WASSERMANN	2792 Farrington St.	Alfred Wassermann
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FARRINGTON (2)

COUNTY ROAD C RECONSTRUCTION

Phase 1 Engagement Summary

Phase 1 Engagement Summary

County Road C (CSAH 23) between Lexington Avenue and Little Canada Road will be undergoing reconstruction to update roadway elements, bridge, traffic signals, pedestrian facilities, storm sewer, pavement markings, and street lighting.

Engagement plays an important role in informing project decisions. There will be three phases of engagement for this project. The most recent phase, Phase 1, ran from March 2024 to June 2024. This phase introduced the project to the public and gathered feedback on existing conditions. This document provides a summary of community feedback we received, as well as a summary of engagement opportunities provided to the public.



Community members providing feedback at an open house event (above, left) and pop-up event (above, right)



Community members providing feedback at a pop-up event (above, left) and open house (above, right).

Feedback Themes and Comments

Approximately 153 comments were collected through the online survey, mapping activity, comment cards or discussions with project staff at the open house and pop-up event.

ROAD SIGNAGE

Current road users frequently ignore speed limit signs, pedestrian crossing signs and stop signs along the corridor. Participants recommended replacing stop signs, lowering speed limits, and adding enhanced pedestrian crossing signs.

BICYCLIST FACILITIES

Support for bicycle facilities such as wider shoulders, crossing facilities, and bicycle lanes along CR-C to connect bicyclists locally and regionally.

SPEEDING

Concern about speeds along the corridor was mentioned the most often across all feedback methods. Lowering speed limits and installing traffic calming street treatments was frequently mentioned. Residents frequently cited speeding and high speeds as a key factor in preventing them from walking and biking.

ACCESSIBILITY

Comments highlighted poor pavement conditions for mobility devices and pedestrian and bicyclist facilities for all ages and abilities.

SAFETY

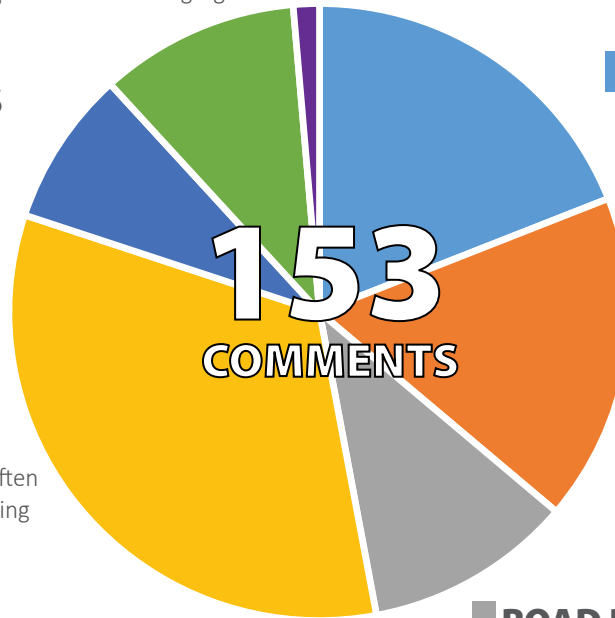
Participant feedback described safety concerns for all road users, particularly due to high speeds, unsafe road and pedestrian and bicyclist facilities, and inclement weather.

PEDESTRIAN SAFETY

Most comments in this category supported safety enhancements such as crosswalks, lighting, wider sidewalks and shoulders.

ROAD DESIGN

Feedback described user comfort, pavement conditions, pavement markings, sightlines, traffic management issues such as congestion and left turn confusion.



"CR-C is unusable for anything other than cars. Fewer lanes and slower speeds will hopefully help, but I think it would need to be a fully protected lane or more likely an off street trail before I'd be comfortable letting my kids bike there."

"Vehicles race through stop signs at Western, Dale, and Victoria - a pedestrian trying to cross the road is a fatality waiting to happen."

"People run the stop signs at CR-C and Dale and CR-C and Victoria. A lot of pedestrians cross there but traffic does not yield despite the pedestrian crossing signs."

"I'm a fan of center turn lanes but for this particular stretch of road it's a solution in search of a problem"



Contact information:
651- 266 - 7114
Josephine.Lundquist@CO.RAMSEY.MN.US

Project webpage:
<https://www.ramseycounty.us/county-road-c>



Key Takeaways



The survey was open
for **2 weeks** in
March 2024.



52
survey
responses
were collected



75%
use County Road C to
commute home or
visit friends and family



**Improving
pedestrian safety**
is the most important
priority for the community



33%
of comments
mention concerns
about cars speeding



**Off-street and
multiuse trails, and
pedestrian refuges**
are the most desired safety
improvements

Survey Responses

How would you rank the following road improvements or elements by level of importance?

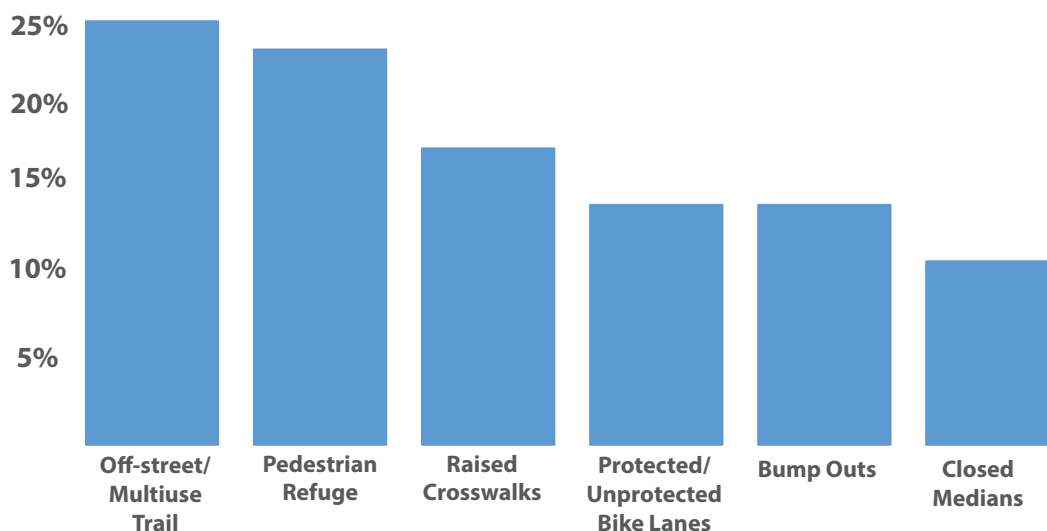


Improving pedestrian safety is the most important priority for the community, followed by preserving the tree canopy.

There is some disagreement regarding car and truck mobility, with half of respondents ranking it as most/somewhat important, and half as not very/least important.

Improvements to biking facilities are ranked the lowest on people's list of priorities.

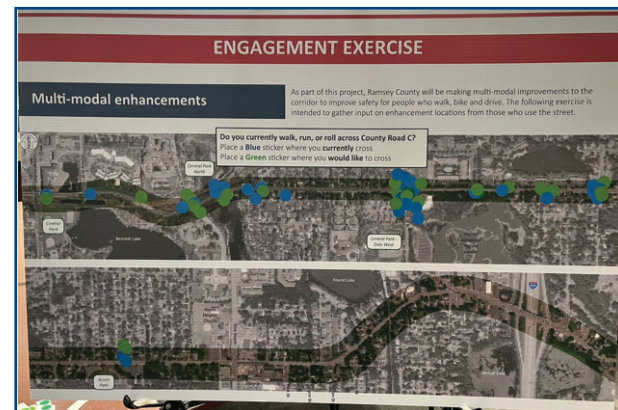
What other road improvements would you like to see considered?



Engagement Exercise Overview

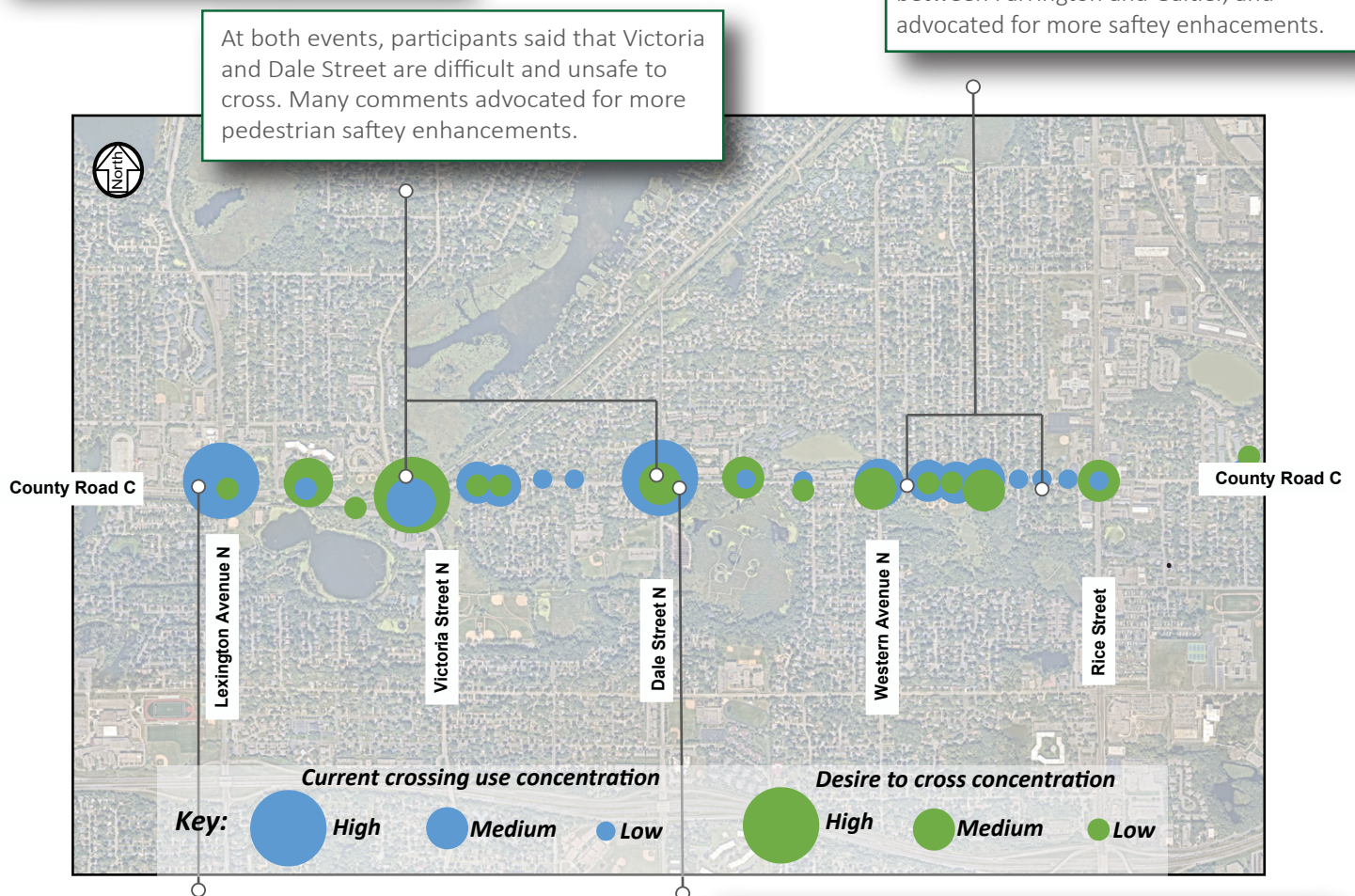
At the open house and pop-up event, participants were encouraged to place stickers on a map of County Road C. Blue stickers were used to indicate where they currently crossed County Road C, and green stickers were used to indicate where they would like to cross County Road C. Participants were encouraged to explain their sticker placement to project staff at the event. Comment cards were also provided for community members to share any additional thoughts they had about the project.

Approximately 62 people attended the open house and approximately 100 people provided feedback at the pop-up. In total, the sticker engagement exercise received 124 responses, 57 from the open house and 67 from the pop-up.



Feedback Received

At the pop-up, participants expressed concerns regarding drivers speeding through existing stop signs and crosswalks between Farrington and Galtier, and advocated for more safety enhancements.



Intersection Prioritization

Feedback revealed shared concerns throughout the community regarding specific intersections along the corridor. It also revealed shared desires for improvements to be made to these intersections. Many of these intersections flagged by community members as being top priority for improvements, were also flagged by Ramsey County as needing improvements in a 2020 4 to 3 Lane Conversion Study.

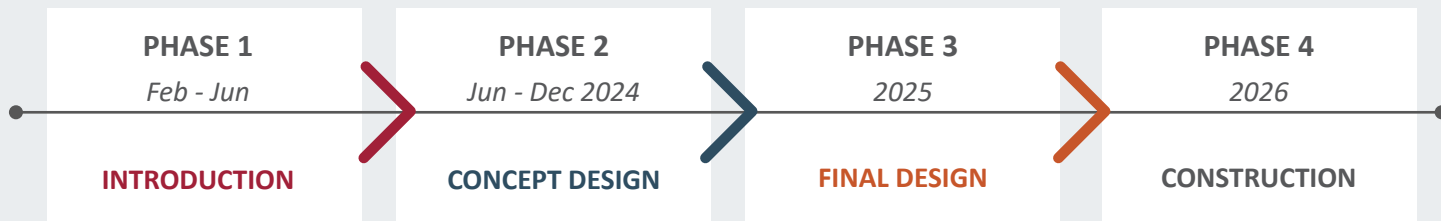
Below is a table summarizing intersections of top concern for community members. The table does not reflect the feasibility of improvements, or represent any commitment to improvements by Ramsey County.

Priority Tier	Intersection	Current crossing use	Crossing Desirability	County Identified Safety Concern	Stop Control	Crosswalks?	Sidewalks?
1	CR-C and Dale	High	High	High	Stop sign	At 3/4 intersection segments	At 3/4 intersection segments
	CR-C and Victoria	Low	High	High	Stop sign	At 2/4 intersection segments	At 2/4 intersection segments
	CR-C and Lexington	High	Medium-High	Severe	Stoplight	At 4/4 intersection segments	At 3/4 intersection segments
2	CR-C between Farrington and Galtier	Medium	Medium-High	High	Stop sign at Farrington and Galtier, none at Matilda	Farrington and Galtier- 1 crosswalk, Matilda- no crosswalk	On south side of the segment
3	CR-C and Western	Medium	Medium	High	Stop sign	At 2/4 intersection segments	At 2/4 intersection segments
	CR-C and Rice	Low	Medium	High	Stoplight	At 4/4 intersection segments	At 2/4 intersection segments

Project Timeline

Phase 1 of engagement concluded with the publication of this summary. As of July 2024, the project has now shifted into Phase 2: Concept Design. The feedback recieved during Phase 1 Engagement will be used to inform the concept designs drafted in Phase 2. Upon completion, the design drafts will be shared with community members for feedback, which will be used to inform the final design drafted in Phase 3.

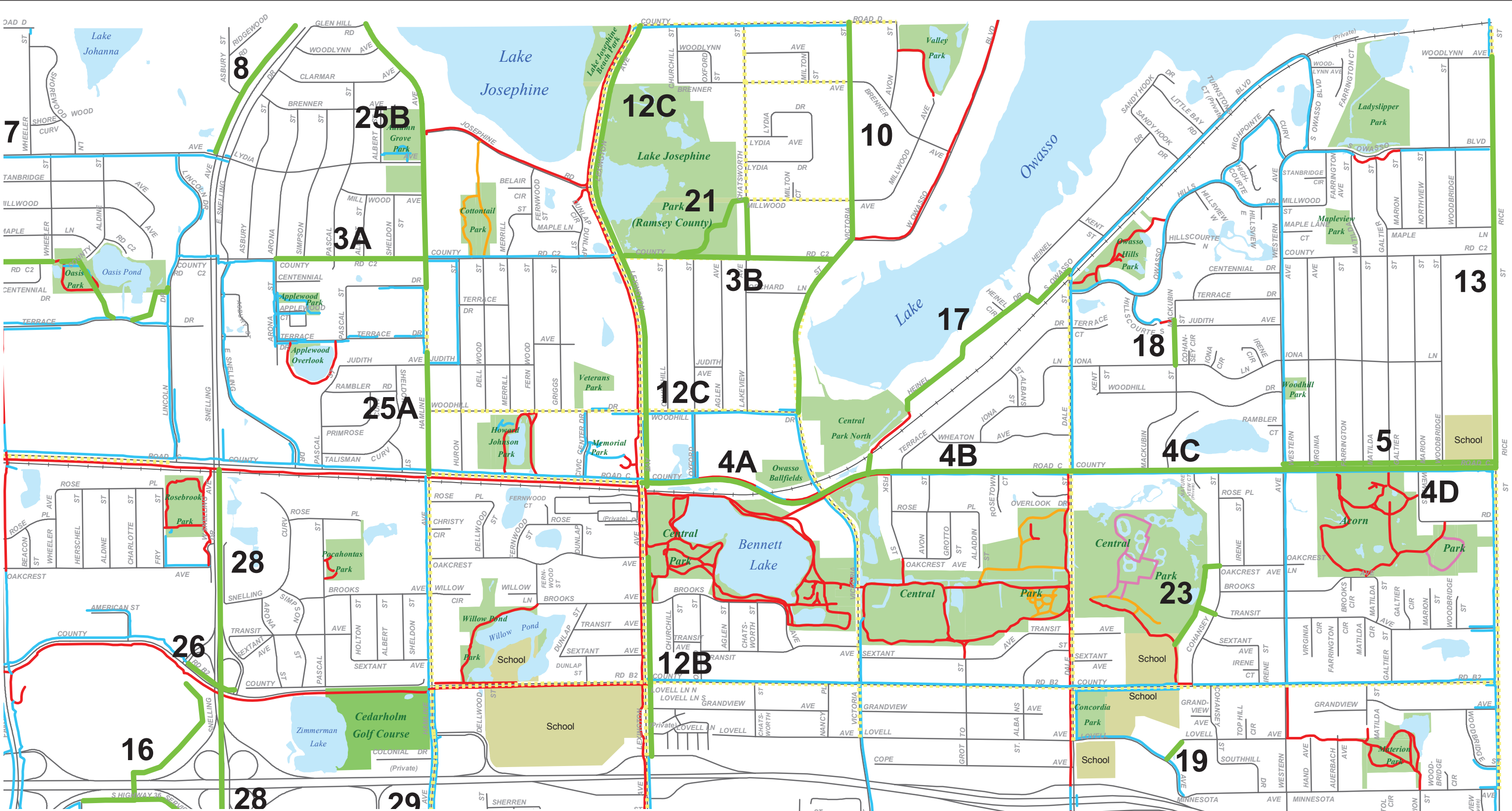
Schedule



Contact information:
651- 266 - 7114
Josephine.Lundquist@CO.RAMSEY.MN.US

Project webpage:
<https://www.ramseycounty.us/county-road-c>





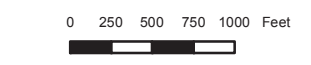
Pathway Master Plan- Quadrant 2

- Proposed Pathway Segments (20.64 miles)
 - Existing Trail (36.66 miles)
 - Existing Sidewalk (45.81 miles)
 - Existing Footpath (1.82 miles)
 - Existing Striped Shoulder (28.45 miles)
 - Other (Boardwalk- 0.94 miles)
- | | |
|--|-------------|
| | Park |
| | Golf Course |
| | School |

ROSEVILLE
Prepared by:
Engineering Department
October 09, 2018

Data Sources and Contacts:
* Ramsey County GIS Base Map (8/04/18)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
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mapdoc: ComprehensivePlanPathwayMasterPlanQuadrants.mxd
map: ComprehensivePlanPathwayMasterPlanQuadrants.pdf



Excerpt from
**Roseville Public Works, Environment
 and Transportation Commission
 Meeting Minutes**

Tuesday, April 23, 2024, at 6:30 p.m.
 City Council Chambers, 2660 Civic Center Drive
 Roseville, Minnesota 55113

1. Introduction / Roll Call

Chair Ficek called the meeting to order at approximately 6:30 p.m. and at his request, Public Works Director Jesse Freihammer called the roll.

Present: Chair Bryant Ficek; Vice Chair Edwin Hodder; Members Jarrod Cicha, Daniel Fergus, Allison Luongo, Des Mueller and Sarah Rudolf; and Youth Commissioners Carson Bauer and Alexi Jendro

Absent: None

Staff Present: Public Works Director Jesse Freihammer; and Environmental Manager Ryan Johnson

9. County Road C 4:3 Conversion Project Presentation

Public Works Director Jesse Freihammer reviewed the County Road C 4:3 conversion project with the Commission.

Chair Ficek indicated the speed limit is 40 MPH and he wondered if this will be looked at.

Mr. Freihammer anticipated that will be look at and have done others recently. If bike lanes are put in place that will be an automatic thing to look at. This was not commented on at the meeting.

Chair Ficek asked regarding the intersections if these will remain all-way stops at the key locations.

Mr. Freihammer indicated at the Victoria intersection a roundabout is very much an option in the future, but for the current project these will still be signed as all-way stops. The County is looking long term to either put a signal at the intersection or a roundabout. The railroad is a little bit of a caveat with these

intersections. He personally thought a roundabout would work well at that intersection and will be done at their evaluation portion of the project.

Member Fergus indicated other than consideration of the speed limit and it may have to change, are there any negatives to making the shoulder a bike lane.

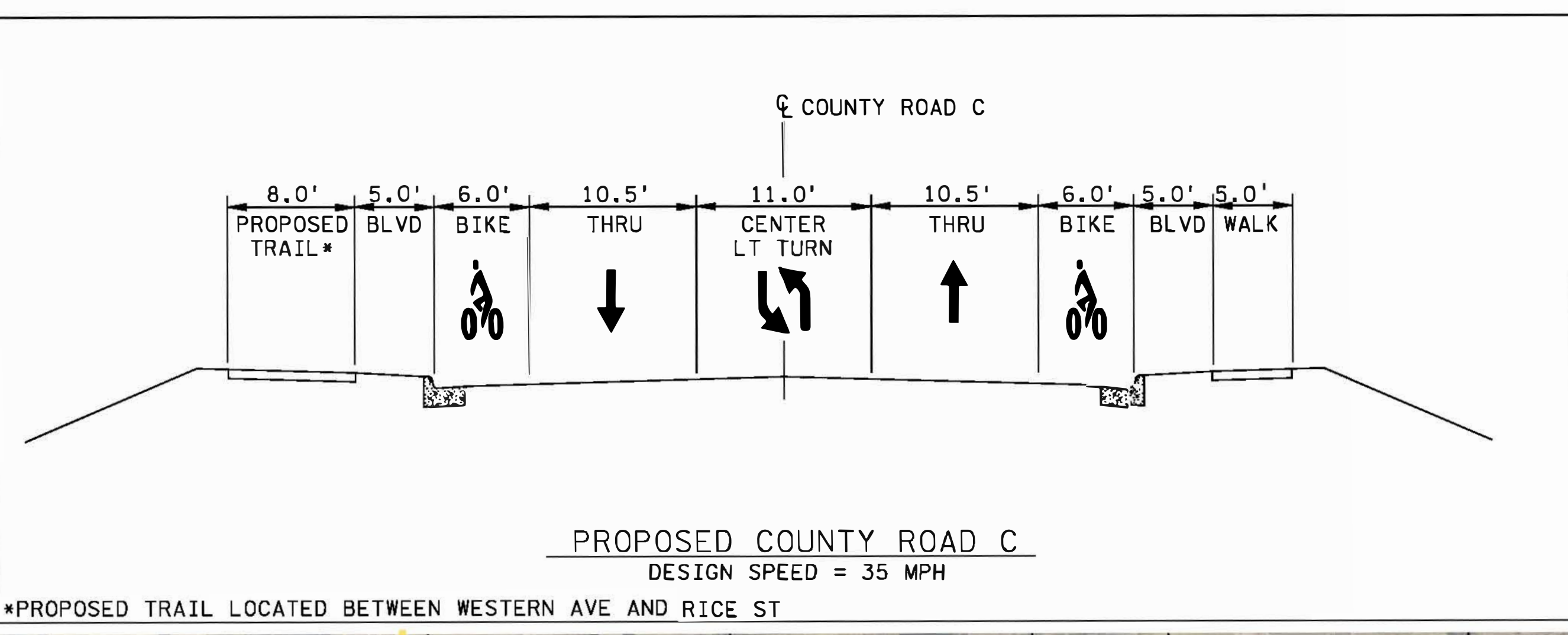
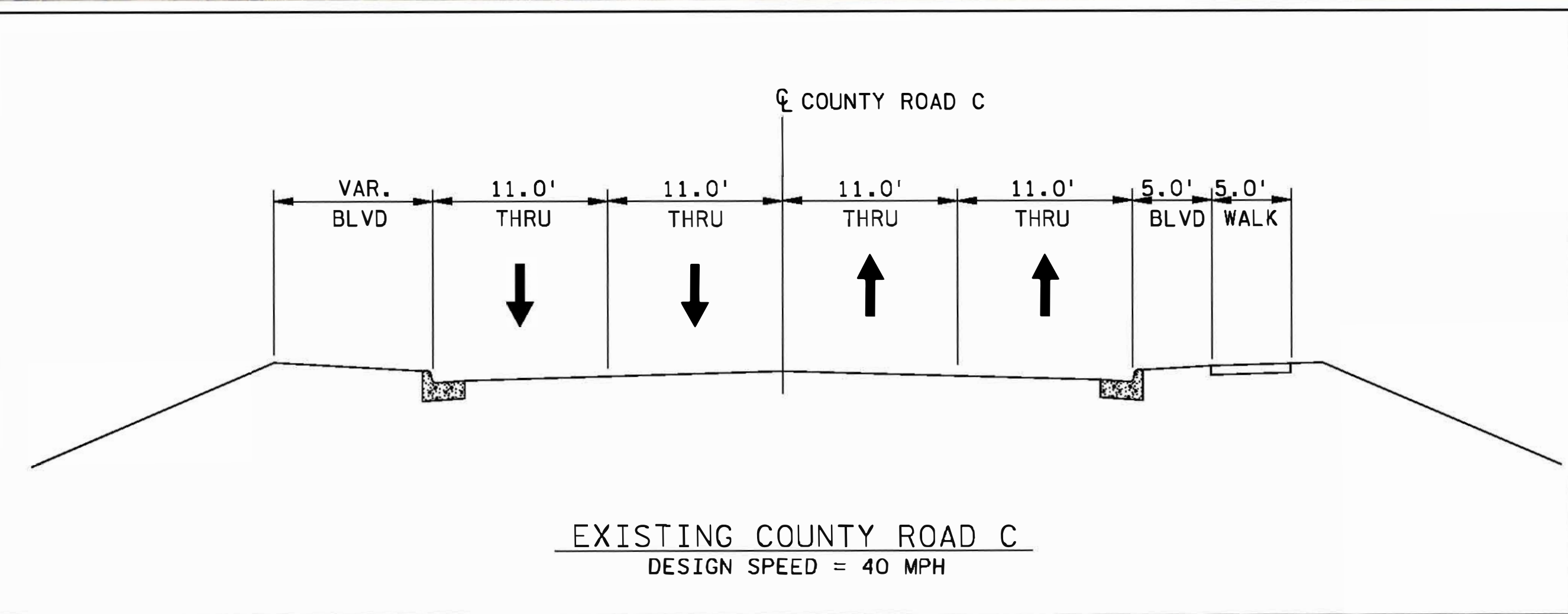
Mr. Freihammer explained offhand there is not, it is just a signing and striping thing, but the County typically leaves it open as a blank slate and can be easily added or removed.

Chair Ficek thanked Mr. Freihammer for the update.

LEGEND

- PAVED ROADWAY
- PROPOSED BITUMINOUS TRAILS
- RAISED MEDIANS & CURBS
- EXISTING SIDEWALK
- EXISTING TRAIL
- PROPOSED TRAFFIC SIGNAL
- EXISTING RIGHT OF WAY

SCALE IN FEET



County Road C Pathway & Crosswalk Elements

Public Works Department

Council Meeting

January 6, 2025



County Road C

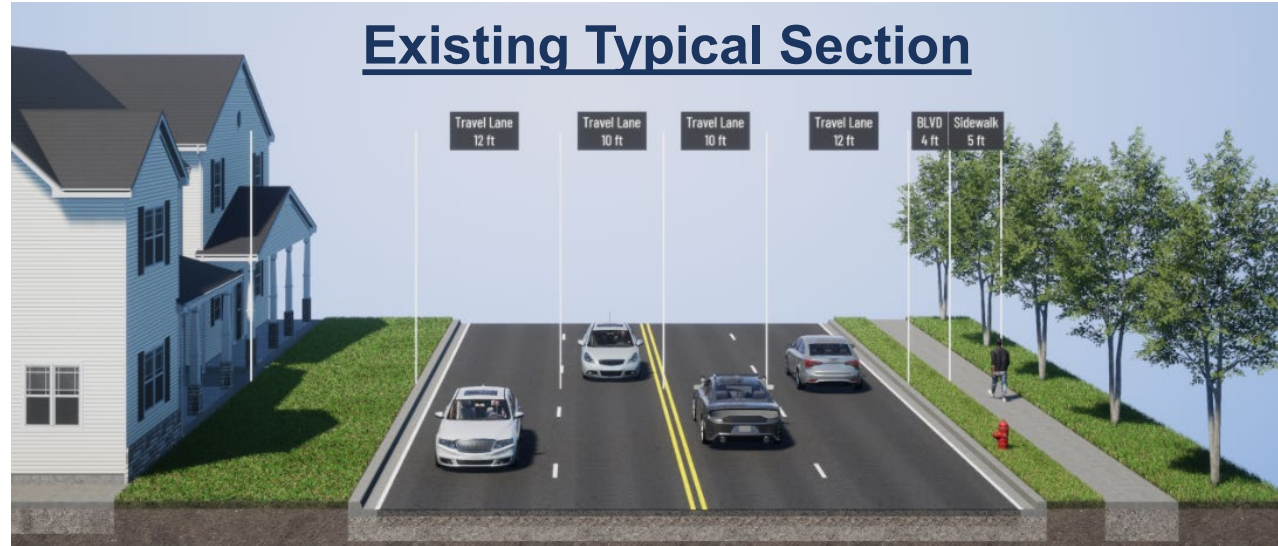
Project Overview

- County-led project from Lexington Ave to Little Canada Rd. Project within City of Roseville ending at Rice St includes:
 - 4-to-3 lane conversion
 - Pavement rehabilitation
 - Addition or enhancement of ADA pedestrian facilities
 - Signal modifications at Rice St and Lexington Ave
 - Intersection modification study at Victoria St
 - Bridge study/plans over BNSF Railroad (not to be constructed with this project)

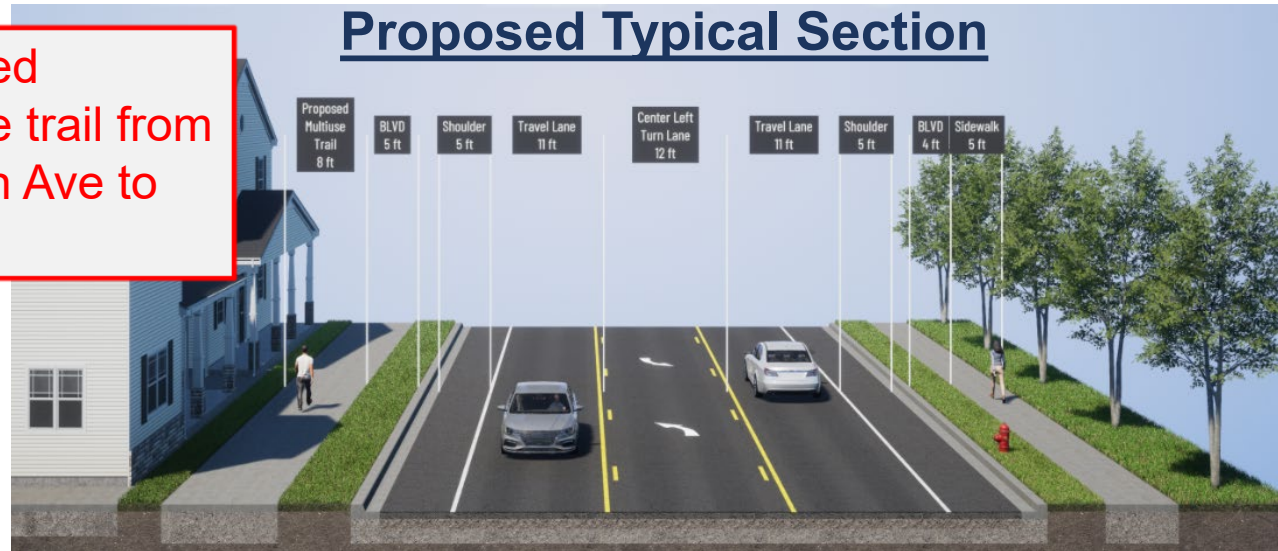


County Road C

Project Typical



Proposed
multiuse trail from
Western Ave to
Rice St



County Road C

So, why 4-to-3 Lane Conversion?

Reduce vehicle speed

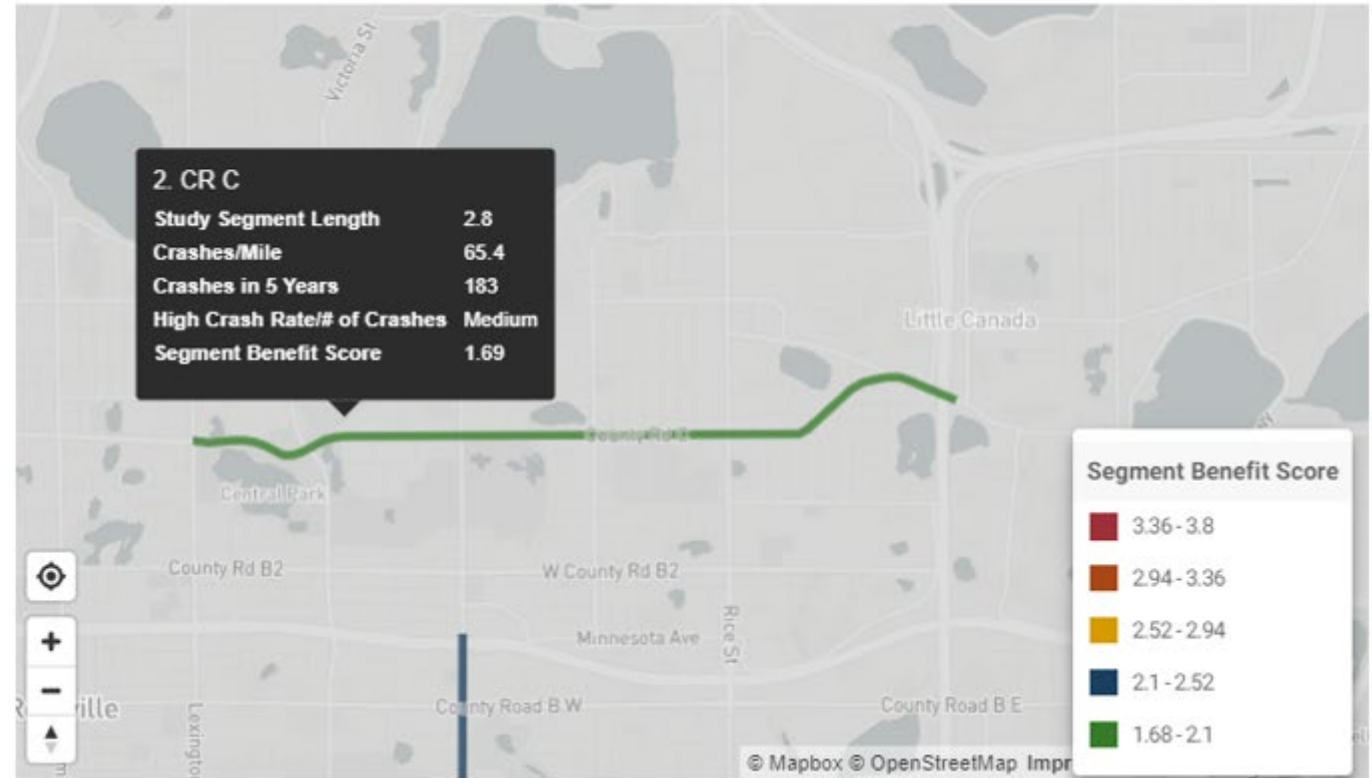
Create safer street crossings

Improve the flow of people and vehicles in the community

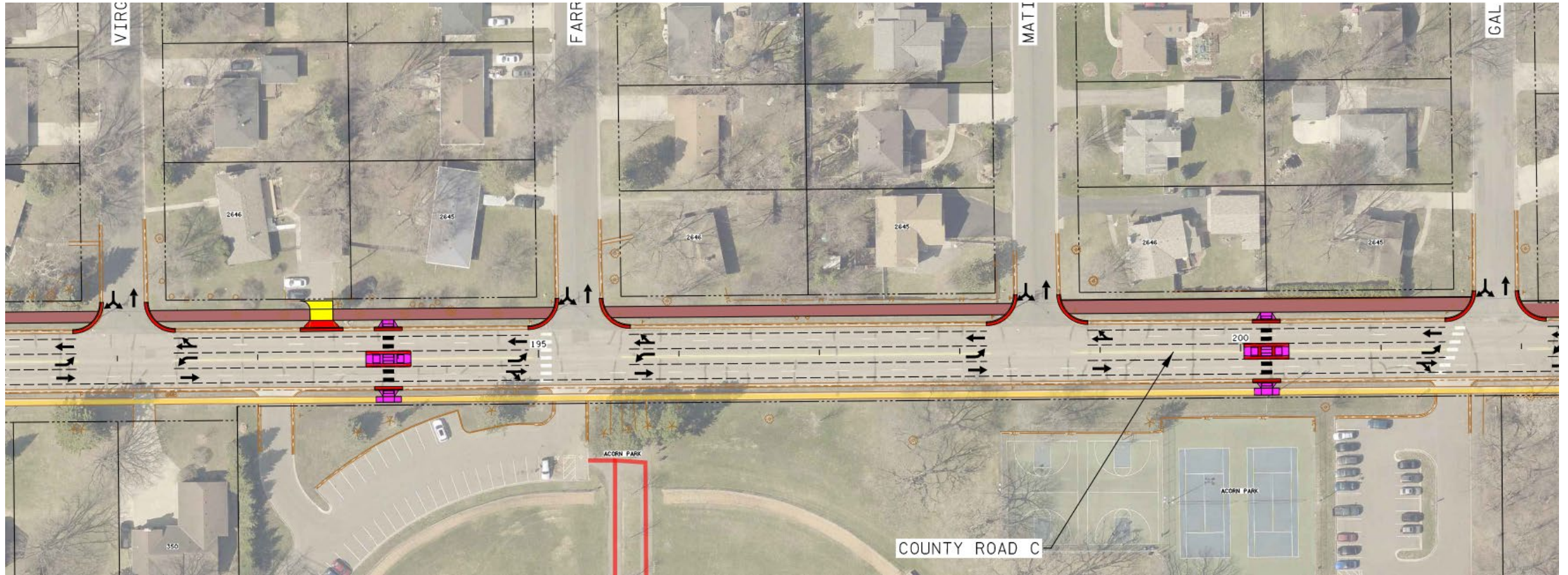
Increase bicycle safety

Roadways Included in Study

Roads were assigned a benefit score based on five factors.



Layout



County Road C

Project Schedule

- Preliminary Design – Fall 2023 to 2024
- Final Design – 2025
 - Right-of-way process
 - Secure permits
 - Cooperative Agreement
- Open Houses
 - May 21, 2024 – Roseville City Hall
 - October 16, 2024 - Roseville Oval

County Road C

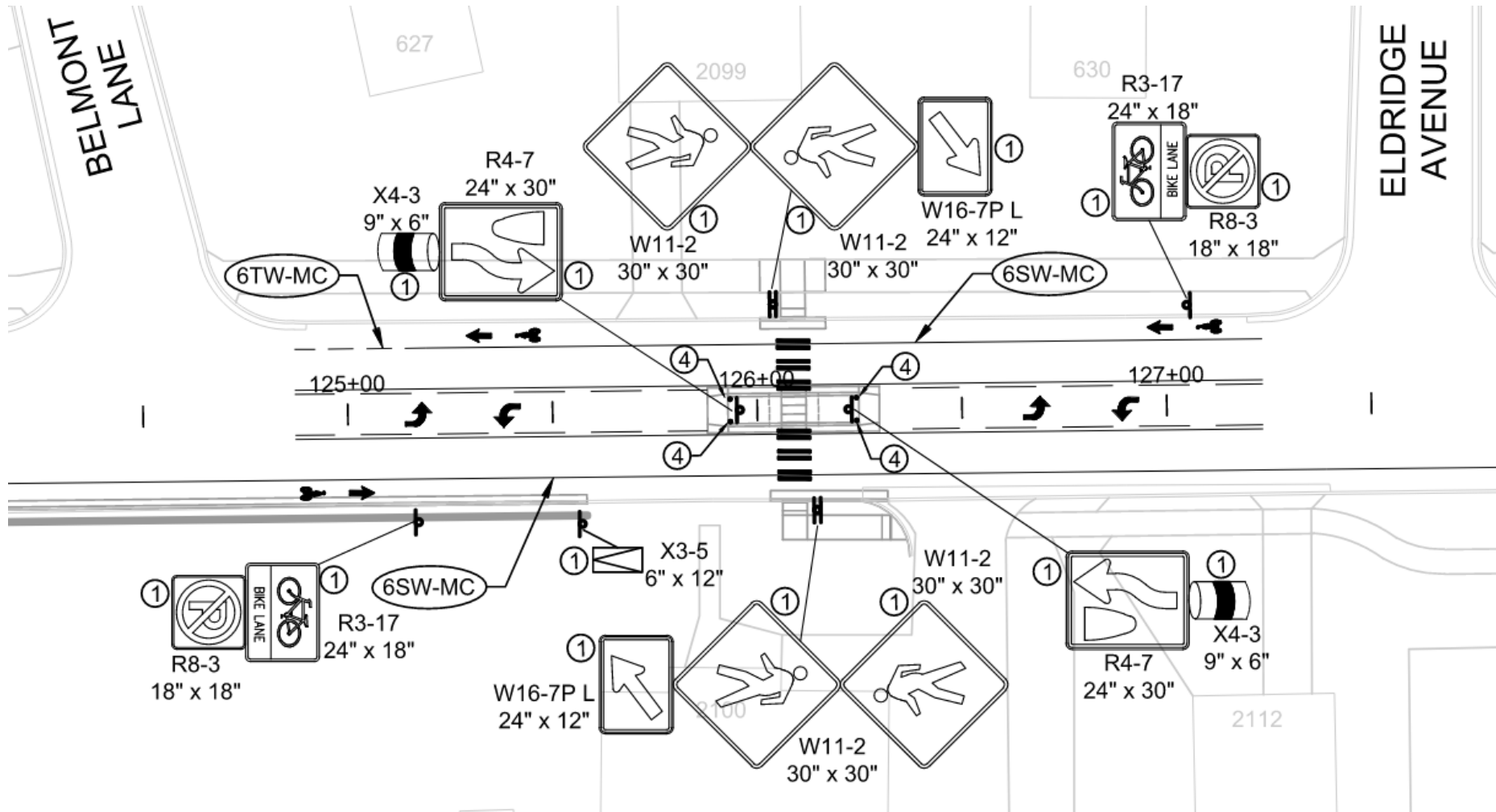
Mid-Block Crossings

- Petition Issue #1 – Eliminate Mid-block Crossings
- City Justification for Mid Block Crossings
 - Provide enhanced safety
 - More visible crossing
 - Shortens Crossing Distance
 - Traffic Calming
 - Can still cross at intersection
 - Already have similar crossing in and around Roseville
 - Existing
 - Within Roseville
 - Old Highway 8, Terrace Avenue, Rice St, Larpenteur Avenue
 - Arden Hills
 - Hamline Avenue
 - Under Construction
 - Dale St



County Road C

Mid-Block Crossings



Dale Street Crossing near
Villa Park Entrance

169.21 Pedestrian

Subd. 2. **Rights in absence of signal.**

(a) Where traffic-control signals are not in place or in operation, the driver of a vehicle shall stop to yield the right-of-way to a pedestrian crossing the roadway within a marked crosswalk or at an intersection with no marked crosswalk. The driver must remain stopped until the pedestrian has passed the lane in which the vehicle is stopped. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. This provision shall not apply under the conditions as otherwise provided in this subdivision.

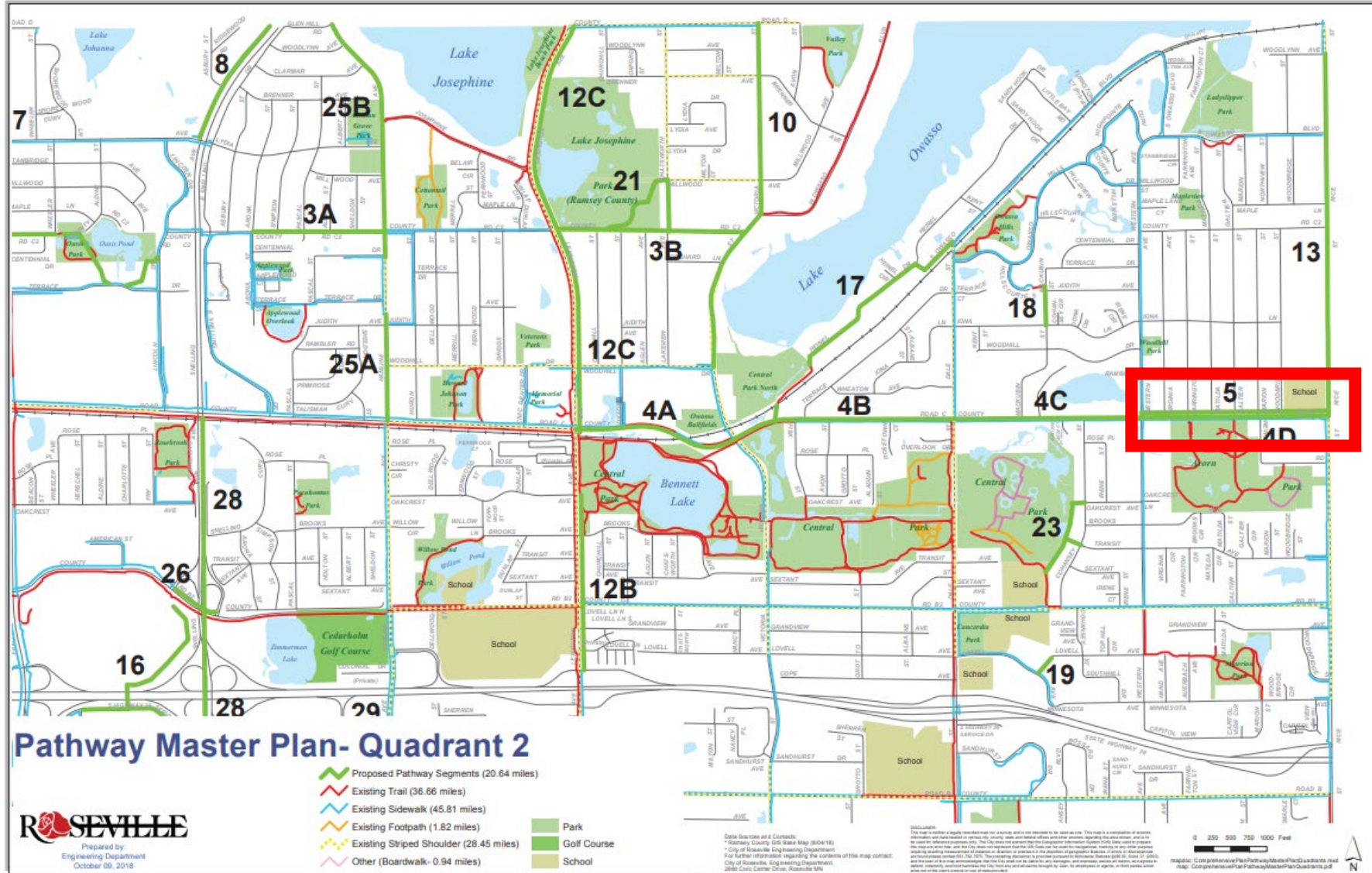
County Road C

Pathway

- Petition Issue #2 – Eliminate Proposed Pathway on North Side of County Road C
- City Justification for Pathway
 - Segment in the pathway master plan
 - Provides better connections to the park
 - Provides better connectivity for the neighborhood to the north
 - Similar to parallel pathways on other major roads (ADT greater than 4,000) the city has installed recently
 - Lexington, County C – County C2
 - Lexington, Roselawn - County B2
 - Meets Transportation Goals
 - Meets Policies and Standards

County Road C

Pathway Master Plan



County Road C

Pathway Master Plan

- 2021 Pathway Master Plan
 - Project Preference List
 - County C, Western to Rice
 - #5
 - Segment 31 out of 79
 - City's past practice coordinate projects when opportunities arise
 - Developments
 - County/State/City construction projects
 - Victoria St Pathway
 - Lexington Pathways
 - County Road B Pathway

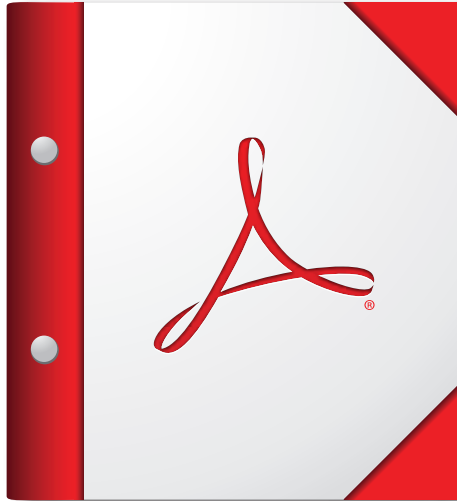
Project Preference List			
Map Ref.	Project Name	Total Points	Pathway Master Plan and Parks Constellation Plan Rank
Pathway Master Plan Segment on Arterial Roadway with more than 4,000 ADT, with no pathway on either side of the roadway.			
Parks and Recreation Master Plan Constellation Link			
28	Snelling Avenue*	25	1
4A	County Road C (A)	23	2
9	Snelling Avenue South of Highway 36	22	3
16	Rosedale to HarMar Connection	22	3
12C	Lexington Avenue (C)	22	3
12A	Lexington Avenue (A)	21	6
12B	Lexington Avenue (B)	19	7
4B	County Road C (B)	19	7
3A	County Road C-2 (A)	18	9
4C	County Road C (C)	18	9
4D	County Road C (D)	18	9
6	Cleveland Avenue	17	12
13	Rice Street	17	12
25A	Hamline Avenue A	17	12
10	Victoria Street (north of C)	16	15
CC-3	Constellation Link C3	16	15
36	Snelling Service Dr E	16	15
2	County Road C-2 West of Snelling	15	18
8	TH 51 connection to Old Snelling (Arden Hills)	15	18
25B	Hamline Avenue B	15	18
3B	County Road C-2 (B)	15	18
CD-1	Constellation Link D1	15	18
27	Tamarack Park Connection*#	14	23
CC-2	Constellation Link C2	14	23
CK-2	Constellation Link K2	14	23
35	Fairview Ave, west side B2 to C2	14	23
29	Commerce Street*	13	27
CF-3	Constellation Link F3	13	27
CI-1	Constellation Link I1	13	27
37	Lydia Avenue	13	27
5	County Road C Sidewalk	12	31

- Goals and Standards met for this pathway segment.
 - City of Roseville 2040 Transportation Goals
 - 1) Coordinate transportation decisions with other government entities and coordinate planning efforts to ensure connectivity of regional routes.
 - 2) Create a sustainable transportation network by encouraging more efficient use of existing roadways and limiting the need for future roadway expansion.
 - 5) Encourage the use of non-motorized transportation by providing and supporting development of a high-quality network of both off-road and on-road pathways, and ensure that bicycle and pedestrian routes are safe, efficient and attractive.
 - Policies and Standards
 - Location
 - 1) Provide pathway facilities along all roads.
 - a) Develop a pathway along all arterial roads where equal alternate parallel routes are not available. For example, an adjacent parallel trail located within park boundaries but offset from the roadway corridor.
 - b) Strive to complete pathways along arterial roads and regional trail corridors on both sides of the roadway.
 - d) As part of road reconstruction projects, explore the feasibility of adding or upgrading pathway facilities (both on-road and off-road as appropriate).

Requested Council

Motion to approve County Road C layout including the pathway and crossings as shown.

Alternative motions could include removing the pathway segment, removing the mid-block crossings or both.



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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.b.

Department Approval



City Manager Approval



Item Description: Approve Public Works 2025 Work Plan

Background

Each year, Public Works staff monitors and evaluates the condition of City infrastructure systems to develop capital improvement plans. We also work closely with other agencies, including watersheds, Ramsey County, and MnDOT, to make improvements to our systems as part of their projects within Roseville. The following construction projects (Attachment 1) and initiatives are recommended for 2025. The proposed work plan is consistent with the 20-year capital improvement plan and pavement management program policies.

The overall construction cost of the Public Works 2025 Work Plan is approximately \$5.7 million.

Staff presented the Public Works 2025 Work Plan to the Public Works, Environment and Transportation Commission on November 26, 2024. The draft meeting minutes are included as Attachment 2.

1. Pavement Management Program (PMP): Each year, the Public Works Department evaluates street pavement needs based on the City's Pavement Management Program. Streets in marginal condition are recommended for mill and overlay – next year 5.1 miles of roads are proposed to be milled and overlaid, and 0.7 miles reclaimed, if bid prices are favorable. Spot curb replacements are also done at the same time. The work will be funded by the Street Replacement Fund.

2. Pathways/Parking Lots: Four new pathways proposed for 2024 have shifted to 2025:

- Lexington Avenue from TH36 to County Road B;
- From Western Avenue into Tamarack Park;
- Between the Wagner Avenue and Western Avenue cul-de-sacs; and
- Twin Lakes Trail Phase 2 south of Oasis Pond.

Additionally, the following pathways are proposed to be resurfaced:

- County Road C from Long Lake Road to Cleveland;

- Fairview Avenue from Glueck Lane to County Road B;
- County Road B from Fairview Avenue to Snelling Avenue; and
- Villa Park.

No parking lots are proposed for 2025.

3. Utility Infrastructure:

Sanitary Sewer System: Dale/Owasso Lift Station will be rehabbed in 2025 and a consultant will begin design on the Cohansey Lift Station upgrade for construction in late 2025 or 2026. Additionally, a consultant is being retained to assist in development of larger 2025 and/or 2026 sewer lining project(s) to address large or critical pipe segments, and another will be hired to perform a lift station analysis to look at lift station repairs needed over the next 10 years. Repair of structures will occur with maintenance and PMP activities.

Water Distribution System: Repairs and adjustments to watermain and structures will occur with maintenance and PMP activities. The Booster Station will have improvements made to the roof, security, interior noise attenuation, and possibly solar panels installed (if grant funding is awarded).

Storm Sewer System: Storm sewer associated with the Twin Lakes Trail Phase 2 and PMP will be done with Storm Sewer Funds. In addition, pipe lining is planned for Cohansey Street, Dale Street and Wilder Avenue, improved access is planned for the Lounge Lift Station, and staff will continue planning for a City Ditch 2 future project. The City will cost participate in Ramsey County's storm water improvements at Hamline Avenue and Clarmar Avenue. A consultant will be hired to perform a lift station analysis to look at lift station repairs needed over the next 10 years.

4. Other Improvements:

Lighting: Implementation of the new intersection lighting plan will continue with the installation of ~30 new Xcel streetlights in the southwest area of the city. The Centre Pointe Drive and Arthur Street enhanced streetlighting will also be replaced.

5. Maintenance

Ongoing annual maintenance related to streets, pathway, signs, retaining walls, fences, storm sewer, water and sanitary sewer infrastructure.

6. Environmental, Sustainability, & Other Initiatives:

- Participate in Development of Strategic Plan.
- Implement Green To Go Ordinance.
- Develop a Climate Action Plan using Energy Efficiency and Conservation Block Grant funds.
- Implement Energy Action Plan goals.
- Conduct Less Mow May/Pollinator Protection education and outreach.
- Promote Roseville Sustainable Steward program.
- Roll out City-owned recycling carts and transition to Waste Management contract.

- Prepare for Ramsey County curbside organics pickup program.
- Expand opportunities for recycling in parks, and at the Clean Up Day and Shredding events.
- Administer Water Efficiency and Sanitary Sewer Grant Programs.

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

The proposed projects and initiatives recommended for 2025 are broken into three categories for this summary as noted below. As individual projects and initiatives are brought to Council, staff will complete additional Equity and Inclusion Toolkits to further evaluate those proposed actions.

1) Existing Infrastructure (i.e. pavement and utility maintenance): projects have been identified primarily based on their asset condition rating to maintain existing city infrastructure to preserve and improve the quality of life for individuals working and living in the community. Minimal impacts to nearby residents and businesses may occur during construction, but staff will communicate and work with those impacted to mitigate when possible. All those using the asset will benefit from the improvements. No special benefit assessments are planned for 2025.

2) New Infrastructure/Planning (i.e. new paths, new lighting, new stormwater treatments, Bike Plan): new infrastructure and drainage improvements are proposed based on prior planning documents like the Pathway Master Plan or Comprehensive Surface Water Management Plan. Recognizing that underserved groups may not have engaged as much as other groups in the public input portions of the development of these plans to identify needs and priorities, staff will continue to review project selections with an equity lens, review data to find gaps in needs, and seek additional outreach to impacted property owners/tenants. For infrastructure plans still in development, such as the Bike Plan, these underserved groups will be targeted for draft plan review and feedback. No special benefit assessments are planned for 2025.

3) Initiatives (i.e. Green To Go Ordinance and Energy Action Plan implementation, Climate Action Plan development, recycling/organics/collection events, water/sewer grants): Part of the initiative process is based on feedback from stakeholders. A number of underserved populations may not speak English as a first language, have the ability to provide feedback, or have sufficient trust in government to feel comfortable providing feedback. As a result, the benefits of initiatives and programs may unintentionally flow to communities that provide the most feedback. We are working to address communication inequities by expanding translation availability and focusing outreach efforts on underserved communities.

Budget Implications

The estimated total work plan construction costs are \$5.7 million. 2025 projects contained in this council action are funded as noted below and consistent with the approved Capital Improvement Plan (CIP). Prior to contract award, staff will bring individual contracts to the City Council for approval. A detailed cost breakdown will be included with those Council

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Actions.

Municipal State Aid (MSA):

- Lexington Avenue pathway from TH36 to County Road B2 (also funded by County)
- County Road C design from Lexington Avenue to 35E (also funded by County)
- Rice Street design from Larpenteur Avenue to County Road B (also funded by County)

Street Replacement Fund:

- PMP

Pathway & Parking Lot Fund:

- Twin Lakes Trail Phase 2 (also funded with developer funds)
- Wagner Avenue/Western Avenue pathway
- Tamarack Park pathway (funded with Park Renewal Funds)
- Villas Park pathway resurfacing
- Fairview & CR B pathway resurfacing
- County Road C west of Cleveland Avenue pathway resurfacing

Lighting Fund:

- Centre Pointe Drive light replacement
- Arthur Street light replacement

Utility Enterprise Funds (water, storm, sanitary):

- Various utility improvement standalone projects like sewer lining and lift station rehabilitations, or improvements such as structure repairs as a part of the PMP.

Staff Recommendations

Staff recommends Council approve the Public Works 2025 Work Plan. By taking action now, the Council will be authorizing staff to work on plans for the projects as described and to advertise for bids once plans are finished. Additional improvements may be identified at a later date and brought to the Council for authorization. All contracts will come back to the City Council for further action.

Requested Council Action

Motion to approve the Public Works 2025 Work Plan.

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

- Attachments:**
1. 2025 All Projects Map
 2. PWETC Draft Minutes
 3. Presentation
 4. Equity Toolkit

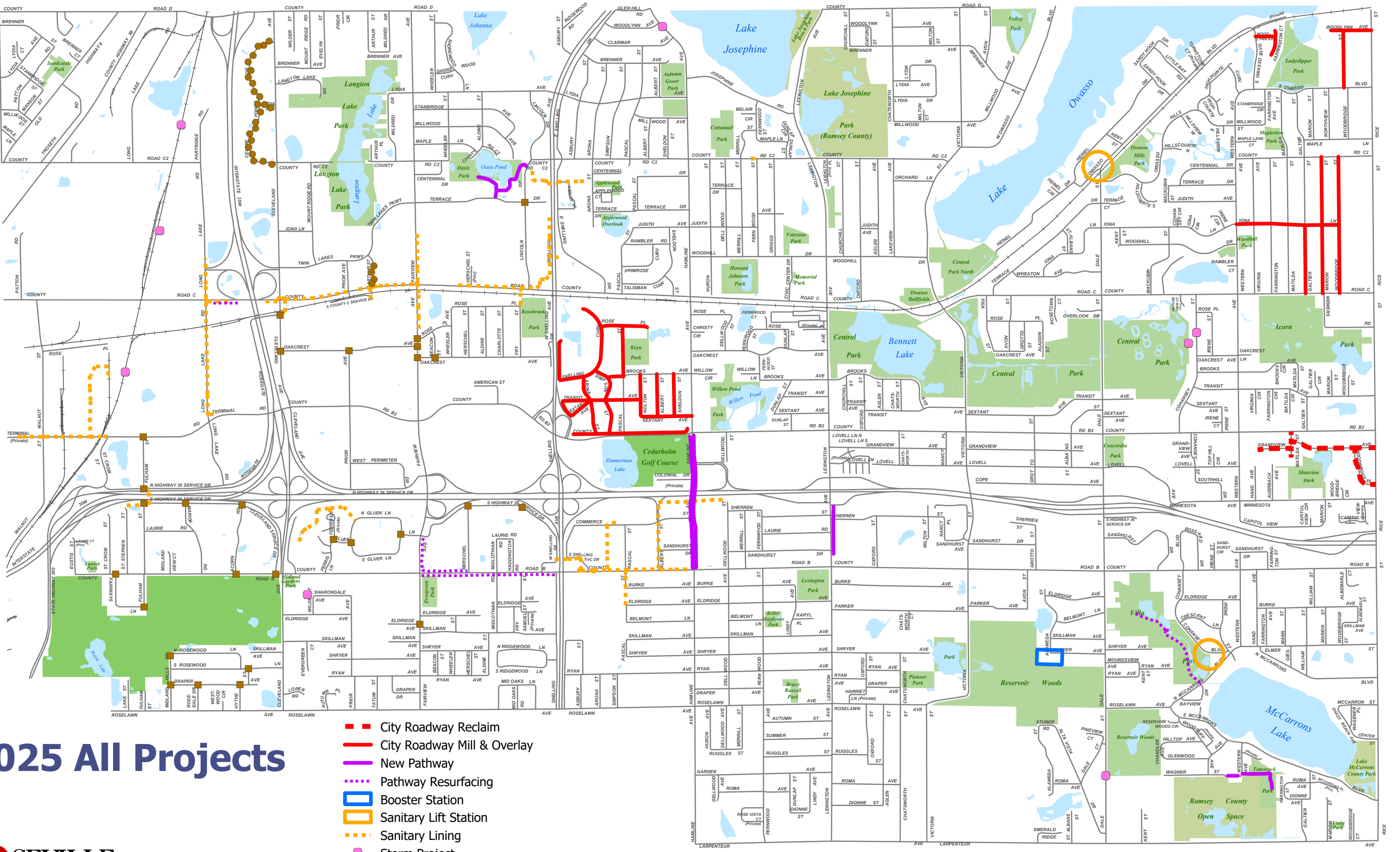
169

2025 All Projects



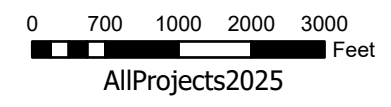
Prepared by: Engineering Department
11/19/2024

- City Roadway Reclaim
- City Roadway Mill & Overlay
- New Pathway
- Pathway Resurfacing
- Booster Station
- Sanitary Lift Station
- Sanitary Lining
- Storm Project
- Non-Metered Streetlight Replacement
- Intersection Streetlight Installation



Data Sources
* Ramsey County GIS (10/03/2024)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
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Excerpt From
**Roseville Public Works, Environment
and Transportation Commission**
Meeting Minutes

Tuesday, November 26, 2024, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Roll Call

Chair Ficek called the meeting to order at approximately 6:30 p.m., and at his request, Public Works Director Jesse Freihammer called the roll.

Present: Chair Bryant Ficek; Vice Chair Edwin Hodder; Members Jarrod Cicha, Daniel Fergus, Allison Luongo, Des Mueller and Sarah Rudolf; and Youth Commissioners Carson Bauer and Alexi Jendro

Absent: None.

Staff Present: Assistant Public Works Director/City Engineer Jennifer Lowry and Sustainability Specialist Noelle Bakken

6. 2025 Public Works Work Plan

Assistant Public Works Director/City Engineer Jennifer Lowry and Sustainability Specialist Noelle Bakken presented the 2025 Public Works work plan.

Chair Ficek asked how this plan compares to last year.

Ms. Lowry explained that she did not get through all the dollar amount comparisons but thought it was similar in that most of the work is paving, and there are more significant projects.

2025 Work Plan

Public Works Department



2025 Public Works Work Plan

2024 Accomplishments (as of 12/19/24)

Developments/Permits

- Right of Way Permits: 185
- New/Open Erosion Control Permits: 43/30
- Erosion Control Inspections: 789
- Building Permits Reviewed: 283

Miscellaneous

- Lead Free Roseville: 89%+ Services Reported
- Lighting Policy Update & Plan
- Bike Plan Engagement & Draft
- Safety Plan
- Water Efficiency Rebates & Private Sewer (I&I) Grants
- Easement & ROW Vacations: 22 in 7 resolutions
- Engineering Services for Falcon Heights: 200+ hours
- Updated 6 Ordinances
- Rate Study & New Water Agreement with Arden Hills



Construction

- Reconstructed 0.7 miles of County Road B
- Resurfaced 3.9 miles of roadway
- Resurfaced 1.12+ miles of pathways
- Added 2 new pathway segments (0.75 miles)
- Made drainage improvements at 8 locations
- Resurfaced 2 parking lots

2025 Public Works Work Plan

2024 Accomplishments (as of 12/19/24)

Maintenance

- Meter Replacements: 539
- Watermain Break Repairs: 16
- Stormwater Field Inspections: 768
- Retroreflectivity Sign Replacements: 414
- Boulevard Tree Trimming: 58.7 miles
- Completed Service Requests: 1168
- Central Garage Work Orders: 783
- Plow Events (2023-2024 winter): 12 and 33" of snow
- Combined Civic Center Elevator Inspection & Garbage Contracts



Merrill Street Water Break Restoration



Fleet Maintenance & Repair



Snow Plowing



Reservoir Woods Pipe Repair

2025 Public Works Work Plan

2024 Accomplishments

Sustainability

- GreenStep Step 5
- Charging Smart Communities bronze
- Green to Go ordinance
- Residential EV ride and drive event
- Green Remodeling Planbook
- Ramsey County-City Collaborative work



Recycling

- New Contract with Waste Management & City-owned Carts
- Eureka Recycling: 2578 tons in 2023
- Clean Up Day: 379 visits
 - 40 tons of trash, 4.95 tons scrap metal, 2 tons of electronics, 90 mattresses, 1 ton of textiles, 49 bikes
- Shredding Day: 560 visits
 - 9.9 tons of paper



2025 Public Works Work Plan

2024 Accomplishments: Lead Free Roseville

Engagement

- 10,765 total water services
- Began public outreach in October 2023
- Noticed in utility bills & City newsletter
- Sent 9,584 letters, 5,345 post cards, & 427 door hangers

Collection Methods

- Lead Free Appointments – 891
- Resident Inspected – 9,438+

Data Collected to Date

- Lead – 28 (as of 12/19/24)
- Galvanized Iron - 427
- Copper/Brass – 8,832
- Other – 398
- Unknown – 1,031





Too busy to check? Schedule a free, no-hassle appointment with Roseville Public Works staff, who will stop by your home and record that information for you. A city inspector can complete the inspection in less than five minutes.

The City of Roseville, which has 10,700 water service lines, needs to complete its inventory by **October 16, 2024**.

Fortunately, most of Roseville was built in the 1950s and 60s and a vast majority of the city's water service lines connecting homes to city water service are copper, said Public Works Director Jesse Freihammer.

"We suspect we have very few, hopefully none, but we still need to document it," Freihammer said.

If lead is discovered, there is no requirement that homeowners replace that water line but there are financial resources available to residents interested in switching to safer, modern pipe material.

Here's how you can help:

- Locate the water service line entering your home/building. (It's usually in the basement near the water heater.)
- Identify the pipe material with a few quick and easy techniques (see table below).
- Snap a photo of the pipe and submit with your report on the city website.



Scan the QR Code to the left and submit your report at CityofRoseville.com/Lead-Free

	Lead	Galvanized Iron	Copper	Brass
Outer Appearance	Dull gray, bendable; Often curves between wall/floor and valve	Dark gray or black; Straight rigid pipe	Brown; Can have green corrosion spots	Brown; Can have green corrosion spots
Threads at connections	None	Yes	None	Yes
Scratch Test (coin or key)	Only pipes that are soft metal scratch easily	Hard to scratch, remains gray	Copper, like a penny	Gold color
Magnet Test	Does not stick	Magnet WILL stick	Does not stick	Does not stick
Picture				

****ATTENTION****

The City of Roseville needs to document the material of all water service lines. Please help by doing one of the following steps by: **September 9th**

1. Do-It-Yourself Inspection – Follow instructions shown on the website. Report your findings one of four ways:
 - a. Email publicworks@cityofroseville.com;
 - b. Enter info online at www.cityofroseville.com/lead-free-rv;
 - c. Call 651-792-7004; or
 - d. Text 651-214-9494.
2. Send us a picture for staff to identify the material.
3. Schedule a City inspection (No Cost)



Please contact the City at publicworks@cityofroseville.com or at 651-792-7004 to report the material, send a photo, arrange an inspection, or if you have any questions.

Please disregard this notice if you submitted your information to the City and got confirmation that it was received.

Thank you!

ROSEVILLE

2025 Public Works Work Plan

2024 Accomplishments: Planning & Grants

Bike Plan

- MnDOT Active Living Planning Assistance Grant
- Received 378 map comments & 370 survey responses
- Held 3 bike audits & a network mapping workshop
- Draft plan in process

Municipal Safety Plan

- MnDOT Pilot to create municipal safety plans

Water Rebates & Sewer Grants

- \$8,954 in rebates given to 54 homeowners for installing water efficient appliances
- \$40,000 granted to 8 homeowners to repair sewer services



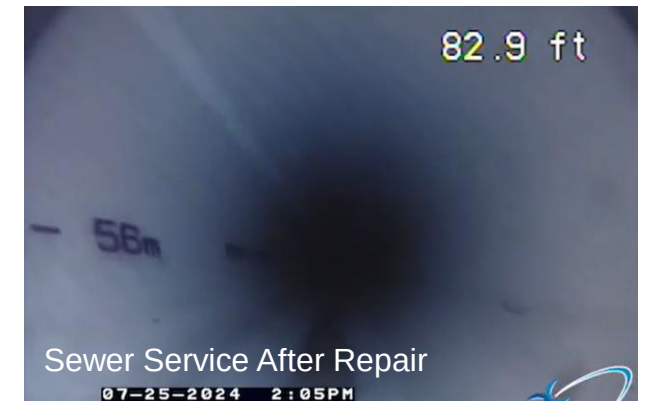
Bike Summit – Network Mapping Workshop



Bike Summit – Bike Audit Group



Sewer Service Before Repair



Sewer Service After Repair

2025 Public Works Work Plan

2024 Accomplishments: Construction Projects

Oval's North Parking Lot Resurfaced



Cleveland Ave Pipe Repair



Dredging of Fulham Pond



County Road B Before Reconstruction



County Road B After Reconstruction



Ducks Return to Fulham Pond



2025 Public Works Work Plan

2024 Accomplishments: Construction Projects



Long Lake Lift Station – Years Ago



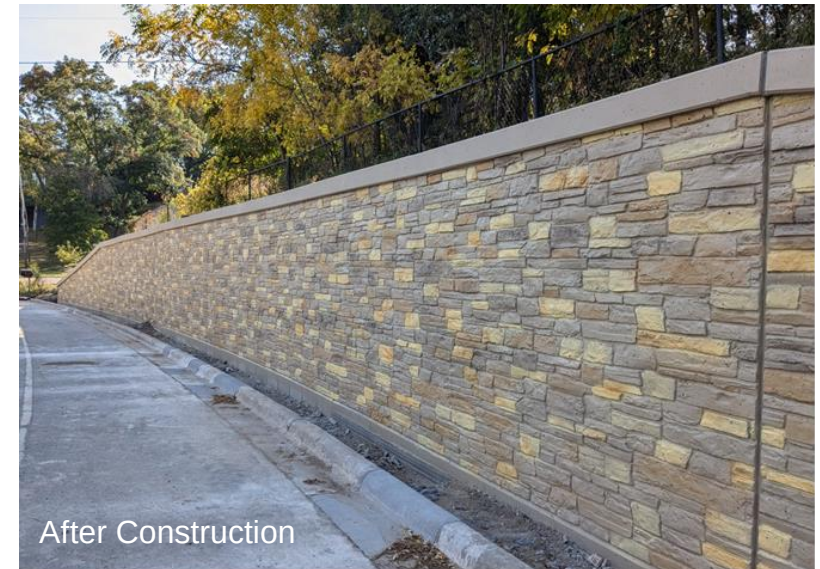
After Construction



McCarrons Retaining Wall Before Construction



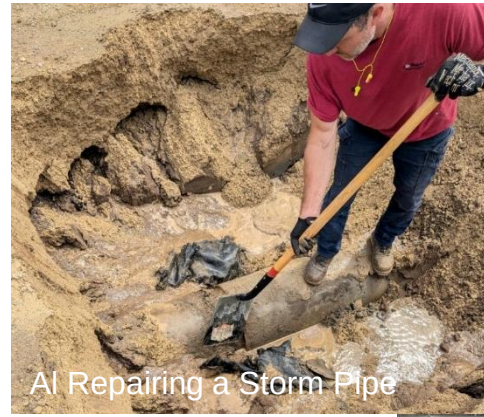
During Construction



After Construction

2025 Public Works Work Plan

2024 Accomplishments: People Who Make It Happen



2025 Public Works Work Plan

Work Plan Introduction

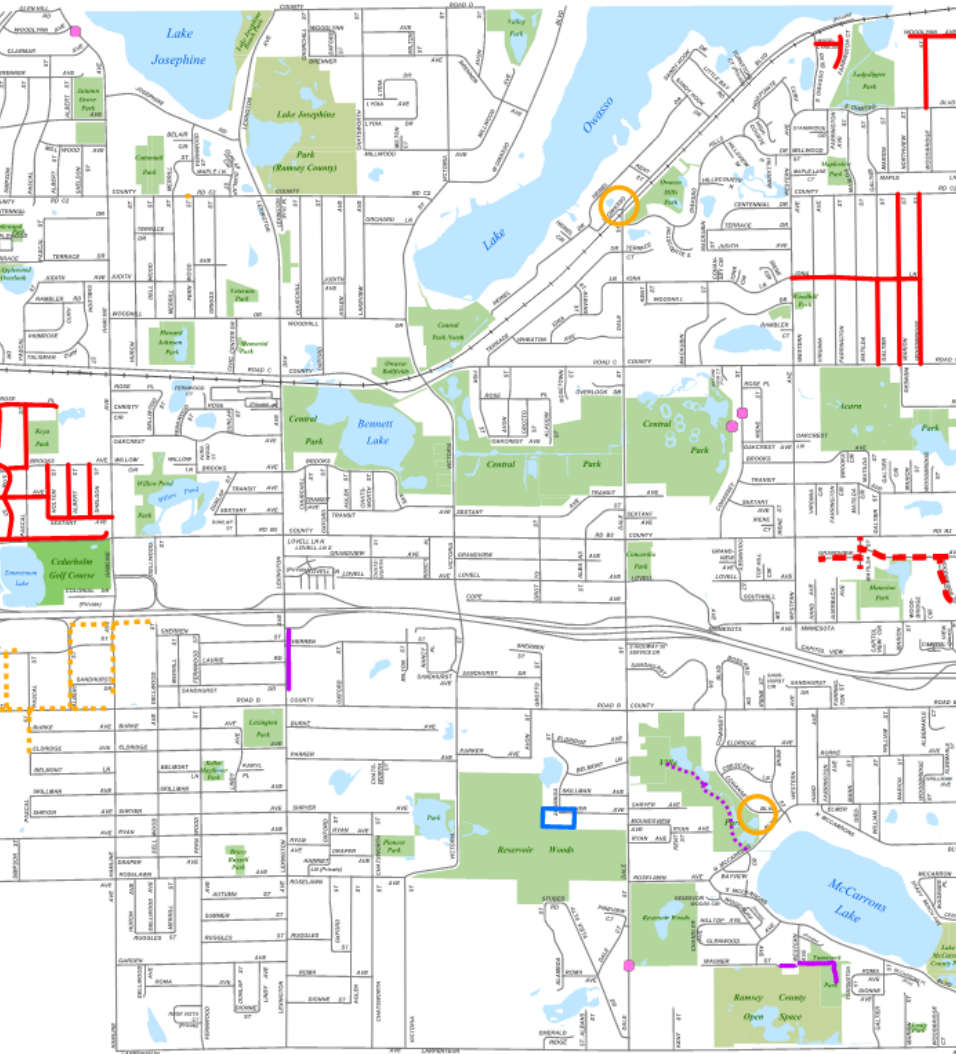
Work Plan

The work plan addresses infrastructure maintenance needs and improvement needs in all functional groups within public works;

- Pavement Management Plan
- Pathways & Parking Lots
- Lighting
- Sanitary Sewer System
- Water Distribution System
- Storm Water System
- Environmental
- Miscellaneous
- Other Agency Projects in Roseville

2025 All Projects

- City Roadway Reclaim
- City Roadway Mill & Overlay
- New Pathway
- Pathway Resurfacing
- Booster Station
- Sanitary Lift Station
- Sanitary Lining
- Storm Project
- Non-Metered Streetlight Replacement
- Intersection Streetlight Installation



Data Sources:
 * Ramsey County GIS (10/03/2024)
 * City of Roseville Community Development
 * City of Roseville Finance Department

2025 Public Works Work Plan

Pavement Management Plan

Reclaim

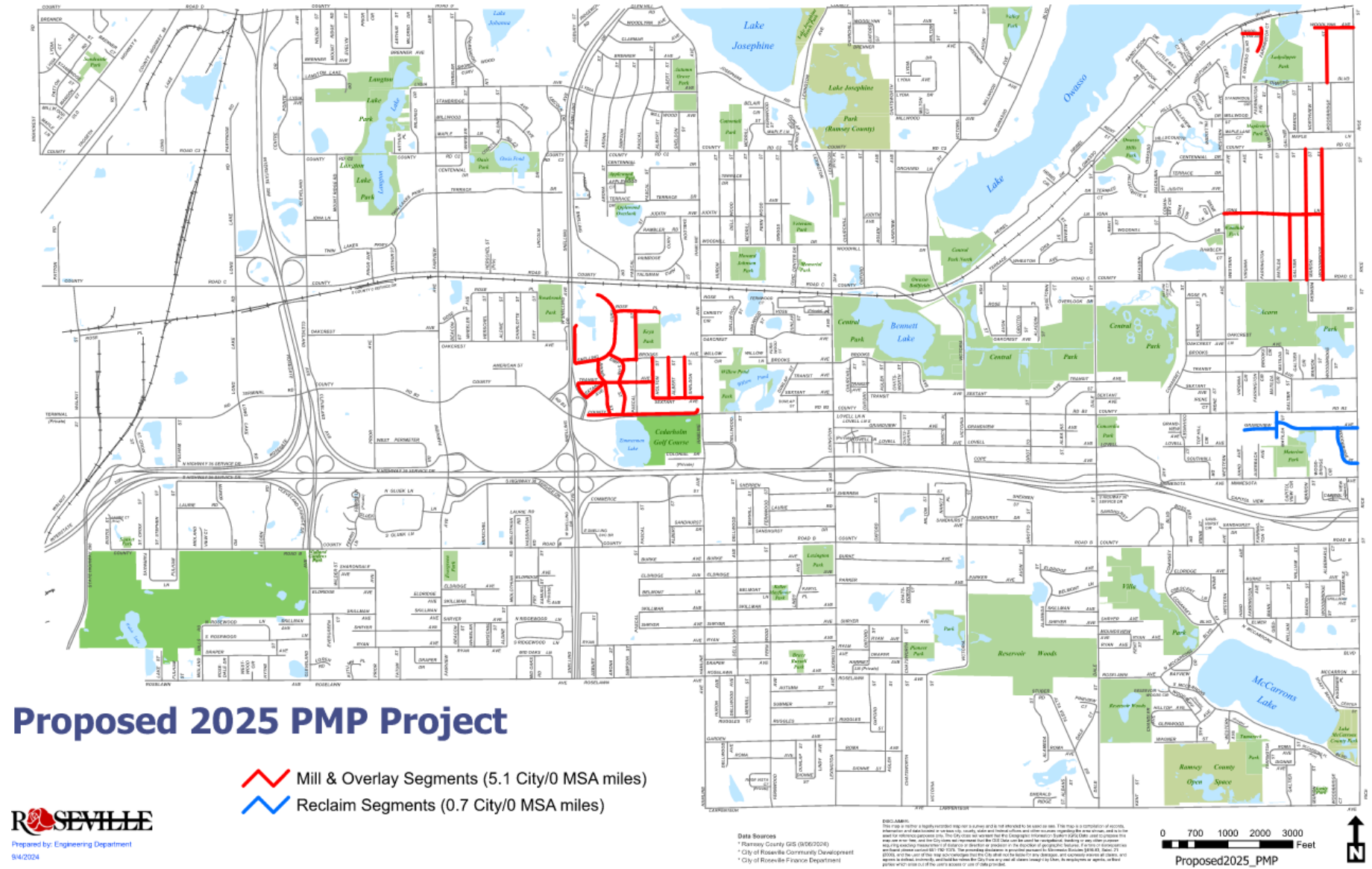
- 0.7 miles of local roads

Mill & Overlay

- 5.1 miles of local roads

Other

- Curb repairs
- ADA ped ramp upgrades



2025 Public Works Work Plan

Pathways

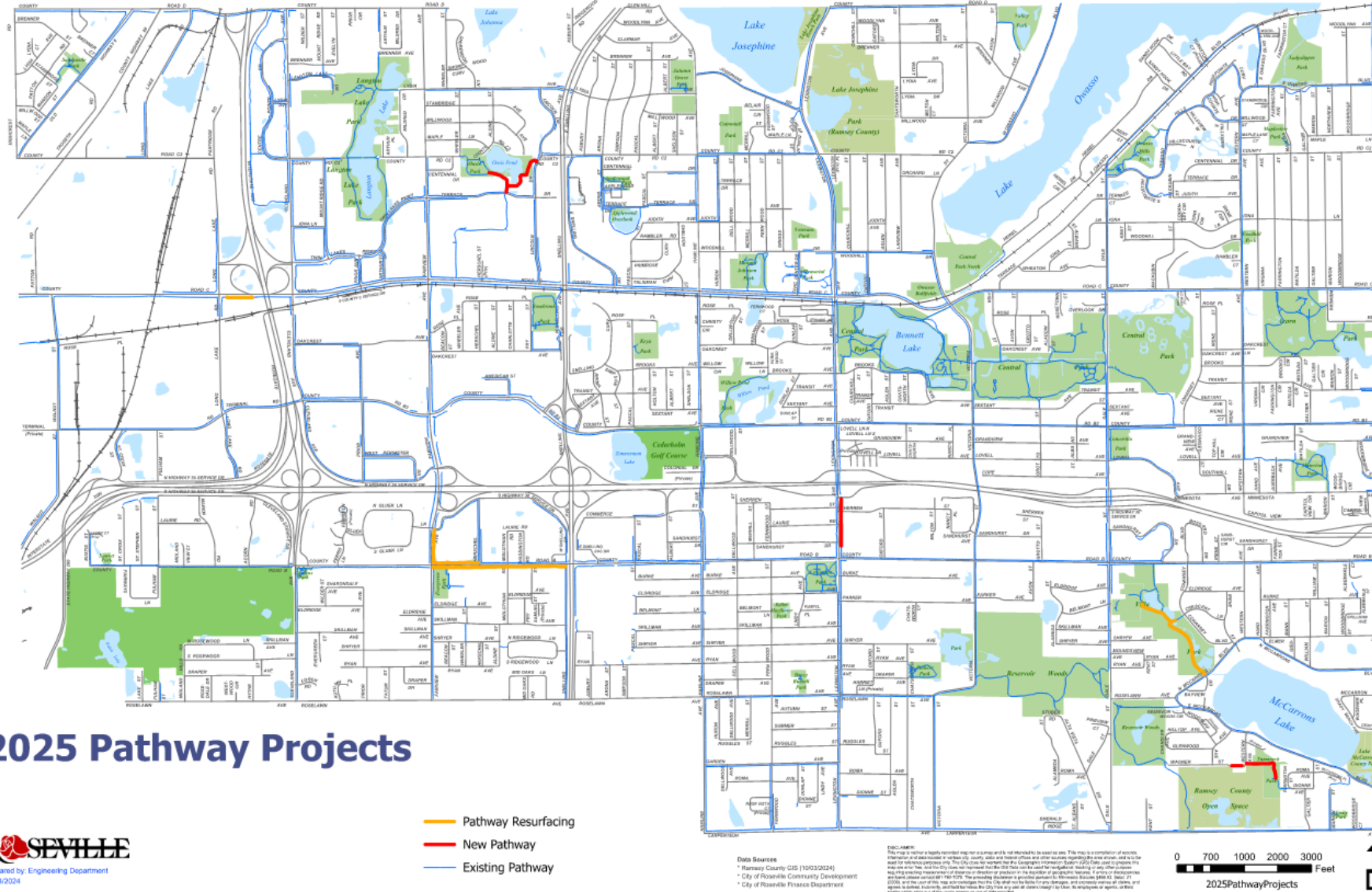
Pathways

- New Pathways – 0.96 miles
 - Twin Lakes Trail Phase 2
 - Lexington Avenue
 - Wagner/Western
 - Tamarack
- Resurfacing – 0.74 miles
 - Villas Park
 - Fairview & CR B
 - CR C West of TH36

Other

- Bike Plan
- Bike Plan Demo
- No parking lots proposed for 2025

2025 Pathway Projects



Lighting

-
- 2025 Streetlight Projects**
- Non-Metered Streetlight Replacement (27 total)
 - Intersection Streetlight Installation (28 total)
- ROSEVILLE**
- Prepared by: Engineering Department
11/14/2024
- Data Sources**
- * Hartney County GIS (10/03/2024)
 - * City of Roseville Community Development
 - * City of Roseville Finance Department
- DISCLAIMER:**
This map is neither a legally recorded engineering or surveying nor intended to be used as one. This map is a compilation of records, information, and other data provided by third parties and is not guaranteed to be accurate or complete. It is provided "as is" without warranty of any kind, express or implied. The City of Roseville does not warrant the accuracy or completeness of the information contained herein. The City of Roseville does not accept any liability for damages or losses resulting from the use of this map. The City of Roseville does not accept any liability for damages or losses resulting from the use of this map.
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- 2025StreetlightProjects**

2025 Public Works Work Plan

Sanitary Sewer System



Dale/Owasso Lift Station

Lift Stations

- Dale/Owasso Lift Station Rehab
- Cohansey Lift Station Upgrade
 - Consultant design in 2025 for 2026 construction

Sanitary Sewer Lining

- \$1M 2025 lining project
- 2025 Consultant design 2025+ lining project

Other

- Private I&I Grant Program
- Consultant for Lift Station Analysis
- Upgrades with PMP

2025 Public Works Work Plan

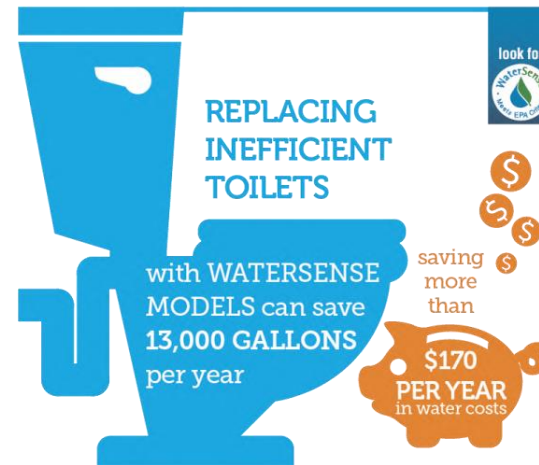
Water Distribution System

Watermain

- \$200k of system repairs with PMP and general maintenance
- Design Hamline Ave Watermain: Josephine to Arden Hills 2026

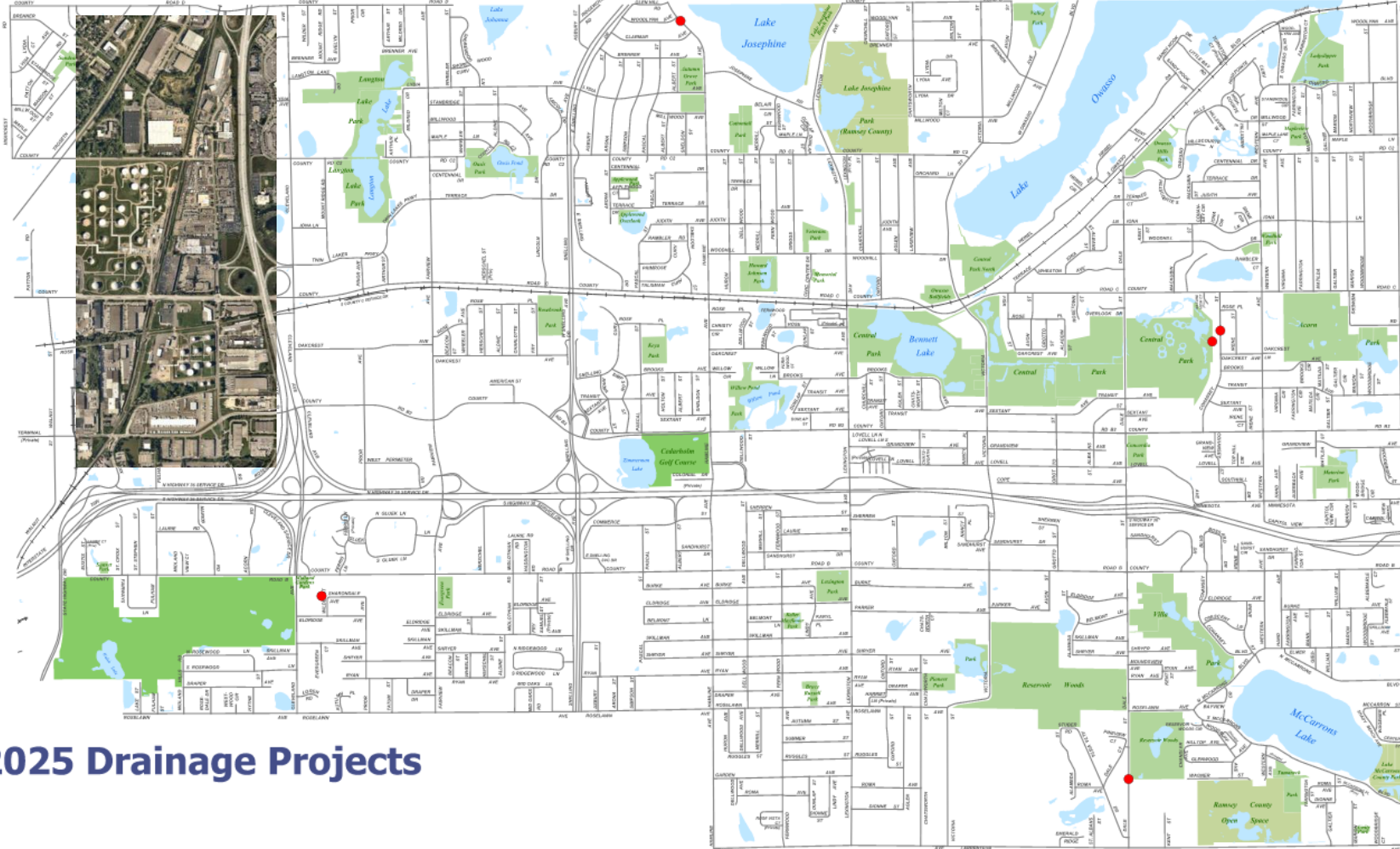
Other

- Booster station improvements
 - Roof, noise attenuation, security, & possibly solar
- AMR & Meter replacements
- Water Efficiency Rebate



2025 Public Works Work Plan

Storm Sewer System



2025 Drainage Projects

Storm Sewer & Ponds

- PMP
- Twin Lakes Trail Phase 2
- Pipe lining – Cohansey, Dale, Wilder
- Access to Lounge Lift Station
- Hamline/Clarmar

City Ditch 2

- Continue Project Planning

Other

- Consultant for Lift Station Analysis
- Improve and expand models
- U of M research partnerships

2025 Public Works Work Plan

Environmental

Sustainability

- Green to Go Ordinance Implementation
- Climate Action Plan Development
- Energy Action Plan Implementation
- Less Mow May/Pollinator protection
- Roseville Sustainable Steward Program
- GreenStep & B3
- Energy Resource Fair
- Residential EV Ride & Drive
- Environmentally Preferable Purchasing Policy
- Outreach & Education



2025 Public Works Work Plan

Environmental

Recycling

- City owned recycling carts
- Waste Management's 5-year contract starts July 1, 2025
- Prepare for Ramsey County curbside organics pickup program
- Expand recycling opportunities at Clean Up Day (ex. Textiles)
- Evaluate and expand opportunities for recycling in parks
- Continue the annual Shredding Day event



New Carts (Toter – EVRII)



CITY OF ROSEVILLE

Comprehensive Recycling Services
Due September 11, 2024, at 4:00 PM

SUBMITTED BY

Waste Management of Minnesota, Inc.

CONTACT:

Jesse Hartman | Senior Account Executive - Public Sector
952-229-6133 | jhartman@wm.com

Waste Mgmt Proposal 



Clean Up Day - Textiles

2025 Public Works Work Plan

Other Agency Projects within Roseville

MnDOT

- TH 36 Multimodal Study Document
- Snelling Design from TH 36 to Grey Fox (2026)
- TH 280 Design from Wabash to I35 W (2026)

Ramsey County Public Works

- Construct Hamline/Clarmar Storm Sewer
- Mill and Overlay County Road D from Hillcrest to 88
- Design County Road C from Lexington to 35E (2026)
- Design Hamline from C to C2 (2026 RV Lead)
- Design Victoria from C to Harriet (2027)
- Design County Road C bridge over MCRR (2028)
- Design Rice Street from Larpenteur to B (2028)

Metro Transit

- Metro Micro Roseville Area
- Adopt “Network Now” Plan
- G Line Planning & Design (2026)

Watersheds

- Capitol Region Watershed District
 - Trout Brook Interceptor Flood Modeling Project
 - Targeted Watershed Program



Ramsey-Washington Metro Watershed District

Questions?



EQUITY & INCLUSION TOOLKIT



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

Things to know about the toolkit

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

Equity & Inclusion Toolkit Instructions

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

Agenda Item Title:

Public Works 2025 Work Plan

Brief Description:

Each year, Public Works staff monitors and evaluates the condition of City infrastructure systems to develop capital improvement plans. Staff also work closely with other agencies, including watersheds, Ramsey County, and MnDOT, to make improvements to our systems as part of their projects within Roseville. The proposed projects and initiatives that are recommended for 2025 are broken into three categories for this EIT:

- 1) existing infrastructure (PMP, paths, water/sewers/storm)
- 2) new infrastructure/planning (paths, lighting, bike plan)
- 3) initiatives (Green to Go, Climate & Energy Action Plans, recycling/organics/events, water/sewer grants).

The proposed work plan is consistent with the 20-year capital improvement plan and pavement management program policies.

The overall construction cost of the Public Works 2025 Work Plan is approximately \$x.x million.

Staff presented the Public Works 2025 Work Plan to the Public Works, Environment and Transportation Commission on November 26, 2024.

Meeting Date(s):

PWET 11/26/24
CC 1/6/25

Prepared by:

Jennifer Lowry

Reviewed by:

Jesse
Freihammer &
Antonio Montez

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

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

What are the desired outcomes and impacts in the community?

- 1) existing infrastructure: To maintain existing city infrastructure and city services in order to maintain and improve the quality of life for individuals working and living in the community. This means providing safe and effective utilities (water, sanitary, storm) and transportation systems (paths, roads) for people and businesses to go about their days without being concerned about these services and systems.
- 2) new infrastructure/planning: to incrementally improve the quality of life by adding new infrastructure, or planning/prioritizing new infrastructure.
- 3) initiatives: Sustainability and Environment initiatives and private water/sewer grants are intended to further city goals of "prioritizing environmental conservation and sustainability" through "effective engagement, collaborative decision-making" and education/public buy in, and help all community members mitigate and adapt to the effects of climate change in an equitable way.

Who will benefit from or be burdened by this decision?

- 1) existing infrastructure: Adjacent property owners/tenants will benefit from pavement and utility improvements, as will all users of the public ROW. Adjacent property owners/tenants will be impacted as noted in next section. No special assessments are planned for 2025.
- 2) new infrastructure/planning: Adjacent property owners/tenants will benefit from pavement, drainage, and utility improvements, as will all users of the public ROW. Adjacent property owners/tenants will be impacted as noted in next section.
- 3) initiatives: Property owners/tenants as a whole should benefit by the initiatives. The goal of the initiative are to work with multiple stakeholders to gather as much information as possible and base an improvement off of that. The improvement can reduce green house gas emissions, reduce the risk of environmental and climate impacts to vulnerable populations, etc. Adjacent property owners/tenants will be impacted as noted in next section.

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

- 1) existing infrastructure: construction activities often impact access to homes and businesses - efforts are made to inform those impacted of the time, duration, and nature of the impact such that they can plan around it when possible. Additionally, staff work 1:1 with residents and the contractor as need to address special concerns or conflicts such as irrigation.
- 2) new infrastructure/planning: something needs to give to allow for new infrastructure to be built, loss of grass boulevards, loss of parking, loss of trees/screening, loss of vehicular travel lanes that may result in a longer travel time, etc. Impacts will be reviewed on an individual basis and may result in landscaping or other mitigation measures. New lighting may provide unwanted light to yards, but shields can be installed to mitigate as needed.
- 3) initiatives: part of our initiative process is based on feedback from stakeholders. A number of vulnerable/disadvantaged populations may not speak English as a first language, have the ability to provide feedback, or have sufficient trust in government to feel comfortable providing feedback. As a result, the benefits of initiatives and programs may unintentionally flow to communities that provide the most feedback. We are working to address communication inequities by expanding translation availability and focusing outreach efforts on underserved communities.

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

1) existing infrastructure: Notices have or will be sent to property owners/tenants along maintenance projects. They are encouraged to let us know of any concerns or issues, such as ponding on roads, that we should know about and have the opportunity to address during a project.

2) new infrastructure/planning: New paths are typically identified on the Master Pathway Plan and are coordinated with adjacent property owners/tenants to mitigate their concerns. New lights were a part of the updated lighting plan that was publicly discussed. Bike Planning efforts also included many public engagements in 2024 and the draft plan will be available for public comment in 2025.

3) initiatives: Several plans (Energy Action Plan, Comprehensive Surface Water Management Plan, 2040 Comp Plan, etc. - however, this document is speaking to the work planned for this year - so we aren't updating some plans, only implementing portions of the plans...) are all created with data and public input, and goals within these plans focus on areas where there is a need such as improve air quality or preserve resources. Property owners/tenants are engaged throughout the process to provide input to help guide the plans to better serve the public.

Equity Impact Analysis (Summary)

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

The proposed projects and initiatives that are recommended for 2025 are broken into three categories for this summary:

1) Existing Infrastructure (i.e. pavement and utility maintenance): projects have been identified primarily based on their asset condition rating in an effort to maintain existing city infrastructure to preserve and improve the quality of life for individuals working and living in the community. Minimal impacts to nearby residents and business may occur during construction, but staff will communicate and work with those impacted to mitigate when possible. All those using the asset will benefit from the improvements. No special benefit assessments are planned for 2025.

2) New Infrastructure/Planning (i.e. new paths, new lighting, new stormwater treatments, Bike Plan): new infrastructure and drainage improvements are proposed based on prior planning documents like the Pathway Master Plan or Comprehensive Surface Water Management Plan. Recognizing that vulnerable/disadvantaged/underserved groups may not have engaged as much as other groups in the public input portions of the development of these plans to identify needs and priorities, staff will continue to review project selections with an equity lens, review data to find gaps in needs, and seek additional outreach to impacted property owners/tenants. For infrastructure plans still in development, such as the Bike Plan, these underserved groups will be targeted for draft plan review and feedback. No special benefit assessments are planned for 2025.

3) Initiatives (i.e. Green to Go Ordinance and Energy Action Plan implementation, Climate Action Plan development, recycling/organics/collection events, water/sewer grants): Part of the initiative process is based on feedback from stakeholders. A number of vulnerable/disadvantaged/underserved populations may not speak English as a first language, have the ability to provide feedback, or have sufficient trust in government to feel comfortable providing feedback. As a result, the benefits of initiatives and programs may unintentionally flow to communities that provide the most feedback. We are working to address communication inequities by expanding translation availability and focusing outreach efforts on underserved communities.

Resources

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

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

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

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

Previous Completed Equity & Inclusion Toolkits

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.c.

Department Approval



City Manager Approval



Item Description: Approve Wayfinding Signage Locations

1
2 **Background**

3 On November 25, 2024, the City Council approved the wayfinding concept plan and overall
4 budget. The original concept showed only 14 signs but, after reviewing the quotes, council
5 supported using the entire budget so 24 signs are now part of the plan.

6
7 On December 2, 2024, the City Council approved two purchase orders for the signs. One
8 purchase order was for procuring the sign posts and blades and the second was for the
9 sign installation. The two purchase orders combined were for a total of \$200,000 and
10 included some contingencies.

11
12 Since the last council meeting, Public Works and Parks staff worked to update the pathway
13 wayfinding location map based on feedback received. Ten additional locations were added
14 (shown in green on Attachment 1). Most of the added locations were on Lexington Avenue
15 and County Road B2. The locations chosen were based on continuity, pathway usage and
16 connectivity to various destinations. Each sign would have between three and eight sign
17 directional blades to direct pathway users to different locations. Each blade will be color
18 coded based on destination type. For example, park blades will be green and business
19 areas would be pink. Additionally, the miles from the sign to the destination would also be
20 included.

21
22 **Policy Objectives**

23 From the Pathway Master Plan: Provide proper signage for a safe, user-friendly pathway
24 network.

25
26 **Equity Impact Summary**

27 There should be no equity impacts associated with this agreement. Adding additional
28 signage should benefit all pathway users equally.

29
30 **Budget Implications**

31 The 2024 budget included \$200,000 in ARPA funds for wayfinding signage. The two
32 purchase orders were approved on December 2, 2024, for a total of \$200,000 and included

some contingencies. The signs would be installed in the spring of 2025 with completion by July 1, 2025.

Staff Recommendations

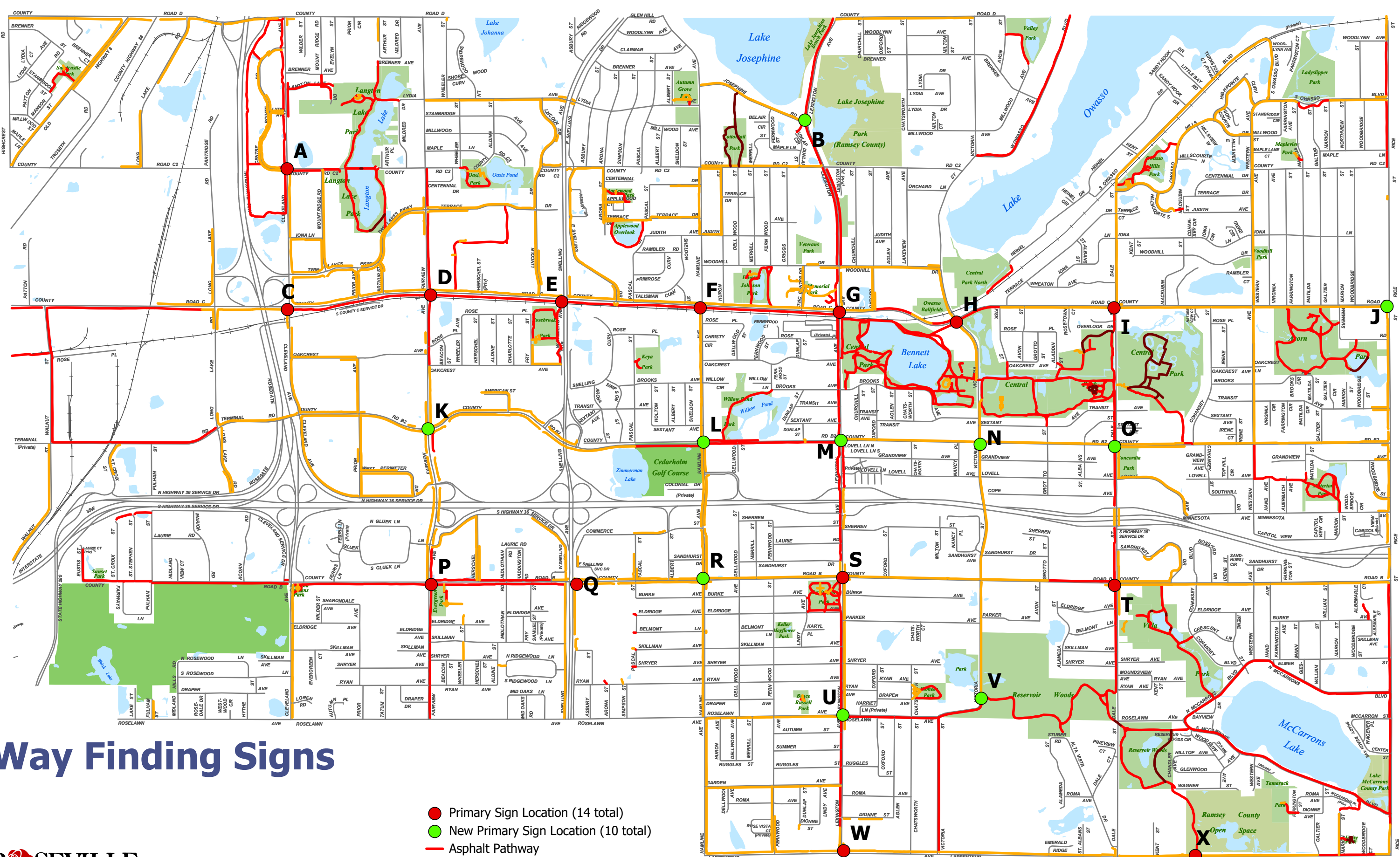
Staff recommends the Council approve the Wayfinding Signage Location Plan.

Requested Council Action

Motion to approve the Wayfinding Signage Location Plan.

Prepared by: Jesse Freihammer, Public Works Director

- Attachments:**
- 1. Location Map
 - 2. Signage
 - 3. Updated Signage Concept



Way Finding Signs

ROSEVILLE
Prepared by: Engineering Department
12/12/2024

- Primary Sign Location (14 total)
- New Primary Sign Location (10 total)
- Asphalt Pathway
- Concrete Pathway
- Other Pathway

Data Sources
* Ramsey County GIS (12/12/2024)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-702-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



City of Roseville Wayfinding Signage

Pedestrian Trail Signage & Panel Blade Tabulation

ID	Location	Sign 1			Sign 2			Sign 3			Sign 4		
		Text	Miles	Direction	Text	Miles	Direction	Text	Miles	Direction	Text	Miles	Direction
A	C2 & Cleveland	Lodging	0.2	West	Langton Lake Park	0.2	East	Oasis Park	0.6	East	Rosedale Center	1.5	South
B	Lexington & Josephine	Lake Josephine Park	0.3	North	Cotton Tail Park	0.3	West	Autumn Grove Park	1	West	City Campus	0.6	South
C	C & Cleveland	Langton Lake Park	0.7	North	City Campus	1.9	East	Diagonal Trail	1.1	West			
D	C & Fairview	Langton Lake Park	0.3	North	City Campus	1.4	East	Rosedale Center	0.6	South	Diagonal Trail	1.6	West
E	C & Snelling	Rosebrook Park	0.1	South	City Campus	0.9	East	Rosedale Center	1.1	South	Central Park	1.7	East
F	C & Hamline	Cedarholm Golf Course	0.7	South	Library	0.9	South	Autumn Grove Park	0.7	North	Central Park	0.7	East
G	C & Lexington	Lake Josephine Park	1	North	Central Park	0.2	South	Lexington Park	1	South	Skating Center/OVAL	0.1	West
H	C & Victoria	Central Park	0.4	South	Reservoir Woods	1.5	South	City Campus	0.6	West	Skating Center/OVAL	0.6	West
I	C & Dale	Central Park	0.3	South	Nature Center	0.3	South	Arboretum	0.3	South	Acorn Park	0.6	East
J	C & Rice	Central Park	1	West	Acorn Park	0.2	West	McCarrons Cty Park	1.7	South			
K	B2 & Fairview	Diagonal Trail	1.7	West	Evergreen Park	0.6	South	Cedarholm Golf Course	1.2		Roseville Area HS	1.3	East
L	B2 & Hamline	Rosedale Center	0.7	West	Diagonal Trail	2.8	West	Autumn Grove Park	1.2	North	City Campus	1	North
M	B2 & Lexington	Rosedale Center	1.5	West	Roseville Area HS	0.2	West	Cedarholm Golf Course	0.5	West	City Campus	0.6	North
N	B2 & Victoria	Rosedale Center	1.7	West	Roseville Area HS	0.6	West	Cedarholm Golf Course	1.1	West	Central Park	0.2	North
O	B2 & Dale	Rosedale Center	2.1	West	Roseville Area HS	1.2	West	Cedarholm Golf Course	1.6	West	Central Park	0.2	North
P	B & Fairview	Rosedale Center	0.6	North	Anpétu Téca Education Center	0.2	West	Har Mar Mall	0.6	East	Library	1.1	East
Q	B & Snelling	Lexington Park	1	East	Evergreen Park	0.5	West	Mildand Gardens Park	1	West	Library	0.6	East
R	B & Hamline	Har Mar Mall	0.4	West	Cedarholm Golf Course	0.4	North	Lexington Park	0.4	East			
S	B & Lexington	Skating Center/OVAL	1.1	North	City Campus	1.1	North	Central Park	0	North	Retail/Restaurants	0.8	West
T	B & Dale	Central Park	0.9	North	Villa Park	0.2	South	Reservoir Woods	0.5	South	Har Mar	1.9	West
U	Roselawn & Lexington	Bruce Russell Park	0.1	West	Lexington Park	0.4	North	Central Park	1.3	North	City Campus	1.6	North
V	Roselawn & Victoria	Central Park	1.2	North	Reservoir Woods	0	East	Trout Creek Trail	0	East			
W	Larpentuer & Lexington	Lexington Park	0.9	North	Woodview Dog Area	1.3	East	Trout Creek Trail	1.3	East			
X	Larpentuer & Dog Park	Retail/Restaurants	1.3	West	Retail/Restaurants	0.7	East	Reservoir Woods	0.6	North			

ID	Location	Sign 5			Sign 6			Sign 7			Sign 8		
		Text	Miles	Direction	Text	Miles	Direction	Text	Miles	Direction	Text	Miles	Direction
A	C2 & Cleveland	Retail/Restaurants	0.5	South									
B	Lexington & Josephine	Skating Center/OVAL	0.6	South	Central Park	0.7	South						
C	C & Cleveland												
D	C & Fairview	Oasis Park	0.6	North	Anpétu Téca Education Center	1.1	South						
E	C & Snelling	Skating Center/OVAL	0.9	East	Retail/Restaurants	1	South						
F	C & Hamline	City Campus	0.4	East	Skating Center/OVAL	0.4	East						
G	C & Lexington												
H	C & Victoria												
I	C & Dale	Owasso Hills Park	0.4	North	City Campus	1.2	West	Skating Center/OVAL	1.2	West			
J	C & Rice												
K	B2 & Fairview												
L	B2 & Hamline	Central Park	0.8	East	Roseville Area HS	0.3	East	Library	0.4	South			
M	B2 & Lexington	Skating Center/OVAL	0.7	North	Central Park	0.3	North	Nature Center	1.3	East	Lexington Park	0.5	South
N	B2 & Victoria	Owasso Ball Fields	0.5	North	Reservoir Woods	1	South						
O	B2 & Dale	Nature Center	0.2	North	Arboretum	0.2	North	Villa Park	0.7	South	Reservoir Woods	1	South
P	B & Fairview												
Q	B & Snelling	Anpétu Téca Education Center	0.8	West									
R	B & Hamline												
S	B & Lexington	Har Mar Mall	0.9	West	Library	0.6	West						
T	B & Dale	Rice/Larpentuer	2	East	Library	1.6	West	Lexington Park	1	West	Retail/Restaurants	1.9	West
U	Roselawn & Lexington	Reservoir Woods	0.5	East	Retail/Restaurants	0.4	South						
V	Roselawn & Victoria												
W	Larpentuer & Lexington												
X	Larpentuer & Dog Park												



REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.d.

Department Approval

City Manager Approval



Item Description: Consider Approval of Roseville's 2025 Legislative Priorities

Background

At the December 2, 2024 meeting, the City Council reviewed the adopted 2024 City Legislative Priorities in anticipation of creating the City's 2025 Legislative Priorities. Based on that discussion, the City Council directed staff to adjust the Legislative Priorities as follows:

Retain the following priorities as part of the 2024 Legislative Priorities

High Priority Items

- Seek financial support for capital improvements for the state and regional asset of the Guidant John Rose Minnesota OVAL and support facilities through the State Bonding Bill
- Enact statewide Licensing of Massage Therapists
- Modify existing state law regarding park dedication to allow for collection of park dedication fees on new development without the requirement that the land must be subdivided
- Allowing a Taproom and Cocktail Room on the same premise (*Check with Bent Brewstillery if this is still an active legislative proposal*)
- Allow local units of government to designate which licensed ambulance service provider may serve their community and to determine the appropriated level of service and response times (*Moved from Other Priorities*)

Other Priorities

- Creation of sustainable alternative funding sources for Cable Commissions (*moved from High Priority*)
- Funding for Mental Health Voluntary Engagement (*Check with Ramsey County on status*)
- Allow for the use of city websites or other technology-based methods for official notices
- Implement Police Officer arbitration reform
- Racial Equity Data (*Bring back more information on what this request is*)
- Amend State Building Code Chapter 1306 to Allow Municipalities to Require Sprinkler Systems in R-2 (Multi-Family) Occupancy Group
- Support legislative efforts to require the Department of Labor and Industry to adopt an advanced energy standard as part of the State Building Code and other legislative efforts to support zoning and financial incentives at the local level to encourage sustainable building design, construction, and operation strategies that aim to lower overall greenhouse gas emissions
- Continued funding for local governments to address emerald ash borer
- Without limitation, amend state law to provide for the opportunity for city officials, City Council members, and City Commission members to participate virtually at city meetings from a remote location without having to open the remote location to the public as long as at least one publicly accessible location is offered
- Continued funding for mental health services and funding for public safety

Add the following new items to the 2025 Legislative Priorities

Support legislation providing Ramsey County Economic Development Authority powers (*Other Priorities*)

Remove the following items from the 2025 Legislative Priorities:

- Clarify law regarding the use of force by School Resource Officers
- Receive authorization to utilize existing Funds in TIF District 17 (Twin Lakes) to assist in redevelopment and environmental remediation
- Improve transparency of information on property tax notices sent by counties
- Allowing a Taproom and Cocktail Room on the same premise

In regard to the removal of the priority regarding taprooms and cocktail rooms, the City Manager spoke with Bartley Blume of Bent Brewstillery, who stated that they are no longer pursuing that legislation, and it can be removed from the City's legislative priorities. Staff checked with Ramsey County and learned that they will not have a specific ask of the Legislature this session for funding for services related to mental health voluntary engagement. Therefore, that priority can also be removed.

Staff has also decided to remove the priority regarding Racial Equity Data. It was originally proposed to encourage the state to make more demographic information about residents, businesses, and communities available so that staff would have more information to assist our work on equity priorities. However, the original request did not specify what the actual legislative request would be and without a clear understanding at this time of what the City is seeking, staff believes this priority should be removed at this time. Staff will continue to consider this need, and may bring forward a future request if it is deemed that a legislative action is desirable.

With the above-mentioned changes, the City's Legislative Priorities are as follows:

High Priority Items (Items that the City of Roseville will directly advocate for passage by the Legislature)

- Seek financial support for capital improvements for the state and regional asset of the Guidant John Rose Minnesota OVAL and support facilities through the State Bonding Bill
- Enact statewide Licensing of Massage Therapists
- Modify existing state law regarding park dedication to allow for collection of park dedication fees on new development without the requirement that the land must be subdivided
- Allow local units of government to designate which licensed ambulance service provider may serve their community and to determine the appropriated level of service and response times

Other Priorities (Items the City of Roseville supports but will let other organizations directly advocate for passage by the Legislature)

- Creation of EDA powers for Ramsey County
- Creation of sustainable alternative funding sources for Cable Commissions
- Allow for the use of city website or other technology-based methods for official notices
- Implement Police Officer arbitration reform
- Amend State Building Code Chapter 1306 to Allow Municipalities to Require Sprinkler Systems in R-2 (Multi-Family) Occupancy Group
- Support legislative efforts to require the Department of Labor and Industry to adopt an advanced energy standard as part of the State Building Code and other legislative efforts to support zoning and financial incentives at the local level to encourage sustainable building design, construction, and operation strategies that aim to lower overall greenhouse gas emissions
- Continued funding to local governments to address emerald ash borer
- Without limitation, amend state law to provide for the opportunity for city officials, City Council members, and City Commission members to participate virtually at city meetings from a remote

- location without having to open the remote location to the public as long as at least one publicly accessible location is offered
- Continued funding for mental health services and resources for public safety

Policy Objectives

Advocating for Roseville's Legislative Priorities will provide a voice to the Minnesota Legislature and Governor on items and issues that are important to the community and city operations.

Equity Impact Summary

While the racial equity toolkit was not utilized to analyze the equity impact of the Legislative Priorities, it is important to acknowledge that each priority may have racial equity impacts. As the City's legislative policies are mostly centered around state laws and policies, a broader state-wide equity lens is needed to ensure that racial equity disparities are addressed. As the Legislature considers the City's legislative priorities, the City will advocate that racial equity impacts are considered in the drafting and consideration of the legislation.

Budget Implications

Not directly applicable to the Legislative Priorities. However individual items may have a cost impact to the City, either negatively or positively, depending on the topic and outcome.

Staff Recommendations

Staff recommends the City Council should review the draft and consider approval of the City's 2025 Legislative Priorities

Requested Council Action

The City Council should should review the draft and consider approval of the City's 2025 Legislative Priorities

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

Attachments: 1. Draft 2025 Legislative Priorities



City of Roseville's 2025 Legislative Priorities
DRAFT

High Priority Items (Items that the City of Roseville will directly advocate for passage by the Legislature)

- Seek financial support for capital improvements for the state and regional asset of the Guidant John Rose Minnesota OVAL and support facilities through the State Bonding Bill
- Enact statewide Licensing of Massage Therapists
- Modify existing state law regarding park dedication to allow for collection of park dedication fees on new development without the requirement that the land must be subdivided
- Allow local units of government to designate which licensed ambulance service provider may serve their community and to determine the appropriated level of service and response times

Other Priorities (Items the City of Roseville supports but will let other organizations directly advocate for passage by the Legislature)

- Creation of EDA powers for Ramsey County
- Creation of sustainable alternative funding sources for Cable Commissions
- Allow for the use of city website or other technology-based methods for official notices
- Implement Police Officer arbitration reform
- Amend State Building Code Chapter 1306 to Allow Municipalities to Require Sprinkler Systems in R-2 (Multi-Family) Occupancy Group
- Support legislative efforts to require the Department of Labor and Industry to adopt an advanced energy standard as part of the State Building Code and other legislative efforts to support zoning and financial incentives at the local level to encourage sustainable building design, construction, and operation strategies that aim to lower overall greenhouse gas emissions
- Continued funding to local governments to address emerald ash borer
- Without limitation, amend state law to provide for the opportunity for city officials, City Council members, and City Commission members to participate virtually at city meetings from a remote location without having to open the remote location to the public as long as at least one publicly accessible location is offered
- Continued funding for mental health services and resources for public safety

REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.e.

Department Approval



City Manager Approval



Item Description: Consider Commission Reappointments and Vacancies for 2025

Background

The Council annually appoints citizens to commissions. Council has the option to interview returning commissioners for reappointment, or make reappointments without interviewing. This agenda item provides details regarding those commissioners who are interested in reappointment for an additional term beginning April 1, 2025. Council also has the option to consider reappointing commissioners tonight, or at a future City Council meeting.

The proposed timeline is below:

January 6	• Council considers commissioners who are seeking reappointment for a term beginning April 1, 2025. Determine if council wants to re-interview any current commissioners. • Council declares vacancies on various commissions. • Council confirms interview dates and reappointment process
January 7	• Staff updates website and other materials to reflect the application period, interview dates and process and continues active recruitment efforts.
February 7	• Application period closes
February 19-20	• Interviews are scheduled for new applicants and/or any commissioners council seeks to re-interview. Depending upon the number of applicants, a second night may or may not be necessary.
March 3	• Council appoints applicants to various commission vacancies for terms beginning April 1, 2025.
March 4-11	• Online Commissioner Orientation
April 9	• Ethics Training is scheduled.

REAPPOINTMENTS AND TERMS ENDING FOR 2025

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners' terms expire March 31, 2025.

Finance

Name	Term	Eligible	Attendance
Sadiq Dahir	Completing first term	Eligible and interested in reappointment.	8 of 10 regular meetings
Dan Sagisser	Completing second term	Not eligible. VACANCY	

Equity and Inclusion

The Commission currently has 4 commissioners serving partial terms. The vacancies listed below are the seats that were not filled.

Name	Term	Eligible	Attendance
Vacant	Initial Partial term, 4/1/25-3/31/2026		
Vacant	Initial partial term, 4/1/25-3/31/2027		
Vacant	First full term, 4/1/2025-3/31/2028		

Parks and Recreation

Name	Term	Eligible	Attendance
Joseph Arneson	Completing second term	Not eligible. VACANCY	
Daryl Brown	Completing second term	Not eligible. VACANCY	
David Todd Dahlstrom	Completing second term	Not eligible. VACANCY	
Lindsay Matts-Benson	Completing first term	Eligible and interested in reappointment.	10 of 11 regular meetings

Planning

Name	Term	Eligible	Attendance
Matt Bauer	First term	Resigned due to council election. VACANCY	
Michelle Kruzel	Completing second term	Not eligible. VACANCY	
Michelle Prybil	Completing second term	Not eligible. VACANCY	

Police Civil Service

Name	Term	Eligible	Attendance
Kathleen Reilley	Completing second term	Not eligible. VACANCY	

Public Works, Environment and Transportation

Name	Term	Eligible	Attendance
Bryant Ficek	Completing first full term	Eligible and interested in reappointment.	10 of 11 regular meetings
Edwin Hodder	Completing first term	Eligible and interested in reappointment.	11 of 11 regular meetings

Staff recommends declaring vacancies for the following commissions (please note these vacancies INCLUDE those commissioners seeking reappointment).

Commission	Number of Vacancies	Number of Commissioners seeking reappointment
Finance	2	1
Equity and Inclusion	3	0
Parks & Recreation	4	1
Planning	3	0
Police Civil Service	1	0
Public Works, Environment & Transportation	2	2

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

None.

Staff Recommendations

Staff is seeking final determination of dates associated with the commission recruitment, interview and appointment process. Staff recommends the dates below:

January 6

Determine commissioner reappointments and if council wishes to reinterview. Declare vacancies. Finalize process dates.

January 7

Website and application materials updated with deadline and other details.

February 7

Application closes

February 19-20

Interview dates selected by council.

March 3

Council appoints applicants to various commissions.

March 4-11

New Commissioner online orientation is scheduled.

Requested Council Action

Various actions are requested:

1. Consider commissioners seeking reappointment. Determine whether to re-interview them. Consider reappointing commissioners at this time or at a future meeting.
2. Declare vacancies
3. Finalize dates for the recruitment, interview and appointment process.

Prepared by:

Rachel Boggs, Volunteer Manager

Attachments:

1. List of all Commissioners _terms September 2024
2. Appointment and Reappointment Policy
3. Bench Handout_Redacted

**City of Roseville
Commissioner Terms**

12/20/2024

Appointed	Initial Partial Term		1st Full Term		2nd Full Term	
Finance						
Barclay, Siafa			4/1/2020	3/31/2023	4/1/2023	3/31/2026
Bester, Bruce - Chair			4/1/2020	3/31/2023	4/1/2023	3/31/2026
Dahir, Sadiq			4/1/2022	3/31/2025		
Davy, Kevin			4/1/2024	3/31/2027		
Sagisser, Dan			4/1/2019	3/31/2022	4/1/2022	3/31/2025
Tupy, Joe, Vice Chair			4/1/2023	3/31/2026		
Vervoort, Anna			4/1/2024	3/31/2027		
Equity & Inclusion						
Chan, Alfred	9/18/2024	3/31/2028				
Fillip-Crawford, Gabrielle	9/18/2024	3/31/2027				
LaGrange, Amanda			9/18/2024	3/31/2028		
Vemireddy, Prajwal	9/18/2024	3/31/2026				
Vacant						
Vacant						
Vacant						
Youth - Barze, Anica			9/18/2024	7/1/2025		
Youth - Goedken, Gwen			9/18/2024	7/1/2025		
Parks & Recreation						
Arneson, Joseph			4/1/2019	3/31/2022	4/1/2022	3/31/2025
Beckman, Karen - Vice Chair			4/1/2023	3/31/2026		
Boulton, Nick			4/1/2021	3/31/2024	4/1/2024	3/31/2027
Brown, Daryl			4/1/2019	3/31/2022	4/1/2022	3/31/2025
Dahlstrom, David Todd			4/1/2019	3/31/2022	4/1/2022	3/31/2025
Kooistra, Chad			4/1/2024	3/31/2027		
Matts-Benson, Lindsay-Chair			4/1/2022	3/31/2025		
Penny, Jamison			4/1/2024	3/31/2027		
Raygor, Jessica			4/1/2023	3/31/2026		
Arneson, Audrey - Youth			4/1/2024	7/1/2024		
Vacant - Youth						
Planning						
Pamela Aspnes	9/19/2022	3/31/2024	4/1/2024	3/31/2027		
Bauer, Matt			4/1/2023	3/31/2026		
Bjorum, Erik			4/1/2021	3/31/2024	4/1/2024	3/31/2027
Kruzel, Michelle			4/1/2019	3/31/2022	4/1/2022	3/31/2025
McGehee, Tammy	9/9/2019	3/31/2020	4/1/2020	3/31/2023	4/1/2023	3/31/2026
Pribyl, Michelle-Chair			4/1/2019	3/31/2022	4/1/2022	3/31/2025
Schaffhausen, Karen	9/9/2019	3/31/2021	4/1/2021	3/31/2024	4/1/2024	3/31/2027
Police Civil Service						
Dees, Shawna	4/19/2021	3/31/2023	4/1/2023	3/31/2026		
Murphy, Robert - Chair	3/9/2020	3/31/2021	4/1/2021	3/31/2024	4/1/2024	3/31/2027
Reilly, Kathleen	9/28/2020	3/31/2022	4/1/2022	3/31/2025		
Public Works, Environment & Transportation						
Cicha, Jarrod			4/1/2020	3/31/2023	4/1/2023	3/31/2026
Fergus, Dan	9/11/2023	3/31/2024	4/1/2024	3/31/2027		
Ficek, Bryant - Chair	4/19/2021	3/31/2022	4/1/2022	3/31/2025		
Hodder, Edwin - Vice Chair			4/1/2022	3/31/2025		
Luongo, Allison	9/19/2022	3/31/2024	4/1/2024	3/31/2027		
Mueller, Des			4/1/2023	3/31/2026		
Rudolf, Sarah	9/11/2023	3/31/2024	4/1/2024	3/31/2027		
Bauer, Carsten - Youth			7/1/2024			
Jendro, Alexis - Youth			7/1/2024			
Ethics Commission	Year Appointed					
Bester, Bruce	2022	Finance				
Vacant		Human Rights, Inclusion and Engagement				
Arneson, Joseph	2021	Parks and Recreation				
Schaffhausen, Karen	2021	Planning				
Murphy, Robert	2021	Police Civic Service				
Cicha, Jarrod	2024	Public Works, Environment and Transportation				

CITY OF ROSEVILLE
APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September. .
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.
- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.

Bench Handout

Item #8E

January 6, 2025

Commissioner Reapplications

Finance

Commission Member Reappointment Application

First Name	SADIQ
Last Name	DAHIR
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	sadiqdahir@gmail.com
How many years have you been a Roseville resident?	11
What commission would you like to reapply for?	Finance
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	I want to continue to serving on the commission to bring diverse perspective in terms of lived experiences in various places across continents and in Minnesota to better the city of Roseville for all. I want to contribute to the growth and sustainability of the city.
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	I have an Accountant who have worked in various capacities from corporate, government and small business.
As a commissioner, how do you contribute to the city's equity and inclusion initiatives?	By being an advocate for the city's initiative for equity and inclusion. I am an immigrant and I know first hand the benefits of diversity and inclusion residents of the city bring such as economic, employment, and businesses.

Parks and Recreation

Commission Member Reappointment Application

This application is for Roseville residents who are seeking reappointment on a commission.

COMMISSIONERS MUST BE CURRENT ROSEVILLE RESIDENTS.

In order to complete this application, you will need a valid email address. All items marked with a star (*) are required fields.

Contact Information

Under state statute, commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the commissioner gives permission for the city to release it. Information relating to a student representative is private data and will not be released.

First Name	Lindsay
Last Name	Matts-Benson
Address 1	
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	lindsaymattsbenson@gmail.com
How many years have you been a Roseville resident?	Over 25 total, most recently 7.
What commission would you like to reapply for?	Parks & Recreation
Note	
There is no character limit for the fields below.	
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you	I want to continue serving on the commission because I find the work valuable and fulfilling as a city resident. I enjoy making connections, advocating and advising as well as communicating out to other city residents who aren't as tapped in to what is going on related to Parks and Recreation. I feel like I have so much more to contribute to

want to continue serving on the commission.	the commission - it's such a great group of people to work with!
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	My family is a big user of Parks and Recreation programs and places. I think having commissioners who can give feedback on the registration process, staffing, amenities etc are beneficial. As a user of programs, I've used my role as commission to communicate information both ways when an issue or question has come up with programming. As a librarian and as someone who has worked in higher education for over 20 years, I have experience being in groups with diverse opinions and experiences. I use that experience in meetings and when tabling at Discover Your Parks.
As a commissioner, how do you contribute to the city's equity and inclusion initiatives?	Each of the issues brought to the commission are important to look at with an equity and inclusion lens, asking questions around accessibility, cost, impact on neighborhoods and taking time to get feedback from residents. A good example of this is the park dedication conversations, the discussion of Keya park, and taking about a more bike friendly city. I've also had a chance to be in conversations around the inclusion services with Reach for Resources and the fee assistance program.

Public Works, Environment, and Transportation

Commission Member Reappointment Application

First Name	Bryant
Last Name	Ficek
Address 1	
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	bjficck@yahoo.com
How many years have you been a Roseville resident?	24
What commission would you like to reapply for?	Public Works, Environment & Transportation
	It has been my privilege to serve on this Commission the past few years. I enjoy the discussions and learning more about how the City operates. I would like to continue to serve and believe my track record of participation and facilitation is a good marker of future efforts.
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to continue serving on the commission.	One key aspect I enjoy is learning about the current City work and then being able to talk with neighbors and friends. This helps me see other viewpoints from those who may not attend the Commission meetings and ask better questions to more fully understand our agenda items. Volunteering on the Commission is also a way to give back to the Community. I have the benefit of being both a resident and employee within the City. I hope my participation helps keep the City as a destination for others who want to do the same.
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	I am a registered Civil Engineer with a career working on infrastructure. In my current role, I regularly work with councils and commissions. This experience has provided me with confidence in public speaking, knowledge in working with groups on City elements, and practice in facilitating meetings. I volunteer for local planning efforts led by the State,

County, and City, such as the current Bike Plan.

I enjoy the many amenities and businesses Roseville offers, giving me ample opportunity to review elements associated with Public Works and this Commission like construction projects.

As a commissioner, how do you contribute to the city's equity and inclusion initiatives?

The best way I can contribute to the City's initiatives is by ensuring all voices are heard and a respectful atmosphere is provided in our meetings. As the Chair of this Commission, I encourage our members to speak up with questions and fully participate in our discussions. There are no dumb questions. As I have mentioned to members, if you are thinking about it, someone else is too. The public also has a right to be heard and participate in our meetings. It is important to hear from those impacted by potential recommendations or those passionate about a particular topic.

Similarly, respect must be the expectation in our meetings to allow that curiosity to flourish. Everyone must be open to hearing different perspectives and treat others (members, staff, presenters, and the public) with the respectfulness desired. Respect also means using our time together efficiently.

I believe our meetings are regular examples of both qualities. I believe I provide those opportunities for members to participate, demonstrate that respect to all involved, and work to allow for great conversations while sticking to our agenda times.

Commission Member Reappointment Application

This application is for Roseville residents who are seeking reappointment on a commission.

COMMISSIONERS MUST BE CURRENT ROSEVILLE RESIDENTS.

In order to complete this application, you will need a valid email address. All items marked with a star (*) are required fields.

Contact Information

Under state statute, commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the commissioner gives permission for the city to release it. Information relating to a student representative is private data and will not be released.

First Name	Edwin
Last Name	Hodder, Jr.
Address 1	
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	
Email Address	ehodder30@icloud.com
How many years have you been a Roseville resident?	23
What commission would you like to reapply for?	Public Works, Environment & Transportation
Note	
There is no character limit for the fields below.	
The city's commissions review specific areas of interest and provide advice to the city council. Please describe why you	I would like to continue to serve on the (P.W.E.T.) Commission to monitor and advise the City Council and Public Works Director on the condition of the City's infrastructure systems and to assist with the development of the capital improvement plan including Pavement Management Program, pathways, utility infrastructure and other initiatives such as the strategic plan, climate action

want to continue serving on the commission.	plan, recycling cart rollout, green to go and other sustainable initiatives
Please describe any activities, specific skills or experiences you have that are beneficial on the advisory commission.	Currently as an economic policy analyst with MN DEED and formerly as a community development consultant and energy and environmental policy professional with more than 30 years of professional and volunteer experience with an extensive background in policy analysis, economics, business finance, economic development, energy, environmental policy, budget and tax policy and statistical methods. Strong interpersonal and leadership skills and known for promoting innovative solutions to complex public policy and legal issues. I can also share with the (P.W.E.T.) commission from my experience of being Finance Commissioner for six years advising and recommending financial policy matters.
As a commissioner, how do you contribute to the city's equity and inclusion initiatives?	As a BIPOC member and 23-year resident of Roseville, I hope to continue to assist the City of Roseville in its efforts to create a more inclusive community that addresses racial disparities and improves the quality of life for all residents. In addition, to address public works infrastructure matters including connectivity with an equitable, environmental, and fiscally sustainable lens.

REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.f.

Department Approval

City Manager Approval



Item Description: Consider City Council and Advisory Commission Rules of Procedure

Background

Each year, the City Council reviews the City Council and Advisory Commission Rules of Procedure for ways to best conduct City business. The Rules of Procedure were last changed on February 12, 2024 (Attachment 1). The changes were the addition of language to allow for Commission members to bring forward ideas for future Commission discussion and new language to address when virtual participation at City meetings is allowed.

Mayor Roe has proposed a new Council and Commission Rule of Procedure related to designating a presiding officer if there is an absence of both the Mayor and Acting Mayor (or Chair and Vice Chair of a commission). It reads as follows:

Rule XX Presiding Officer in Absence of Both Mayor & Acting Mayor (or Chair & Vice Chair)

In the absence of both the presiding officer and the designated alternate, a meeting will be presided over by the most senior member (or in the event of a tie in seniority the most senior member whose last name comes first alphabetically) until the body by affirmative vote on a motion designates any other presiding officer.

Policy Objectives

Ensuring that clear and defined procedures for conducting City Council and Commission meetings is important in providing transparency and building trust with the public that City business will be conducted in a fair and consistent manner.

Equity Impact Summary

The implementation of the Rules of Procedure for city council meetings is intended to create a structured, inclusive, and transparent framework. There are various components that promote equity and inclusivity. For example, the rules mandate live streaming and recording of meetings which enhance access for those unable to attend in person. Additionally, on the city's YouTube channel, videos have closed captioning which increases accessibility for individuals. The city also has also recently updated its equipment for those needing assisted listening devices.

Budget Implications

Not applicable

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Staff Recommendations

The City Council should discuss the current City Council and Advisory Commission Rules and Procedure and determine if any changes should be made. If no changes are desired, no further action is needed and the current Rules of Procedure will remain in effect.

Requested Council Action

The City Council should discuss the current City Council and Advisory Commission Rules and Procedure and determine if any changes should be made. If no changes are desired, no further action is needed and the current Rules of Procedure will remain in effect.

Prepared by: Patrick Trudgeon, City Manager

Attachments: 1. Rules of Procedure Adopted 2.12.24

1 Revised February 12, 2024

2
3
4 **Roseville City Council**
5 **and Advisory Commission**
6 **Rules of Procedure**
7

8
9 **Rules Pertaining to Both the City Council and Commissions:**
10

11 **Rule 1 Rosenberg's Rules of Order**

12 The City adopts Rosenberg's Rules of Order for all meetings.
13

14 **Rule 2 Electronic and/or Paper Agenda Packets**

15 In an effort to reduce the amount of paper generated, documents will be made available
16 electronically, when feasible.
17

18 **Rule 3 Public Comment**

19 The City will receive public comment at meetings in accordance with the following guidelines:
20

- 21 a. Public Comment at the beginning of a meeting and not pertaining to an agenda
22 item is for the purpose of allowing the public the opportunity to express their
23 viewpoints about policy issues facing their City government. Comments will
24 be limited to 3 minutes per speaker or a different amount of time at the
25 discretion of the chair.
26
- 27 b. Public Comment pertaining to agenda items is for the purpose of allowing any
28 member of the public an opportunity to provide input on that item. These
29 public comments will generally be received after the staff presentation on that
30 agenda item and before discussion and deliberation. These public comments
31 are also limited to 3 minutes per speaker or a different amount of time at the
32 discretion of the chair.
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- 34 c. Members of the public are always free, and encouraged, to reduce to writing
35 their comments about city business and to submit written comments before,
36 during, or after a meeting.
37
- 38 d. Signs may be held and displayed during meetings but only at the back of the
39 Council Chambers so that the view of the seated audience is not obstructed.
40
- 41 e. Public comment, like staff and Council or commission member comments,
42 will pertain to the merits of an issue; personal attacks will be ruled out of
43 order.
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- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 6 Agenda

The following shall be the order of business of the City Council. Items marked with an asterisk apply to Commissions (with item numbers adjusted accordingly):

- 1) Roll Call*
- 2) Pledge of Allegiance
- 3) Approve Agenda*
- 4) Public Comment*
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Council (or Commission) Direction on Member Initiated Agenda Items*
- 9) Approval of Minutes*
- 10) Consent Agenda
- 11) Future Agenda Review, Reports, and Announcements - Council and City Manager
- 12) Adjourn*

Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or other Actions, as appropriate.

The Council or Commission will schedule a 10-minute break approximately two hours after the start of the meeting.

Councilmembers and Commissioners are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers and Commissioners have the right to place items on the agenda as follows:

1. A Councilmember or Commissioner may, at a meeting, request that an item be placed on a future agenda, or;
2. A Councilmember or Commissioner may make a request for an agenda item outside of a meeting by submitting an email request to the city manager or staff liaison, no later than noon of the Wednesday preceding the meeting.

An agenda item submitted per 1 or 2 above will be included on the agenda for the next meeting under the heading "Council (or Commission) Direction on Councilmember (or Commissioner) Initiated Agenda Items" at which time the Council, (or Commission) on consideration of any preliminary material provided by the initiating Councilmember (or Commissioner) for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

Additionally, a Councilmember (or Commissioner) may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers (or Commissioners) present.

Rule 7 Remote Participation

Members of Council and Commissions will attend all meetings in person and may only attend remotely when permitted to do so by the Open Meeting Law and must follow all notice and other requirements of the Open Meeting Law.

All staff reports, consultant reports, and citizen testimony will be in person, unless remote participation is required due to unforeseen circumstances or situations outside of the control of the individual. Remote participation should be coordinated with the City Manager at least one business day in advance of the meeting.

Rule 8 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 9 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 10 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers four days in advance of an item appearing on a Council agenda. This time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 11 City Council Task Force or Subcommittee Formation

The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to address, and the task force will report its findings or recommendations by a specific deadline established by the Council.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.g.

Department Approval



City Manager Approval



Item Description: Designate City Council Liaisons to various Groups and Committees

Background

Each year, the Council reviews, discusses and appoints Councilmembers to various commissions, community groups, task forces and other groups. Attachment 2 includes the 2022, 2023, and 2024 appointments.

Discussions about Council Liaisons could include:

- Changes to membership
- Additional groups appropriate to have a council or staff liaison
- Policy for selection and rotation of councilmembers to these groups
- Expectations (frequency, type of information) for reporting to the Council
- The level of activity that liaisons play

Policy Objectives

Per [Minnesota Statute 424a.04\(1a\)](#) the three municipal trustees of a Firefighter Relief Association must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

Equity Impact Summary

An Equity Impact Summary was not conducted for this item.

Budget Implications

There are no budget implications.

Staff Recommendations

Designate appointments to various groups and committees for 2025.

Requested Council Action

Motion to approve a Resolution designating appointments to various groups and committees, including the Fire Relief Association.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

1. Resolution - Council Liaisons
2. List of Recent Liaisons
3. MN Statute 424A.04
4. 2024 City Council Liaison Attendance

**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 held on the 6th day of January, 2025 at 6:00 p.m.

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

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION

**RESOLUTION DESIGNATING REPRESENTATIVES TO VARIOUS GROUPS
AND COMMITTEES INCLUDING THE FIREFIGHTER RELIEF ASSOCIATION**

WHEREAS the Council appoints the following individuals to serve on the following groups and organizations; and

Group/Organization/Activity	2025
Northeast Youth & Family Services Board, Roseville Board Member	
North Suburban Communications Commission/North Suburban Access Corporation Board, Board Member	
Ramsey County League of Local Governments, Roseville Representative	
Visit Roseville Board Member	
Rice/Larpenteur Alliance Board Member	

Council Standing Subcommittees	2025
City Manager Performance Review	
Council Representative to Legislative Work	

21 WHEREAS, Per Minnesota Statute 424A.04 Subdivision 1 (a), the three municipal
22 trustees to the Fire Relief Board must be one elected municipal official and one elected
23 or appointed municipal official who are designated as municipal representatives by the
24 municipal governing board annually and the chief of the municipal fire department.

25
26 NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) of the
27 City of Roseville, Minnesota (the ‘City’), that the Council designate:

28
29 1. Mayor Roe as the elected municipal representative to the Roseville Firefighter
30 Relief Association, and;

31
32 2. The City Manager as the municipal representative to the Roseville Firefighter
33 Relief Association.
34
35

36 The motion for the adoption of the foregoing resolution was duly seconded by
37 _____, and upon vote taken thereon, the following voted in favor
38 thereof:

39
40 the following voted against the same:

41 WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
s) s
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 January 6, 2025 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 6th day of January, 2025.

Patrick Trudgeon, City Manager

(Seal)

Group/Organization/Activity	2022	2023	2024
Northeast Youth & Family Services Board, Roseville Board Member	Groff Term: July 2022 to June 2025	Groff	Groff
North Suburban Communications Commission/North Suburban Access Corporation Board, Board Member	Roe	Roe Groff (Alternate)	Roe Groff (Alternate)
Ramsey County League of Local Governments, Roseville Representative	Strahan	Schroeder	Schroeder
Roseville Fire Relief Association, Board of Trustees, Ex-officio members	City Manager, Roe, Fire Chief	City Manager, Roe, Fire Chief	City Manager, Roe, Fire Chief
Visit Roseville Board Member	Groff Term: Sept. 2020-Aug. 2023	Groff Term: Sept. 2023-Aug. 2026	Groff
Rice/Larpenteur Alliance Board Member	Roe	Roe	Roe

Council Standing Subcommittees	2022	2023	2024
City Manager Performance Review	Etten, Willmus	Etten, Schroeder	Etten, Schroeder
Council Representative to Legislative Work	Strahan	Strahan	Strahan

424A.04 VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.

Subdivision 1. **Membership.** (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

(b) A relief association that is a subsidiary of an independent nonprofit firefighting corporation must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association, two trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated, and one trustee must be the fire chief serving with the independent nonprofit firefighting corporation. The bylaws of a relief association may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The two municipal trustees must be elected or appointed municipal officials, selected as follows:

(1) if only one municipality contracts with the independent nonprofit firefighting corporation, the municipal trustees must be two officials of the contracting municipality who are designated annually by the governing body of the municipality; or

(2) if two or more municipalities contract with the independent nonprofit corporation, the municipal trustees must be one official from each of the two largest municipalities in population who are designated annually by the governing bodies of the applicable municipalities.

(c) The municipal trustees for a relief association that is directly associated with a fire department operated as or by a joint powers entity must be the fire chief of the fire department and two trustees designated annually by the joint powers board. The municipal trustees for a relief association that is directly associated with a fire department service area township must be the fire chief of the fire department and two trustees designated by the township board.

(d) If a relief association lacks the municipal board members provided for in paragraph (a), (b), or (c) because the fire department is not located in or associated with a municipality or joint powers entity, the municipal board members must be the fire chief of the fire department and two board members appointed from the fire department service area by the board of commissioners of the applicable county.

(e) The term of the appointed municipal board members is one year or until the person's successor is qualified, whichever is later.

(f) A municipal trustee under paragraph (a), (b), (c), or (d) has all the rights and duties accorded to any other trustee, except the right to be an officer of the relief association board of trustees.

(g) A board must have at least three officers, who are a president, a secretary and a treasurer. These officers must be elected from among the elected trustees by either the full board of trustees or by the relief association membership, as specified in the bylaws. In no event may any trustee hold more than one officer position at any one time. The terms of the elected trustees and of the officers of the board must be specified in the bylaws of the relief association, but may not exceed three years. If the term of the elected trustees

exceeds one year, the election of the various trustees elected from the membership must be staggered on as equal a basis as is practicable.

Subd. 2. Fiduciary duty. The board of trustees of a relief association shall undertake their activities consistent with chapter 356A.

Subd. 2a. Fiduciary responsibility. In the discharge of their respective duties, the officers and trustees shall be held to the standard of care specified in section 11A.09. In addition, the trustees shall act in accordance with chapter 356A. Each member of the board is a fiduciary and shall undertake all fiduciary activities in accordance with the standard of care of section 11A.09, and in a manner consistent with chapter 356A. No fiduciary of a relief association shall cause a relief association to engage in a transaction if the fiduciary knows or should know that the transaction constitutes one of the following direct or indirect transactions:

- (1) sale or exchange or leasing of any real property between the relief association and a board member;
- (2) lending of money or other extension of credit between the relief association and a board member or member of the relief association;
- (3) furnishing of goods, services, or facilities between the relief association and a board member; or
- (4) transfer to a board member, or use by or for the benefit of a board member, of any assets of the relief association. A transfer of assets does not mean the payment of relief association benefits or administrative expenses permitted by law.

Subd. 3. Conditions on relief association consultants. (a) If a volunteer firefighter relief association employs or contracts with a consultant to provide legal or financial advice, the secretary of the relief association shall obtain and the consultant shall provide to the secretary of the relief association a copy of the consultant's certificate of insurance.

(b) A consultant is any person who is employed under contract to provide legal or financial advice and who is or who represents to the volunteer firefighters relief association that the person is:

- (1) an actuary;
- (2) a certified public accountant;
- (3) an attorney;
- (4) an investment advisor or manager, or an investment counselor;
- (5) an investment advisor or manager selection consultant;
- (6) a pension benefit design advisor or consultant; or
- (7) any other financial consultant.

History: 1979 c 201 s 14; 1980 c 607 art 15 s 12; 1981 c 224 s 210; 1983 c 219 s 8; 1989 c 319 art 8 s 27; 2000 c 461 art 15 s 10; 1Sp2001 c 10 art 16 s 1; 1Sp2005 c 8 art 9 s 14; 2009 c 169 art 10 s 38; 2012 c 286 art 12 s 16; 2018 c 211 art 14 s 19

City Council Liaisons	2024
	Attendance
Northeast Youth and Family Services Board (Groff)	4 of 7 meetings
North Suburban Cable Commission/North Suburban Access Corporation (Roe)	6 of 6 meetings
Ramsey County League of Local Governments (Schroeder)	10 of 10 meetings
Visit Roseville (Groff)	4 of 6 meetings
Roseville Fire Relief Association (Roe)	5 of 6 meetings
Roseville Fire Relief Association (City Manager)	5 of 6 meetings

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 8.h.

Department Approval



City Manager Approval



Item Description: Appoint Acting Mayor for 2025

Background

[Minnesota Statute 412.121](#) requires cities to annually designate an Acting Mayor among Councilmembers. The acting mayor shall perform the duties of the mayor during the disability or absence of the mayor, or in the case of a vacancy, until a successor has been appointed.

Year	Acting Mayor
2024	Councilmember Groff
2023	Councilmember Etten
2022	Councilmember Willmus
2021	Councilmember Groff
2020	Councilmember Laliberte
2019	Councilmember Laliberte
2018	Councilmember Laliberte
2017	Councilmember Etten
2016	Councilmember Willmus
2015	Councilmember Etten
2014	Councilmember Laliberte
2013	Councilmember Willmus

Policy Objectives

Required by Statute

Equity Impact Summary

No Equity Impact analysis was conducted.

Budget Implications

There are no budget implications

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Staff Recommendations

Appoint a member to serve as Acting Mayor.

Requested Council Action

Motion to designate the Acting Mayor for 2025.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: 1. MN Statute 412.121

412.121 ACTING MAYOR.

At its first meeting each year the council shall choose an acting mayor from the council members. The acting mayor shall perform the duties of mayor during the disability or absence of the mayor from the city or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

History: 1949 c 119 s 15; 1969 c 9 s 83; 1973 c 123 art 2 s 1 subd 2; 1986 c 444

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.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	\$2,154,024.49
111348 – 111402	\$1,634,363.71
Total	\$3,788,388.20

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					
100-00-00-128100	Prepaid Expenses	LEXIPOL, LLC	2025 CORDICO LAW ENFORCEMENT WELLNESS	9,499.05	111604
100-00-00-128100	Prepaid Expenses	LEXIPOL, LLC	2025 ANNUAL LEXIPOL POLICY SOFTWARE	17,946.59	111604
100-00-00-210200	Federal Income Tax	IRS EFTPS- Non Bank	Remittance Check	76,856.32	2667
100-00-00-210200	Federal Income Tax	IRS EFTPS- Non Bank	Remittance Check	80,933.81	2667
100-00-00-210300	State Income Tax	MN Dept of Revenue-Non Ban	Remittance Check	34,827.56	2663
100-00-00-210300	State Income Tax	MN Dept of Revenue-Non Ban	Remittance Check	36,636.24	2663
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	28,638.81	2664
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	97.25	2664
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	42,986.72	2664
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	28,637.28	2664
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	46,599.58	2664
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	71.11	2664
100-00-00-210500	Life Ins. Employee	LINA	NOVEMBER NEW YORK LIFE PREMIUMS	3,090.20	2575
100-00-00-210500	Life Ins. Employee	LINA	NOVEMBER NEW YORK LIFE PREMIUMS	136.60	2575
100-00-00-210502	Employer Life Insurance	LINA	NOVEMBER NEW YORK LIFE PREMIUMS	620.80	2575
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,172.50	2685
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	141.00	2685
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	564.00	2685
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	70.50	2685
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	980.00	111498
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,331.50	2705
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	26,855.16	2667
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	11,600.64	2667
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	27,728.68	2667
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	12,326.67	2667
100-00-00-210900	Long Term Disability	LINA	NOVEMBER NEW YORK LIFE PREMIUMS	3,745.50	2575
100-00-00-210900	Long Term Disability	LINA	NOVEMBER NEW YORK LIFE PREMIUMS	(31.60)	2575
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	12,519.00	2666
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	3,486.03	2666
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	411.24	2666
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	17,978.85	2666
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	12,639.00	2666
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	3,043.35	2666
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	1,344.11	2666
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	6,486.00	2666
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,010.00	2666
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	421.48	2666
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,180.00	2666
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,080.00	2666
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	713.66	2666
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,180.00	2666
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	2561
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,972.00	2561
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,324.57	2561
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	4,809.00	2561
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	2680
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,972.00	2680
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,425.55	2680
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	3,275.00	2680
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	2912
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,962.00	2912
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,404.73	2912

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	2,775.00	2912
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	2561
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	2680
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	2912
100-00-00-211200	MN Child Support Payments	MN Dept of Revenue-Non Ban	Remittance Check	173.16	2663
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	7,875.00	2697
100-00-00-211400	Medical Insurance Employee	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	15,055.48	2670
100-00-00-211400	Medical Insurance Employee	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	7,683.51	2670
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	57.37	2671
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	1,063.33	2671
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	5,460.56	2671
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	135.42	2671
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	867.42	2671
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	195.46	2671
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	570.00	2671
100-00-00-211404	MN State Retirement	MSRS-Non Bank	Remittance Check	13,214.83	2661
100-00-00-211404	MN State Retirement	MSRS-Non Bank	Remittance Check	32,882.61	2661
100-00-00-211404	MN State Retirement	MSRS-Non Bank	Remittance Check	12,830.61	2661
100-00-00-211501	Medical Employer	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	120,020.72	2670
100-00-00-211501	Medical Employer	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	(0.64)	2670
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	29,365.80	2664
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	3,678.97	2664
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	97.25	2664
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	64,479.99	2664
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	29,326.75	2664
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	3,716.24	2664
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	69,899.35	2664
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	82.05	2664
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	26,855.16	2667
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	11,600.64	2667
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	27,728.68	2667
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	12,326.67	2667
Total Department 00-00 GENERAL				1,082,917.43	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	INSPIRING SIGHT	STRATEGIC PLANNING PROFESSIONAL SERVI	17,100.00	111552
100-01-00-430000	Professional Services	MARY KAY DELVO	STRATEGIC PLANNING SERVICES - PHASE I	3,000.00	111477
100-01-00-430000	Professional Services	RAPP STRATEGIES INC.	PROFESSIONAL SERVICES FOR SALES TAX R	4,000.00	111549
100-01-00-430000	Professional Services	Redpath and Company LLC	PROGRESS BILLING ON 2024 AUDIT	8,000.00	111533
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	736.63	2923
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	246.00	2573
100-01-00-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	11.96	111573
100-01-00-448050	Employee Recognition	Classic Catering	2025 EMPLOYEE APPRECIATION LUNCH DEPO	767.00	111659
Total Department 01-00 CITY COUNCIL				33,861.59	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	NOVEMBER OFFICE SUPPLIES	32.55	2731
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA OCT SERVICE FEE PAID NOV 2024	288.00	111439
100-02-00-430000	Professional Services	Alerus Financial NA - Non	ALERUS ER REIMBURSEMENT ACCOUNT FEES	169.40	2671
100-02-00-430000	Professional Services	Alerus Financial NA - Non	ALERUS ER REIMBURSEMENT ACCOUNT FEES	774.00	2671
100-02-00-430000	Professional Services	CivicPlus LLC	MUNICODE	4,416.26	111590
100-02-00-430000	Professional Services	Metro-INET	DEC IT SERVICES	74,971.00	2743

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	SHRED-N-GO, INC.	ADMIN SHREDDING THRU NOV	78.93	111542
100-02-00-439000	CONTRACT MAINTENANCE	NFP INSURANCE SERVICES, IN	BSWIFT AND ACA FEE	2,200.40	111472
100-02-00-441100	Tuition Reimbursement	O'Neill, Daniel	TUITION REIMBURSEMENT	810.00	111442
100-02-00-441100	Tuition Reimbursement	O'Neill, Daniel	TUITION REIMBURSEMENT	690.00	111442
Total Department 02-00 ADMINISTRATION				84,430.54	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Innovative Office Solution	NOVEMBER OFFICE SUPPLIES	30.70	2731
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	NOV 2024 SERVICE CHARGE	776.39	111525
100-04-00-430000	Professional Services	Timesaver Off Site Secreta	MINUTES	167.00	2573
100-04-00-440000	Conferences	Michelle Pietrick	MNGFOA CONFERENCE MILEAGE	188.94	2594
100-04-00-448600	Credit Card Fees	CHASE PAYMENTECH - NON-BAN	OCTOBER PAYMENTECH/AMEX CC FEES	63.57	2672
Total Department 04-00 FINANCE				1,226.60	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	NOVEMBER PROSECUTION SERVICES	14,700.00	2726
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	PROSECUTION RETAINER	14,700.00	2585
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	NOVEMBER MONTHLY RETAINER	16,631.97	111580
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	LEGAL SERVICES - UNION & SALES TAX	703.00	111580
Total Department 06-00 LEGAL DEPARTMENT				46,734.97	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE	454.11	111576
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	WATER FILTER	160.94	111576
100-08-00-431100	Postage	American Mailing Machines-	POSTAGE MACHINE REFILL	3,000.00	2669
Total Department 08-00 CENTRAL SERVICES				3,615.05	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-415000	Employer Insurance	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	606.99	2670
100-10-00-415000	Employer Insurance	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	847.02	2670
100-10-00-415000	Employer Insurance	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	606.99	2670
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS NEW PATCH - MAYS	80.20	2693
100-10-00-420000	Office Supplies	Innovative Office Solution	NOVEMBER OFFICE SUPPLIES	70.26	2731
100-10-00-422000	Clothing	Emblem Enterprises, Inc	HONOR GUARD PATCHES	148.24	111506
100-10-00-422000	Clothing	Galls, LLC	VEST NAME TAGS - KAHL	54.95	2732
100-10-00-422000	Clothing	Galls, LLC	REPLACEM PANTS DAMAGED 10/24 TRAINING	84.00	2692
100-10-00-422000	Clothing	Galls, LLC	VEST NAME TAGS - WIESNER	54.95	2692
100-10-00-422000	Clothing	Galls, LLC	VEST (RAZOR XT LVL IIIA) M. SWANSON	2,114.50	2568
100-10-00-422000	Clothing	STREICHER'S	VEST NASPO SX F LVL 3A	1,548.90	2690
100-10-00-422000	Clothing	STREICHER'S	VEST NASPO SX M 3A - LARSON	1,548.90	2690
100-10-00-422000	Clothing	STREICHER'S	VEST NASPO SX M 3A	1,578.90	2690
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF (HOLSTER) - KROSNOWSKI	199.99	2690
100-10-00-422000	Clothing	STREICHER'S	HANDWARMERS FOR OFFICERS AND CSOS (60	2,295.00	2917
100-10-00-422000	Clothing	STREICHER'S	VEST NAME TAGS	47.96	2690
100-10-00-422000	Clothing	STREICHER'S	VEST NAME TAGS - DUPAUL	47.96	2690
100-10-00-422000	Clothing	STREICHER'S	VEST NAME TAGS - KROSNOWSKI	87.94	2690
100-10-00-422000	Clothing	STREICHER'S	VEST _KUHNE NASPO SX MALE LVL3A	1,578.90	2567
100-10-00-422000	Clothing	STREICHER'S	VEST FOR NEW OFFICERS (4)	2,539.96	2730
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE JACKET ALTERATION	35.00	2690
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIFORM - MAYS	113.98	2690
100-10-00-422000	Clothing	STREICHER'S	VEST NAME TAGS - MAYS	47.96	2690
100-10-00-422000	Clothing	STREICHER'S	VEST ACCESSORIES - LARSON	87.94	2690
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - MAYS	103.96	2690

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					
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - KROSNOWSKI	84.99	2690
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - 2022 JEEP RENEWAL REGISTRATION	16.25	2665
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - VEHICLE RENEWAL REGISTRATIONS	16.25	2665
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - VEHICLE RENEWAL REGISTRATIONS	16.25	2665
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - VEHICLE RENEWAL REGISTRATIONS	16.25	2665
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - VEHICLE RENEWAL REGISTRATIONS	31.75	2665
100-10-00-423000	Vehicle Supplies & Mainten	Wayne Val Autobody	REPAIRS ON UNIT 2533 SUBARU ASCENT CU	893.63	111613
100-10-00-424000	Operating Supplies	Ancom Technical Center	RADIO EAR JACKS (3)	304.36	2916
100-10-00-424000	Operating Supplies	Galls, LLC	HANDCUFF REPLACEMENT (WARRANT RE: 240	42.95	2692
100-10-00-424000	Operating Supplies	Philip Tanis	REIMB FOR TRAILER CAMERA KEYS	35.22	2929
100-10-00-424000	Operating Supplies	ROSEVILLE POLICE BENEVOLEN	COSTCO FOR HEROS AND HELPERS AND CSO	98.84	111669
100-10-00-424000-PD0002	Operating Supplies	Bridging Inc	HOUSEHOLD ESSENTIALS - HOMELESS OUTRE	350.00	111611
100-10-00-424000-PD0002	Operating Supplies	LOUISIANA VITAL RECORDS	RFP 2 CHECKS FOR BIRTH CERTIFICATES (	15.50	111561
100-10-00-424000-PD0002	Operating Supplies	LOUISIANA VITAL RECORDS	2 CHECKS EACH FOR \$15.50 FOR BIRTH CE	15.50	111562
100-10-00-424000-PD0002	Operating Supplies	OASIS AT TWIN LAKE	PAST DUE RENT FEE (CN#24500964) HOMEL	352.54	111443
100-10-00-424000-PD0002	Operating Supplies	SIBLEY COVE	RENT APPL FEE 24500625 HOMELESS OUTRE	50.00	111558
100-10-00-424000-PD0002	Operating Supplies	WILL COUNTY CLERK	BIRTH CERTIFICATE HOMELESS OUTREACH 2	12.00	111444
100-10-00-424000-PD0032	Operating Supplies	Emblem Enterprises, Inc	PATCHES	360.00	111506
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCHES	582.00	2690
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCHES	36.00	2730
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCH SWAPS	312.00	2690
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCHES	23.98	2690
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCHES - VANG	84.00	2690
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	NEW PATCH - ECKERT	19.99	2690
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCHES	234.00	2690
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCHES	624.00	2690
100-10-00-430000	Professional Services	Ancom Technical Center	REPAIR RADIO PART	54.57	2916
100-10-00-430000	Professional Services	BluePearl Minnesota Pratic	CAL'S DENTISTAL VISIT ON 12/12/2024	3,906.70	111610
100-10-00-430000	Professional Services	Como Park Animal Hospital	CAL URGENT CARE (12/7) FOR A SWELLING	217.60	111546
100-10-00-430000	Professional Services	Crime Stoppers of Minnesot	LE ANNUAL PARTNERSHIP FEES	200.00	111578
100-10-00-430000	Professional Services	Language Line Services	NOV INTERPRETATION SERVICES	67.79	111586
100-10-00-430000	Professional Services	Martin McAllister, Inc.	HIRING ASSESSMENT - BLISCHKE	625.00	111504
100-10-00-430000	Professional Services	Masa Consulting, Inc.	MENTAL HEALTH AND WELLNESS CONSULT -	3,400.00	2700
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW JUAN TORAN'S VCET SQUAD - OIL EMP	250.00	111501
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	SQUAD TOW (ROSEMOUNT TO RSVL) SGT. FR	125.00	111501
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW WEAPONS 24019008	215.00	111501
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW TRAFFIC STOP 24013786 (\$150 PAID	10.00	111501
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW ROBBERY 24014215	200.00	111501
100-10-00-430000	Professional Services	TWIN CITIES TRANSPORT & RE	TOW WARRANT 24014615	295.00	111501
100-10-00-430001	Dispatching Services	Ramsey County	DISPATCH SERVICES - NOV	31,856.33	111521
100-10-00-430001	Dispatching Services	Ramsey County	CAD - NOV	4,898.17	111521
100-10-00-431000	Telephone	Verizon	NOV DATA CHARGES	1,080.27	111539
100-10-00-431000	Telephone	Verizon	MONTHLY PHONE NOV	4,300.89	111661
100-10-00-431000	Telephone	Verizon	DATA OCT 27-NOV 26 - ACC#487223064-00	40.01	111471
100-10-00-431000	Telephone	Verizon	OCTOBER PHONE CHARGES	4,300.41	111433
100-10-00-437000	Contract Maint. - Vehicles	Car Wash Partners, LLC	NOV CAR WASHES	8.00	2684
100-10-00-437000	Contract Maint. - Vehicles	CITY AUTO GLASS	SQUAD #2520 WINDSHIELD REPLACEMENT	591.62	111529
100-10-00-437000	Contract Maint. - Vehicles	CITY AUTO GLASS	WINDSHIELD REPAIR UNIT 2529	115.00	111595
100-10-00-437000	Contract Maint. - Vehicles	Wayne Val Autobody	REPAIRS TO SQUAD 2201	2,508.75	111437
100-10-00-439000	CONTRACT MAINTENANCE	Axon Enterprise, Inc.	2024 CONTRACT - SQUAD CAMERAS	30,488.40	111599
100-10-00-439000	CONTRACT MAINTENANCE	CODE 4 GROUP LLC	INSTALL AND ANNUAL FEE FOR CAD STATUS	2,400.00	111624
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	FLEET SUPPORT - NOV	514.80	111521

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					
100-10-00-441000	Training	Forest Lake Sportsmen's Cl	RANGE USE - 9/23 - 9/27, 10/3, 15, 16	3,600.00	111536
100-10-00-441000	Training	Kiesler's Police Supply, I	RIFLE MAGAZINES (15) - USE OF FORCE A	340.00	111427
100-10-00-441000	Training	SAFE RESTRAINS, INC	WRAP SAFETY RESTRAINT W/ HELMET (TRAI	1,637.12	111557
100-10-00-441000	Training	SANGSTER ENGINEERING LTD	TRAINING EQUIPMENT (DYNAMIC RANGE X1	947.00	111620
100-10-00-441000	Training	SANGSTER ENGINEERING LTD	TRAINING EQUIPMENT (DYNAMIC RANGE X1	89.87	111620
100-10-00-441000	Training	SANGSTER ENGINEERING LTD	TRAINING EQUIPMENT (DYNAMIC RANGE X1	25.98	111620
100-10-00-441000	Training	SANGSTER ENGINEERING LTD	TRAINING EQUIPMENT (DYNAMIC RANGE X1	29.99	111620
100-10-00-441000	Training	Vertex Unmanned Solutions,	DRONE BATTERIES (TRAINING SUPPLIES)	2,800.00	111547
100-10-00-443500	Minor Equipment	Dell Marketing, L.P.	NEW MONITOR FOR RVPD	166.74	111532
100-10-00-443500	Minor Equipment	Dell Marketing, L.P.	NEW DESKTOP FOR RVPD SQUAD ROOM	832.80	111532
100-10-00-443500	Minor Equipment	Dell Marketing, L.P.	NEW DESKTOPS AND MONITORS FOR NEW RVP	4,443.72	111532
100-10-00-443500	Minor Equipment	SHI International Corp	PRINTER FOR CRYSTAL JONES.	518.68	2566
Total Department 10-00 POLICE DEPARTMENT				129,260.81	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-410008	Workers Comp Indemnity	SFM-Non Bank	CLAIMS AND INDEMNITY	(319.82)	2662
100-13-00-415000	Employer Insurance	Minnesota Healthcare Conso	NOVEMBER MEDICAL PREMIUMS	606.99	2670
100-13-00-422000	Clothing	Aspen Mills Inc.	ERIK C	400.86	111637
100-13-00-423000	Vehicle Supplies & Mainten	Group Health Non-Patient A	Q3 2024 SUPPLY CHARGES	127.81	111475
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	MISC	462.66	111541
100-13-00-424000	Operating Supplies	Ancom Technical Center	FLEX ALERT DEVICE	275.00	111574
100-13-00-424000	Operating Supplies	GRAINGER	FLOOR DRY	132.15	111639
100-13-00-430000	Professional Services	Fire Loss Management, LLC	VOA ALARM	75.00	111530
100-13-00-430000	Professional Services	Masa Consulting, Inc.	NOV	2,100.00	2592
100-13-00-430000	Professional Services	Performance Plus LLC	ERIK MEDICAL	752.00	111587
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	NOV	65.00	111474
100-13-00-439000	CONTRACT MAINTENANCE	Alex Air Apparatus 2 LLC	BATTERY	78.08	2728
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	NOV	765.08	111468
100-13-00-439000	CONTRACT MAINTENANCE	MN BUREAU OF CRIMINAL APPR	BACKGROUND CHECKS CADETS	66.50	111493
100-13-00-439000	CONTRACT MAINTENANCE	Brothers Fire & Security	ANNUAL SPRINKLER INSP	354.00	111420
100-13-00-439000	CONTRACT MAINTENANCE	Comcast	NOV TO DEC	157.04	111415
100-13-00-439000	CONTRACT MAINTENANCE	Comcast	DEC TO JAN SERVICES	157.04	111644
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	568.56	111513
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	568.56	111513
100-13-00-439000	CONTRACT MAINTENANCE	Mn Dept of Labor & Industr	ELEVATOR ANNUAL OP	100.00	111581
100-13-00-439000	CONTRACT MAINTENANCE	MNSPECT, LLC	NOV INSPECTIONS	913.24	111617
100-13-00-439000	CONTRACT MAINTENANCE	Muska Plumbing	BASEMENT WATER LEAK	2,191.67	111603
100-13-00-439000	CONTRACT MAINTENANCE	OVERHEAD DOOR COMPANY OF T	DOOR MAINT.	425.95	2572
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	NOV	305.76	111591
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile	OCT TO NOV	20.67	111432
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile USA, Inc.	DEC	20.67	111646
100-13-00-439000	CONTRACT MAINTENANCE	US DIGITAL DESIGNS	FLEX ALERT SUBSCRIPTIONS	60.00	111597
100-13-00-441000	Training	MN Fire Service Certificat	CODY INS I	131.00	2694
Total Department 13-00 FIRE DEPARTMENT				11,561.47	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	386.71	111660
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE DEPT	386.71	111429
100-13-13-437000	Contract Maint. - Vehicles	ROSENBAUER MINNESOTA, LLC	PTO FOR 632	5,309.17	111405
100-13-13-442000	Memberships & Subscription	Metro Chief Fire Officers	2025 ANNUAL MEMBERSHIPS	200.00	111563
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				6,282.59	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	111526
100-20-20-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	65.19	2588
100-20-20-420000	Office Supplies	Innovative Office Solution	NOVEMBER OFFICE SUPPLIES	105.60	2731
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	7.47	2682
100-20-20-424000	Operating Supplies	JAMAR TECHNOLOGIES INC	TRAFFIC COUNT SUPPLIES	500.00	111667
100-20-20-430000	Professional Services	Alliant, Inc.	RCD 4 SOILS STUDY PHASE II	2,977.19	111538
100-20-20-430000	Professional Services	JAMAR TECHNOLOGIES INC	TRAFFIC COUNT SUPPLIES	28.10	111667
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				3,723.55	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111520
100-20-21-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111462
100-20-21-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111417
100-20-21-422000	Clothing	FOXTROT MARKETING GROUP	BRAD WILLIAMS UNIFORM	208.00	2744
100-20-21-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTER	29.36	111467
100-20-21-423000	Vehicle Supplies & Mainten	AUTOMOTIVE SERVICE EQUIPME	TIRE BALANCER REPAIR	832.50	111554
100-20-21-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	LIGHTBAR	274.39	2678
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTTERY	186.52	2713
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	111.17	2679
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKE PADS	178.27	2679
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	279.98	2679
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	AXLE	146.71	2679
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	SPARK PLUG	15.44	2679
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	IGNITION COIL	64.71	2679
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	FILTER	31.96	2581
100-20-21-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	394.38	2581
100-20-21-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HOSE	93.10	2676
100-20-21-423000	Vehicle Supplies & Mainten	FLEETPRIDE	JUMP STARTER	246.98	2579
100-20-21-423000	Vehicle Supplies & Mainten	FLEETPRIDE	FITTING AND HOSE	60.56	2712
100-20-21-423000	Vehicle Supplies & Mainten	FORCE AMERICA DISTRIBUTING	USB KEYS	329.13	2590
100-20-21-423000	Vehicle Supplies & Mainten	GRAINGER	HOSE	298.88	111456
100-20-21-423000	Vehicle Supplies & Mainten	GRAINGER	KEY CABINET	47.08	111456
100-20-21-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	HOSE	92.25	111434
100-20-21-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	CAP	103.50	111434
100-20-21-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	BREAK PADS	951.75	111606
100-20-21-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	BRAKE PADS	524.25	111473
100-20-21-423000	Vehicle Supplies & Mainten	Kath Fuel Oil Service, Inc	OIL	1,309.00	2562
100-20-21-423000	Vehicle Supplies & Mainten	Precise MRM, LLC	AIR AND ROAD TEMPERATURE SENSOR	597.00	2701
100-20-21-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	719.96	111463
100-20-21-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	1,256.00	111522
100-20-21-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	533.54	111522
100-20-21-423000	Vehicle Supplies & Mainten	Titan Machinery	GASKET	151.62	111414
100-20-21-423000	Vehicle Supplies & Mainten	Titan Machinery	MIRROR	262.36	111508
100-20-21-423000	Vehicle Supplies & Mainten	TOWMASTER	MOTOR COVER	111.59	111479
100-20-21-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	GLOW PLUGS	245.64	111461
100-20-21-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	SWITCH	19.53	111516
100-20-21-424000	Operating Supplies	Certified Laboratories, In	OPEN ROAD PLUS NAC MM, FUEL SURCHARGE	259.45	2688
100-20-21-424000	Operating Supplies	CITY OF ST. PAUL	ASPHALT	2,992.88	111455
100-20-21-424000	Operating Supplies	Compass Minerals America,	ROAD SALT	58,794.11	111647
100-20-21-424000	Operating Supplies	Fra-Dor Inc.	DUMP FEE	100.00	111409
100-20-21-424000	Operating Supplies	Gary Carlson	SPRAYER	142.06	111435
100-20-21-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO	SPRAYERS	284.12	111545

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					
100-20-21-424000	Operating Supplies	K-Tech Specialty Coating,	BEET HEET	2,042.86	111469
100-20-21-424000	Operating Supplies	Minneapolis Saw Company, I	HARNES	293.90	111645
100-20-21-424000	Operating Supplies	Precise MRM, LLC	10MB FLAT DATA PLAN US WITH NAF	736.00	2922
100-20-21-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	FUEL PUMP	1,315.04	111473
100-20-21-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	CONTROL ARM	2,621.39	111473
100-20-21-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	FUEL FILLER	702.04	111473
100-20-21-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	HEATER HOSE	313.50	111473
100-20-21-437000	Contract Maint. - Vehicles	MacQueen Equipment	VACTOR SERVICE	611.74	2582
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL 2931 WOODBRIDG	2,079.50	111512
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	STUMP GRINDING AT CITY HALL	54.00	111512
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL WORK 59	837.50	111512
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	RAMSEY COUNTY FLEET SUPPORT FEE FOR N	115.44	111521
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	RAMSEY COUNTY FLEET SUPPORT FEE FOR N	(40.68)	111521
100-20-21-443500	Minor Equipment	MODERN OFFICE	2 MULTI FUNCTION MESH ERGO CHAIRS	498.00	111594
Total Department 20-21 STREET DEPARTMENT				85,595.38	
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	9,990.29	111438
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	14,171.19	111438
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	10,370.81	111615
100-20-30-421000	Motor Fuel	MN Dept of Revenue-Non Ban	OCTOBER FUEL TAX	124.55	2663
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111651
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111651
100-20-30-423000	Vehicle Supplies & Mainten	1st Ayd Corporation	CLEANING STOCK	257.74	111596
100-20-30-423000	Vehicle Supplies & Mainten	1st Ayd Corporation	ABRASIVE DISCS	10.03	111657
100-20-30-423000	Vehicle Supplies & Mainten	Certified Laboratories, In	DUST FREE AEROSOL, PREMALUBE RED, BRI	1,936.45	2587
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	WIPER BLADES	174.60	2713
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	SPLICE CONNECTORS	84.23	111638
100-20-30-423000	Vehicle Supplies & Mainten	Liberty Tire Services, LLC	TIRE RECYCLING	514.45	111643
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	CLIPS AND WIRE	88.60	111569
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	PINS	70.04	111569
100-20-30-423000	Vehicle Supplies & Mainten	Napa Auto Parts	GREASE CAP	8.52	2714
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	692.00	111652
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	1,162.36	111652
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	2,316.00	111652
100-20-30-424000	Operating Supplies	Certified Laboratories, In	SELLARS TOOLBOX BIG GRIP REFILL BLUE	270.42	2565
100-20-30-424000	Operating Supplies	Fikes, Inc.	HARDWOUND ROLL TOWEL WHITE 10" X	251.40	2591
Total Department 20-30 VEHICLE MAINTENANCE				42,583.96	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	ELECTRO WATCHMAN	10/29/24- SHIP ADDITIONAL ACCESS CONT	231.25	2580
100-23-00-424000	Op Supplies-City Hall	Fikes, Inc.	HARDWOUND ROLL TOWEL/JUMBO TOILET TIS	200.88	2699
100-23-00-424000	Op Supplies-City Hall	Fikes, Inc.	F!KES LD404615K 40X46 - 1.5MIL	66.48	2571
100-23-00-424000	Op Supplies-City Hall	Fikes, Inc.	HARDWOUND ROLL TOWEL/JUMBO TOILET TIS	184.84	2571
100-23-00-424000	Op Supplies-City Hall	Fikes, Inc.	JUMBO TOILET TISSUE 2-PLY	83.20	2920
100-23-00-424000	Op Supplies-City Hall	GRAINGER	LED LIGHT BULBS FOR WOODSHOP PW	314.80	111638
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	J SERIES HARDWOUND TOWEL 1 PLY / J SE	2,427.43	2921
100-23-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	7,817.70	111513
100-23-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	7,817.70	111513
100-23-00-430000	Professional Services	McGough Property Managemen	LABOR 10/27-12/1/24	3,000.00	2919
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE 12-1-24	3,848.00	2696
100-23-00-436001	Utilities-City Hall	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - NOV 2024	1,498.96	2926

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					
100-23-00-436001	Utilities-City Hall	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - OCT 2024	3,139.31	2578
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	5,399.69	2717
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	386.71	111428
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	2,462.06	2717
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	111430
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	311.02	111537
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	122.22	111537
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	122.22	111537
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL PD	311.02	111537
100-23-00-439001	CONTRACT MAINTENANCE - CIT	McGough Property Managemen	FACILITY MANAGEMENT 10/2024 EXPENSES	2,955.90	2569
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL	115.23	111537
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL	115.23	111602
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	COUPLING IS LEAKING IN THE LOBBY OF T	1,885.60	2735
Total Department 23-00 BUILDING MAINTENANCE				46,171.85	
Total Fund 100 General Fund				1,577,965.79	
Fund: 101 General Fund Donations					
Department: 10-00 POLICE DEPARTMENT					
101-10-00-424014	Shop w/ Cop - Supplies	ROSEVILLE POLICE BENEVOLEN	COSTCO FOR HEROS AND HELPERS AND CSO	99.83	111669
Total Department 10-00 POLICE DEPARTMENT				99.83	
Total Fund 101 General Fund Donations				99.83	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	DANIEL KEYS	ESCROW REFUND	1,000.00	111671
103-00-00-230000	Deposits	H&H CONTRACTORS	ESCROW REFUND	1,000.00	111481
103-00-00-230000	Deposits	KEVITT COMPANIES	ESCROW REFUND	3,000.00	111424
103-00-00-230000	Deposits	KITCHENS BY DESIGN INC	ESCROW REFUND	1,000.00	111670
103-00-00-230000	Deposits	RESTORATION PROFESSIONALS	ESCROW REFUND	3,000.00	111483
103-00-00-230000	Deposits	TRAN CONSTRUCTION AND REMO	ESCROW REFUND	3,000.00	111672
103-00-00-230125	Water/Sewer Disconnect Esc	RESTORATION PROFESSIONALS	ESCROW REFUND	10,000.00	111483
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	CIVIC CENTER TMO NETWORK	1,908.50	2586
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson,	ATT ERICSSON FAIRVIEW LT	1,663.50	2586
Total Department 00-00 GENERAL				25,572.00	
Department: 20-00 PUBLIC WORKS GENERAL					
103-20-00-448600	Credit Card Fees	US Bank-Non Bank	OCTOBER 2024 TERMINAL CHARGES	2.94	2668
Total Department 20-00 PUBLIC WORKS GENERAL				2.94	
Total Fund 103 Contracted Engineering Svcs				25,574.94	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-430000	Professional Services	North Suburban Access Corp	NOV MONTHLY MUNICIPAL MEETING SERVICE	2,430.47	2734
110-09-00-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	4,608.03	111404
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	NOV/DEC CITY NEWSLETTER PRINTS	7,027.04	111431
110-09-00-442000	Memberships & Subscription	North Suburban Comm Commis	2024 QUARTER 4 PAYMENT TO NSCC	24,486.18	111412
Total Department 09-00 COMMUNICATIONS				38,551.72	
Total Fund 110 Telecommunications				38,551.72	
Fund: 200 Recreation Fund					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 00-00 GENERAL					
200-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	OCTOBER SALES AND USE TAX	4,143.26	2663
			Total Department 00-00 GENERAL	4,143.26	
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	65.19	2588
200-40-40-430000	Professional Services	SHRED-N-GO, INC.	ADMIN SHREDDING THRU NOV	85.00	111542
200-40-40-432000	Transportation	Carrie Anderson	2024 MILEAGE REIMBURSEMENT	143.51	2928
200-40-40-432000	Transportation	Scott Breuer	MILEAGE MARCH-MAY 2024	77.18	2927
200-40-40-434000	Printing	House of Print	WINTER BROCHURE PRINTING	4,883.04	111564
			Total Department 40-40 RECREATION ADMINISTRATION	5,253.92	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-414000-PR0253	Employer Pension	PERA-Non Bank	Remittance Check	(315.82)	2664
200-40-41-414000-PR0253	Employer Pension	PERA-Non Bank	Remittance Check	(246.79)	2664
200-40-41-414000-PR0253	Employer Pension	PERA-Non Bank	Remittance Check	(352.93)	2664
200-40-41-424000-PR0212	Operating Supplies	Taho Sportswear, Inc.	ADULT FALL SOFTBALL REGULAR SEASON SH	452.35	2584
200-40-41-424000-PR0212	Operating Supplies	Taho Sportswear, Inc.	ADULT FALL SOFTBALL PLAYOFF SHIRT ORD	709.40	2584
200-40-41-424000-PR0212	Operating Supplies	GAME ONE	ADULT SOFTBALL EOY ORDER 1 - 2024	2,984.55	111524
200-40-41-424000-PR0212	Operating Supplies	GAME ONE	ADULT SOFTBALL EOY ORDER 2 - 2024	3,309.50	111524
200-40-41-424000-PR0227	Operating Supplies	Taho Sportswear, Inc.	LATE START SAND VOLLEYBALL REGULAR SE	163.60	2584
200-40-41-424000-PR0227	Operating Supplies	Taho Sportswear, Inc.	LATE START VOLLEYBALL PLAYOFF SHIRT O	183.80	2584
200-40-41-424000-PR0242	Operating Supplies	Elizabeth Leverty	OPERATING SUPPLIES	36.47	2742
200-40-41-424000-PR0253	Operating Supplies	The Cleaning Authority, In	NOVEMBER PARK BUILDING CLEANING	0.00	111466
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MENS BASKETBALL REFEREE PAYMENT	1,550.00	2574
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MENS BASKETBALL REFEREE PAYMENT	1,550.00	2704
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MENS BASKETBALL REFEREE PAYMENT	1,550.00	2739
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEREE PAYMEN	1,550.00	2924
200-40-41-430000-PR0210	Professional Services	AARP	SMART DRIVER PAYMENT	335.00	111653
200-40-41-430000-PR0210	Professional Services	AARP	SMART DRIVER PAYMENT	260.00	111418
200-40-41-430000-PR0217	Professional Services	USTA Northern	USTA ADULT TENNIS LESSON PAYMENT - 20	5,410.80	111494
200-40-41-430000-PR0218	Professional Services	Norman R. Rolando	SELF DEFENSE FALL 2024	739.20	111636
200-40-41-430000-PR0220	Professional Services	Metro Volleyball Officials	ADULT VOLLEYBALL REFEREE PAYMENT	4,318.00	2681
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	REVSPORTS NOVEMBER	2,767.10	111534
200-40-41-430000-PR0245	Professional Services	Sandra Sherbarth-Lynch	ADULT PICKLEBALL LESSON INVOICE - NOV	936.00	111544
200-40-41-430000-PR0253	Professional Services	The Cleaning Authority, In	NOVEMBER PARK BUILDING CLEANING	3,855.60	111466
200-40-41-430000-PR0265	Professional Services	Jessica Lee	FALL 2024 CLASSES	2,693.70	111464
200-40-41-430000-PR0267	Professional Services	Kathryn Kalland	PROFESSIONAL SERVICES	1,200.00	111665
200-40-41-430000-PR0270	Professional Services	Atsuko Johnson	HULA DANCE PAYMENT	280.00	2577
200-40-41-430000-PR0270	Professional Services	Atsuko Johnson	DECEMBER HULA PAYMENT	84.00	2741
200-40-41-430000-PR0270	Professional Services	Lois Cunningham	NOVEMBER/DECEMBER PAY	235.20	2925
200-40-41-430000-PR0273	Professional Services	CITY OF LITTLE CANADA	ADULT TRIP - LACROSSE LIGHTS	1,032.00	111655
200-40-41-430000-PR0273	Professional Services	CITY OF LITTLE CANADA	ADULT TRIP - DULUTH TRIP 1 2024	1,456.00	111655
200-40-41-430000-PR0273	Professional Services	New Brighton Parks/Recreat	ADULT TRIP - SWEDISH INSTITUTE	1,584.00	111458
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	2,099.84	2724
200-40-41-442000-PR0212	Memberships & Subscription	MUSCO SPORTS LIGHTING LLC	PROJECT 166144	475.00	111623
			Total Department 40-41 RECREATION FEE PROGRAMS	42,885.57	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0102	Operating Supplies	Miner, Keith	BIG BAND REIMBURSEMENT	254.76	111668
200-40-42-424000-PR0102	Operating Supplies	PETERSON, GLEN JOHN	EQUIPMENT REPAIR REIMBURSEMENT 2	64.76	111622
200-40-42-424000-PR0102	Operating Supplies	PETERSON, GLEN JOHN	REPAIR REIMBURSEMENT-BIG BAND	33.47	111622
200-40-42-430000-PR0101	Professional Services	Cathy Meyer	COMMUNITY BAND LIBRARIAN FEE (B)	180.00	111609
200-40-42-430000-PR0101	Professional Services	Daniel Kuch	COMMUNITY BAND DIRECTOR PAY (B)	1,000.00	2729

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-430000-PR0102	Professional Services	Bob Nielsen	BIG BAND MOVING EXPENSES	90.00	111503
200-40-42-430000-PR0114	Professional Services	TOM PAQUIN	SENIOR CLUB 5 WINTER PERFORMANCE	175.00	111441
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE	20.00	111406
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE INVOICE	750.00	111407
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE PAYMENT	814.00	111640
Total Department 40-42 RECREATION NON FEE PROGRAMS				3,381.99	
Department: 40-49 RECREATION ACTIVITY CENTER					
200-40-49-414000	Employer Pension	PERA-Non Bank	Remittance Check	(279.43)	2664
Total Department 40-49 RECREATION ACTIVITY CENTER				(279.43)	
Department: 40-50 NATURE CENTER					
200-40-50-424000-PR0119	Operating Supplies	Taho Sportswear, Inc.	STAFF SHIRTS	318.00	2913
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	775.78	2718
Total Department 40-50 NATURE CENTER				1,093.78	
Department: 40-53 SKATING CENTER					
200-40-53-420000	Office Supplies	Fikes, Inc.	BATHROOM SUPPLIES	334.50	2736
200-40-53-422000	Clothing	FOXTROT MARKETING GROUP	TAYLOR DRIESEN CLOTHING	192.00	2744
200-40-53-422000	Clothing	FOXTROT MARKETING GROUP	CHRIS SONTERRE UNIFORM	126.00	2744
200-40-53-424000	Operating Supplies	ABLE HOSE & RUBBER INC	HOSE CLAMP	20.14	2727
200-40-53-424000	Operating Supplies	Certified Laboratories, In	CLEANING SUPPLIES	289.95	2565
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	232.96	2571
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	99.84	2736
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	175.00	2736
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	268.28	2736
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	106.45	111588
200-40-53-424000	Operating Supplies	MIDC Enterprises	BUSHINGS	51.94	111499
200-40-53-424000	Operating Supplies	R & R Specialties of wisco	BALL VALVE	113.25	2564
200-40-53-424000	Operating Supplies	R & R Specialties of wisco	ZAM PARTS	911.55	2564
200-40-53-424000	Operating Supplies	R & R Specialties of wisco	BELT	58.40	2564
200-40-53-424000	Operating Supplies	Twin City Filter Service,	FILTERS	925.00	111582
200-40-53-424000	Operating Supplies	Voss Lighting	LIGHTS	210.60	2683
200-40-53-425000	Merchandise For Sale	Becker Arena Products, Inc	RENTAL SKATES	386.89	2559
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	SODA FOR CONCESSIONS	34.68	111592
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	34.68	111592
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	SODA	112.50	111592
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSIONS SUPPLIES	688.04	111654
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES	631.26	111654
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES	630.96	111523
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES	1,596.17	111523
200-40-53-430000	Professional Services	McDonough's Sewer Service,	SEWER SERVICES	366.05	111403
200-40-53-430000	Professional Services	MR Cutting Edge	BLADE SHARPENING	274.00	111600
200-40-53-430000	Professional Services	MR Cutting Edge	BLADE SHARPENING	186.00	111535
200-40-53-430000	Professional Services	Summit Fire Protection	SEMI ANNUAL INSPECTION	353.90	111511
200-40-53-430000	Professional Services	Total Mechanical Services,	PREVENTATIVE MAINTENANCE	4,360.00	111543
200-40-53-433000	Advertising	DISPLAY SALES CO	BANNER FOR MCGOUGH	112.00	111621
200-40-53-436000	Utilities	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - NOV 2024	391.14	2926
200-40-53-436000	Utilities	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - OCT 2024	867.33	2578
200-40-53-438000	Rental	MN STATE FAIR	RENTAL SPACE FOR SKATE PARK EQUIPMENT	1,836.00	111565
200-40-53-439000	CONTRACT MAINTENANCE	INTERNATIONAL CHEMTEX CORP	BROMINE FOR COOLING TOWER	3,794.78	111495
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,296.00	111513
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,137.12	111513

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,296.00	111513
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,137.12	111513
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	WORK ON HEAT EXCHANGER	511.00	111543
200-40-53-442000	Memberships & Subscription	Mn Dept of Labor & Industr	BOILER	20.00	111416
200-40-53-442000	Memberships & Subscription	Mn Dept of Labor & Industr	BOILER	70.00	111416
Total Department 40-53 SKATING CENTER				30,239.48	
Total Fund 200 Recreation Fund				86,718.57	
Fund: 201 Recreation Donations					
Department: 40-40 RECREATION ADMINISTRATION					
201-40-40-430000	Professional Services	CHAMELEON CONCESSIONS INC	PUPPET WAGON DEPOSIT	7,158.00	111555
Total Department 40-40 RECREATION ADMINISTRATION				7,158.00	
Department: 40-43 RECREATION MAINTENANCE					
201-40-43-453000-PR0627	Other Improvements	VILLA LANDSCAPES	FINAL PAYMENT FOUNTAIN REPLACEMENT A	11,853.19	111551
Total Department 40-43 RECREATION MAINTENANCE				11,853.19	
Total Fund 201 Recreation Donations				19,011.19	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111520
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111520
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111520
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111520
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.73	111520
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	LUKE GERLINGER CLOTHING UNIFORM	71.00	2744
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	IAN DOLAN UNIFORM	73.00	2744
204-40-43-422000	Clothing	FOXTROT MARKETING GROUP	PATTI SULLLIVAN UNIFORM	120.00	2744
204-40-43-424000	Operating Supplies	Fikes, Inc.	3 EA BLACK ROLL CASE, WHITE ROLL TOWE	254.34	2699
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	561.35	111513
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	561.35	111513
204-40-43-430000	Professional Services	Mn Dept of Agriculture	2025 TREE CARE REGISTRY RENEWAL	30.00	111571
204-40-43-430000	Professional Services	Prowire, Inc.	ANNUAL FIRE MONITORING - SANDCASTLE	360.00	2563
204-40-43-430000	Professional Services	Prowire, Inc.	ANNUAL FIRE MONITORING - LEXINGTON	360.00	2563
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	STUMP GRINDING AT CITY HALL	204.00	111512
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVALS AT CITY HALL	1,402.50	111512
204-40-43-431000	Telephone	Verizon	DATA OCT 27-NOV 26 - ACC#487223064-00	359.86	111471
204-40-43-431000-PR0627	Telephone	Verizon	DATA OCT 27-NOV 26 - ACC#487223064-00	35.01	111471
204-40-43-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	PRESSURE SENSOR	706.50	111605
Total Department 40-43 RECREATION MAINTENANCE				5,112.84	
Total Fund 204 PARK MAINTENANCE				5,112.84	
Fund: 220 Municipal Community Band					
Department: 40-44 COMMUNITY BAND					
220-40-44-424000	Operating Supplies	Groth Music	COMMUNITY BAND SUPPLIES	41.35	111497
Total Department 40-44 COMMUNITY BAND				41.35	
Total Fund 220 Municipal Community Band				41.35	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	BIG BAND DECEMBER DIRECTOR PAY	250.00	2930
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	BIG BAND DIRECTOR PAY - NOVEMBER	250.00	2711
Total Department 40-45 BIG BAND ACTIVITIES				500.00	
Total Fund 221 Municipal Jazz Band				500.00	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	B2 BUILDERS	CONSTRUCTION DEPOSIT REFUND	5,000.00	111556
260-00-00-230000	Deposits	Lee Homes Corp.	CONSTRUCTION DEPOSIT REFUND B23-1824	1,000.00	111425
260-00-00-230000	Deposits	RESTORATION PROFESSIONALS	CONSTRUCTION DEPOSIT REFUND B22-2197	1,000.00	111445
260-00-00-230000	Deposits	ROCHON CORPORATION	CONSTRUCTION DEPOSIT REFUND B23-0065	5,000.00	111482
260-00-00-230000	Deposits	ROCHON CORPORATION	CONSTRUCTION DEPOSIT REFUND B22-2123	5,000.00	111482
260-00-00-230130-CD1235	Development Escrow	Kennedy & Graven, Chartere	EDA ATTORNEY SERVICES	54.40	111580
Total Department 00-00 GENERAL				17,054.40	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-430000	Professional Services	Mike Bunnell	PLAN REVIEW - BRKTHROUGH -B24-1542	2,310.00	111527
260-56-17-430007	Electrical Inspections	Stephen Tokle Inspections,	NOVEMBER 2024 ELECTRICAL INSPECTOR FE	9,182.25	2709
260-56-17-431000	Telephone	Verizon	DATA OCT 27-NOV 26 - ACC#487223064-00	52.16	111471
260-56-17-448600	Credit Card Fees	US Bank-Non Bank	OCTOBER 2024 TERMINAL CHARGES	3,731.07	2668
260-56-17-448600	Credit Card Fees	US Bank-Non Bank	OCTOBER 2024 TERMINAL CHARGES	130.01	2668
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				15,405.49	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	Ramsey County Recorder/Reg	ACCT 9000008, DOCS 2781332, 5038890,	138.00	111496
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	334.00	2923
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	334.00	2573
260-56-57-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	69.68	111573
Total Department 56-57 PLANNING DEPARTMENT				875.68	
Total Fund 260 Community Development				33,335.57	
Fund: 265 License Center					
Department: 00-00 GENERAL					
265-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	OCTOBER SALES AND USE TAX	1,603.21	2663
Total Department 00-00 GENERAL				1,603.21	
Department: 05-00 DEPUTY REGISTER					
265-05-00-424000	Operating Supplies	Fikes, Inc.	HARDWOUND ROLL TOWEL/JUMBO TOILET TIS	50.22	2699
265-05-00-424000	Operating Supplies	Fikes, Inc.	HARDWOUND ROLL TOWEL WHITE 10" X	62.85	2591
265-05-00-424000	Operating Supplies	Fikes, Inc.	F!KES LD404615K 40X46 - 1.5MIL	16.62	2571
265-05-00-424000	Operating Supplies	Fikes, Inc.	HARDWOUND ROLL TOWEL/JUMBO TOILET TIS	46.21	2571
265-05-00-424000	Operating Supplies	Staples Advantage, Inc.	J SERIES HARDWOUND TOWEL 1 PLY / J SE	606.86	2921
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL	317.73	111537
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL	317.73	111537
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,421.40	111513
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,421.40	111513
265-05-00-430000	Professional Services	Yale Mechanical	UNIT #6 LEXINGTON STRIP MALL	5,642.65	2698
265-05-00-431000	Telephone	CenturyLink	PHONE	122.18	111642
265-05-00-431000	Telephone	CenturyLink	PHONE	5.62	111410
265-05-00-431000	Telephone	CenturyLink	SERVICE 11/10 - 12/9/24, ACCT 3335314	3.20	111411
265-05-00-432000	Transportation	Mary Dracy	MILEAGE REIMBURSEMENT	184.25	2686
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	804.55	2723

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-443500	Minor Equipment	Dell Marketing, L.P.	COMPUTER-TEREZA	1,008.66	111532
265-05-00-448000	Miscellaneous	SHRED-N-GO, INC.	LC SHREDDING THRU NOV	340.93	111542
Total Department 05-00 DEPUTY REGISTER				12,373.06	
Total Fund 265 License Center				13,976.27	
Fund: 282 American Rescue Plan					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
282-20-20-443500	Minor Equipment	GOPHER SIGN COMPANY	WAYFINDING SIGNAGE - PAYMENT 1	42,000.00	111619
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				42,000.00	
Total Fund 282 American Rescue Plan				42,000.00	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-453000	Other Improvements	STREICHER'S	LMT 40MM LAUNCHER, RIFLE SCOPE	1,640.00	2690
Total Department 10-00 POLICE DEPARTMENT				1,640.00	
Total Fund 400 Equipment Revolving				1,640.00	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-451000	Furniture & Fixtures	Uline	CONFERENCE ROOM FURNITURE	4,114.84	2918
401-13-00-453000	Other Improvements	NELSON TACTICAL	TACTICAL GEAR	7,333.06	111618
401-13-00-453000	Other Improvements	NELSON TACTICAL	TACTICAL GEAR	5,186.72	111618
401-13-00-453000	Other Improvements	NELSON TACTICAL	TACTICAL GEAR	41,341.04	111618
Total Department 13-00 FIRE DEPARTMENT				57,975.66	
Total Fund 401 Fire Equipment				57,975.66	
Fund: 406 Street Light Replacement					
Department: 20-22 STREET LIGHTING					
406-20-22-443500	Minor Equipment	Voss Lighting	LIGHTING CITY HALL PARKING LOT	20,300.00	2914
Total Department 20-22 STREET LIGHTING				20,300.00	
Total Fund 406 Street Light Replacement				20,300.00	
Fund: 408 Pathway Maintenance Fund					
Department: 64-72 IMPROVEMENTS-PATHWAYS					
408-64-72-453000-PW2404	Other Improvements	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	1,000.42	111666
Total Department 64-72 IMPROVEMENTS-PATHWAYS				1,000.42	
Total Fund 408 Pathway Maintenance Fund				1,000.42	
Fund: 409 Plant Fund					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	COPIER RENTAL	3,246.58	111540
409-08-00-438101	Postage Meter	GreatAmerica Financial Ser	COPIER RENTAL	332.00	111607
Total Department 08-00 CENTRAL SERVICES				3,578.58	
Total Fund 409 Plant Fund				3,578.58	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
410-20-20-453000	Other Improvements	NORTHERN AIR CORPORATION	INSTALL BYPASS FOR NEW BOILERS PD	12,200.00	111575
410-20-20-453000	Other Improvements	Schwab Vollhaber Lubratt S	HVAC INSTALLATION LABOR	92,574.00	111460

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		104,774.00	
Department: 40-53 SKATING CENTER					
410-40-53-452000	Vehicles & Equipment	APEX MECHANICAL	FULTON BOILER REPLACEMENT	17,292.50	111440
		Total Department 40-53 SKATING CENTER		17,292.50	
		Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND		122,066.50	
Fund: 411 Recreation Improvements					
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-430000-PR2350	Professional Services	Tree Trust	TREE REMOVALS, STUMP GRINDINGS, PLANT	25,920.00	111510
411-40-43-430000-PR2350	Professional Services	Tree Trust	TREE REMOVALS, STUMP GRIDING, PLANTIN	6,600.00	111510
411-40-43-453000-PR0627	Other Improvements	VILLA LANDSCAPES	FINAL PAYMENT FOUNTAIN REPLACEMENT A	7,622.92	111551
		Total Department 40-43 RECREATION MAINTENANCE		40,142.92	
		Total Fund 411 Recreation Improvements		40,142.92	
Fund: 425 2719 Lexington Avenue					
Department: 02-00 ADMINISTRATION					
425-02-00-430000	Professional Services	Kennedy & Graven, Chartere	LEGAL SERVICES - UNION & SALES TAX	1,295.00	111580
425-02-00-430000	Professional Services	Nystrom Publishing Co, Inc	SALES TAX BALLOT QUESTIONS MAILER	2,233.52	111431
425-02-00-430000	Professional Services	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	4,132.28	111404
		Total Department 02-00 ADMINISTRATION		7,660.80	
		Total Fund 425 2719 Lexington Avenue		7,660.80	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2305	Other Improvements	New Look Contracting, Inc.	PROJECT 23-05 - PAY REQUEST 3	145,028.02	2703
590-20-23-453000-PW2305	Other Improvements	SANDSTROM LAND MANAGEMENT,	23-05 - 1092 COUNTY RD B2 - STABILIZA	750.00	2740
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	AMERICAN ENGINEERING TESTI	SAP - 2024 PMP	3,250.75	2558
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	110,882.92	111666
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	Veit & Company, Inc.	S MCCARRONS RETAINING WALL	1,592.00	111509
		Total Department 20-23 STREET CONSTRUCTION		261,503.69	
		Total Fund 590 Special Assmt. Construction		261,503.69	
Fund: 592 Street Construction - 2022					
Department: 20-23 STREET CONSTRUCTION					
592-20-23-490000-PW2204	Contractor Payments	MN DEPT OF TRANSPORTATION	BITUMINOUS PLANT INSPECTION	480.32	111507
592-20-23-490000-PW2222	Contractor Payments	Braun Intertec Corporation	MCCARRONS RETAINING WALL	138.50	111567
592-20-23-490000-PW2222	Contractor Payments	Veit & Company, Inc.	S MCCARRONS RETAINING WALL	151,339.48	111509
		Total Department 20-23 STREET CONSTRUCTION		151,958.30	
		Total Fund 592 Street Construction - 2022		151,958.30	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	BILLIE LOIS ATIYEH	UB refund for account: 007920-000	26.96	111449
600-00-00-202000	Accounts Payable	BRANDON JOHNSON	UB refund for account: 017360-000	25.92	111446
600-00-00-202000	Accounts Payable	CTV GROUP INC	UB refund for account: 026814-000	18.16	111452
600-00-00-202000	Accounts Payable	DANE & LINDSEY PETERSON	UB refund for account: 010417-000	40.26	111632
600-00-00-202000	Accounts Payable	DORIS COPLEY	UB refund for account: 006373-000	26.88	111453
600-00-00-202000	Accounts Payable	GARY RANALLO	UB refund for account: 000499-000	5.34	111448
600-00-00-202000	Accounts Payable	JESSE MOORE	UB refund for account: 022898-000	2.96	111489

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	JIM & JOAN LASSER	UB refund for account: 006510-000	39.88	111491
600-00-00-202000	Accounts Payable	KATHY LEDO	UB refund for account: 025087-000	34.75	111454
600-00-00-202000	Accounts Payable	KELLY DONAHUE	UB refund for account: 023800-000	29.35	111677
600-00-00-202000	Accounts Payable	Kelly Roberto	UB refund for account: 007071-000	5.29	111674
600-00-00-202000	Accounts Payable	LARRY BERKNER	UB refund for account: 005461-000	28.57	111625
600-00-00-202000	Accounts Payable	LORRAINE FAIT	UB refund for account: 001694-000	22.13	111673
600-00-00-202000	Accounts Payable	LUKE & JEAN SCHULDT	UB refund for account: 004177-000	267.29	111676
600-00-00-202000	Accounts Payable	MARKET PASS LLC	UB refund for account: 026735-000	19.64	111450
600-00-00-202000	Accounts Payable	MICHAEL AMOS	UB refund for account: 024497-000	97.56	111490
600-00-00-202000	Accounts Payable	MICHAEL PERRY	UB refund for account: 026777-000	8.91	111485
600-00-00-202000	Accounts Payable	MORTON HOLMGREN	UB refund for account: 006120-000	83.49	111488
600-00-00-202000	Accounts Payable	OPENDOOR	UB refund for account: 026706-000	1.87	111492
600-00-00-202000	Accounts Payable	RICHARD & LAURA HARRINGTON	UB refund for account: 019994-000	49.23	111447
600-00-00-202000	Accounts Payable	SANDRA FREDRIKSON	UB refund for account: 004241-000	46.58	111487
600-00-00-202000	Accounts Payable	SUSAN DWYER-FRENCH	UB refund for account: 002245-000	21.83	111451
600-00-00-202000	Accounts Payable	SUSAN M KROOHN	UB refund for account: 006610-000	75.30	111675
600-00-00-202000	Accounts Payable	VICTORIA HALL	UB refund for account: 024584-000	5.77	111486
600-00-00-208000	Sewer SAC Charges	Metropolitan Council	NOVEMBER 2024 SAC PAYMENT	12,300.75	2583
Total Department 00-00 GENERAL				13,284.67	
Department: 50-00 SANITARY SEWER					
600-50-00-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	MAGNUM MLT4060KV VERT. MAST LIGHT TOW	2,216.67	111649
600-50-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT	102.00	2737
600-50-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	134.10	2715
600-50-00-430000	Professional Services	InfoSend, Inc.	OCT 2024 BILLING	81.17	2707
600-50-00-430000	Professional Services	KorTerra Inc.	LOCATE MANAGEMENT STANDARD THROUGH 12	761.33	111635
600-50-00-430050	Sewer Department Claims	911 Restoration of Minneap	2192 HADDINGTON RD	3,878.28	111531
600-50-00-430050	Sewer Department Claims	911 Restoration of Minneap	2960 SNELLING SEWER CLAIM	5,000.00	111531
600-50-00-430050	Sewer Department Claims	CALVARY CHURCH	SEWER SERVICE	395.00	111559
600-50-00-431100	Postage	InfoSend, Inc.	OCT 2024 BILLING	305.97	2707
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	1,325.92	2725
600-50-00-439000	CONTRACT MAINTENANCE	Cummins Sales and Service	REPAIR CLEVELAND LIFT STATION GENERAT	1,871.71	111419
600-50-00-443500	Minor Equipment	MODERN OFFICE	2 MULTI FUNCTION MESH ERGO CHAIRS	498.00	111593
600-50-00-443600	Software Operating Charges	FERGUSON WATERWORKS #2518	NEPTUNE 360 AMI ANNUAL 10001-20000	14,068.75	2570
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	307,853.32	2716
600-50-00-448600	Credit Card Fees	CHASE PAYMENTECH - NON-BAN	OCTOBER PAYMENTECH/AMEX CC FEES	5,381.14	2672
600-50-00-448600	Credit Card Fees	CHASE PAYMENTECH - NON-BAN	OCTOBER PAYMENTECH/AMEX CC FEES	184.00	2672
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	NOVEMBER INVOICE AND CC PROCESSING FE	3,309.78	2710
600-50-00-453000-PW2302	Other Improvements	Bolton & Menk, Inc.	DALE/OWASSO LFT STATION	1,416.00	111514
600-50-00-453000-PW2404	Other Improvements	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	719.60	111666
600-50-00-490000-PW2111	Contractor Payments	Pember Companies, Inc.	LLLS PAY REQUEST 3	20,735.75	2708
Total Department 50-00 SANITARY SEWER				370,238.49	
Total Fund 600 Sanitary Sewer				383,523.16	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	BILLIE LOIS ATIYEH	UB refund for account: 007920-000	25.37	111449
610-00-00-202000	Accounts Payable	BRANDON JOHNSON	UB refund for account: 017360-000	19.26	111446
610-00-00-202000	Accounts Payable	CHARLES & JENNIFER PETERSE	UB refund for account: 014467-000	65.32	111633
610-00-00-202000	Accounts Payable	CTV GROUP INC	UB refund for account: 026814-000	18.49	111452
610-00-00-202000	Accounts Payable	DANE & LINDSEY PETERSON	UB refund for account: 010417-000	2.80	111632
610-00-00-202000	Accounts Payable	DARYL & CANDEE OLSON	UB refund for account: 023183-000	191.82	111630

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	DORIS COPLEY	UB refund for account: 006373-000	25.42	111453
610-00-00-202000	Accounts Payable	EVELYN LARSON	UB refund for account: 006999-000	11.64	111626
610-00-00-202000	Accounts Payable	GARY RANALLO	UB refund for account: 000499-000	1.92	111448
610-00-00-202000	Accounts Payable	JESSE MOORE	UB refund for account: 022898-000	3.72	111489
610-00-00-202000	Accounts Payable	JIM & JOAN LASSER	UB refund for account: 006510-000	26.84	111491
610-00-00-202000	Accounts Payable	JOYCE WYSKOCIL	UB refund for account: 004197-000	56.01	111634
610-00-00-202000	Accounts Payable	JULIE HAYS	UB refund for account: 003035-000	226.47	111628
610-00-00-202000	Accounts Payable	KATHY LEDO	UB refund for account: 025087-000	25.75	111454
610-00-00-202000	Accounts Payable	KELLY DONAHUE	UB refund for account: 023800-000	18.35	111677
610-00-00-202000	Accounts Payable	Kelly Roberto	UB refund for account: 007071-000	19.29	111674
610-00-00-202000	Accounts Payable	LARRY BERKNER	UB refund for account: 005461-000	13.16	111625
610-00-00-202000	Accounts Payable	LAYLA ISMAIL	UB refund for account: 022863-000	30.01	111631
610-00-00-202000	Accounts Payable	LORRAINE FAIT	UB refund for account: 001694-000	19.49	111673
610-00-00-202000	Accounts Payable	LUKE & JEAN SCHULDT	UB refund for account: 004177-000	379.07	111676
610-00-00-202000	Accounts Payable	MARKET PASS LLC	UB refund for account: 026735-000	17.89	111450
610-00-00-202000	Accounts Payable	MICHAEL AMOS	UB refund for account: 024497-000	66.55	111490
610-00-00-202000	Accounts Payable	MICHAEL PERRY	UB refund for account: 026777-000	9.06	111485
610-00-00-202000	Accounts Payable	MORTON HOLMGREN	UB refund for account: 006120-000	51.52	111488
610-00-00-202000	Accounts Payable	NANCY OLSON	UB refund for account: 010900-000	64.30	111627
610-00-00-202000	Accounts Payable	OPENDOOR	UB refund for account: 026706-000	1.11	111492
610-00-00-202000	Accounts Payable	RICHARD & LAURA HARRINGTON	UB refund for account: 019994-000	50.15	111447
610-00-00-202000	Accounts Payable	SANDRA FREDRIKSON	UB refund for account: 004241-000	26.82	111487
610-00-00-202000	Accounts Payable	STEVEN GANZ	UB refund for account: 026498-000	188.24	111629
610-00-00-202000	Accounts Payable	SUSAN DWYER-FRENCH	UB refund for account: 002245-000	19.43	111451
610-00-00-202000	Accounts Payable	SUSAN M KROHN	UB refund for account: 006610-000	28.08	111675
610-00-00-202000	Accounts Payable	VICTORIA HALL	UB refund for account: 024584-000	7.39	111486
610-00-00-208100	State Surcharge-Water	ADVANCED SEEDING	HYDRANT METER DEPOSIT REFUND	(5.52)	111484
610-00-00-209000	Sales Tax Payable	ADVANCED SEEDING	HYDRANT METER DEPOSIT REFUND	(0.46)	111484
610-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	OCTOBER SALES AND USE TAX	39,200.40	2663
610-00-00-230200	Hydrant Meter Deposits	ADVANCED SEEDING	HYDRANT METER DEPOSIT REFUND	6,000.00	111484
610-00-00-230200	Hydrant Meter Deposits	PARK CONSTRUCTION	HYDRANT METER DEPOSIT	6,000.00	111480
Total Department 00-00 GENERAL				52,905.16	
Department: 51-00 WATER FUND					
610-51-00-382900	Miscellaneous Revenue	ADVANCED SEEDING	HYDRANT METER DEPOSIT REFUND	(400.00)	111484
610-51-00-382900	Miscellaneous Revenue	PARK CONSTRUCTION	HYDRANT METER DEPOSIT	(100.00)	111480
610-51-00-424000	Operating Supplies	ADVANCED SEEDING & EROSION	SILT FENCE	508.25	111553
610-51-00-424000	Operating Supplies	Core & Main LP	12X12-1/2 REPAIR CLAMP	649.94	111426
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	2' MACH 10 METERS 10"LL	3,229.42	2570
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	ROCK	594.00	111641
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	RAP AND RIVER ROCK	885.20	111502
610-51-00-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	MAGNUM MLT4060KV VERT. MAST LIGHT TOW	2,216.67	111649
610-51-00-424000	Operating Supplies	General Industrial Supply	RATCHET STRAPS	28.00	2737
610-51-00-424000	Operating Supplies	Holcim-MWR, Inc.	RIP RAP	1,282.64	111663
610-51-00-424000	Operating Supplies	Holcim-MWR, Inc.	RIP RAP	1,290.05	111663
610-51-00-424000	Operating Supplies	Holcim-MWR, Inc.	CLASS 5	1,801.68	111663
610-51-00-424000	Operating Supplies	Holcim-MWR, Inc.	CLASS 5 AND SAND	7,631.61	111663
610-51-00-424000	Operating Supplies	MARTIN MARIETTA MATERIALS,	ASPHALT	343.05	111457
610-51-00-424000	Operating Supplies	Q3 Contracting, Inc.	JERSEY BARRIER	2,544.00	111648
610-51-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT	102.00	2737
610-51-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	134.10	2715
610-51-00-430000	Professional Services	InfoSend, Inc.	OCT 2024 BILLING	81.16	2707

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 51-00 WATER FUND					
610-51-00-430000	Professional Services	KorTerra Inc.	LOCATE MANAGEMENT STANDARD THROUGH 12	761.34	111635
610-51-00-430000	Professional Services	Twin City Water Clinic, In	NOVEMBER DISTRIBUTION REPORT	680.00	111572
610-51-00-430000	Professional Services	Twin City Water Clinic, In	OCTOBER DISTRIBUTION SAMPLES 2024	680.00	111408
610-51-00-430000	Professional Services	Water Conservation Service	LEAK LOCATES 2560 LONG LAKE/1030 SHRY	1,321.11	111650
610-51-00-430000	Professional Services	Water Conservation Service	LEAK LOCATE 2819 MERRIL 11-16-24	519.65	111519
610-51-00-431000	Telephone	T Mobile	ACCOUNT #967323231, MOBILE # 651-417-	35.96	111470
610-51-00-431100	Postage	InfoSend, Inc.	OCT 2024 BILLING	305.97	2707
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	4,916.75	2915
610-51-00-438000	Rental	GARY CARLSON EQUIPMENT CO.	RENTAL MAGNUM MLT4060KV VERT. MAST LI	135.00	111589
610-51-00-439000	CONTRACT MAINTENANCE	Adam's Pest Control Inc	PEST CONTROL BOOSTER STATION	131.13	2733
610-51-00-439000	CONTRACT MAINTENANCE	Advanced Engineering & Env	MEET WITH CITY IT TO GET NEW SCADA SE	2,475.40	111465
610-51-00-439000	CONTRACT MAINTENANCE	Advanced Engineering & Env	RESTORING SCADA APPLICATION BACKUP TO	490.00	111656
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	20" RCP WATER MAIN REPAIR	47,328.35	111579
610-51-00-443600	Software Operating Charges	FERGUSON WATERWORKS #2518	NEPTUNE 360 AMI ANNUAL 10001-20000	14,068.75	2570
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	WATER BILL	392,339.20	111515
610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	3,220.29	111666
Total Department 51-00 WATER FUND				492,230.67	
Total Fund 610 Water Fund				545,135.83	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	OCTOBER SALES AND USE TAX	3,220.64	2663
620-00-00-209001	Use Tax Payable	MN Dept of Revenue-Non Ban	OCTOBER SALES AND USE TAX	120.49	2663
Total Department 00-00 GENERAL				3,341.13	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-372300	Concession Sales	Tio's Food and Beverage	OCTOBER FOOD SALES	575.00	111612
620-52-51-382100	Building Rental	LORI VANDERBILT	CEDARHOLM ROOM RENTAL DEPOSIT REFUND	200.00	111560
620-52-51-414000	Employer Pension	PERA-Non Bank	Remittance Check	(210.02)	2664
620-52-51-424000	Operating Supplies	Coffee Mill, Inc.	COFFEE & SUPPLIES	64.00	111585
620-52-51-424000	Operating Supplies	Coffee Mill, Inc.	COFFEE FOR RESALE	120.00	111517
620-52-51-424000	Operating Supplies	Fikes, Inc.	PAPER TOWELS & TOILET PAPER	211.16	2591
620-52-51-424000	Operating Supplies	Twin Cities Flag Source, I	CUSTOM FLAG FOR CEDARHOLM	355.00	111421
620-52-51-424000	Operating Supplies	Uline	CUPS & STRAWS	141.31	2695
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOL BEVERAGES FOR RESALE	222.85	2675
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	ALCOHOLIC BEVERAGES FOR RESALE	248.40	2560
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE & SUPPLIES	253.00	111585
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE FOR RESALE	253.00	111517
620-52-51-425000	Merchandise for Sale	SMALL LOT COOP LLC	ALCOHOL BEVERAGES FOR RESALE	194.56	111476
620-52-51-425000	Merchandise for Sale	SMALL LOT COOP LLC	ALCOHOLIC BEVERAGES FOR RESALE	95.00	111548
620-52-51-425000	Merchandise for Sale	SMALL LOT COOP LLC	WINE FOR RESALE	130.00	111616
620-52-51-425000	Merchandise for Sale	Small Lot MN	WINE FOR RESALE	93.00	111548
620-52-51-432000	Transportation	Scott Breuer	MILEAGE JULY-DECEMBER 2024	95.41	2927
620-52-51-438000	Rental	DLL Finance LLC	INSTALLMENT PAYMENT/FEES	7.08	111608
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	CO2 CYLINDER RENTAL	51.00	111550
620-52-51-439000	CONTRACT MAINTENANCE	ELECTRO WATCHMAN	ADDED CODE TO PANEL FOR SCOTT BREUER	26.72	111568
620-52-51-439000	CONTRACT MAINTENANCE	On Site Companies-OSSTC	PORTABLE RENTALS AT CEDARHOLM GOLF CO	142.00	111570
620-52-51-439000	CONTRACT MAINTENANCE	On Site Companies-OSSTC	PORTABLE RENTALS AT CEDARHOLM GOLF CO	53.25	111570
Total Department 52-51 CEDARHOLM GOLF COURSE				3,321.72	
Total Fund 620 Golf Course				6,662.85	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	BILLIE LOIS ATIYEH	UB refund for account: 007920-000	15.16	111449
640-00-00-202000	Accounts Payable	BRANDON JOHNSON	UB refund for account: 017360-000	11.51	111446
640-00-00-202000	Accounts Payable	CTV GROUP INC	UB refund for account: 026814-000	11.04	111452
640-00-00-202000	Accounts Payable	DANE & LINDSEY PETERSON	UB refund for account: 010417-000	16.86	111632
640-00-00-202000	Accounts Payable	DORIS COPLEY	UB refund for account: 006373-000	15.19	111453
640-00-00-202000	Accounts Payable	GARY RANALLO	UB refund for account: 000499-000	1.15	111448
640-00-00-202000	Accounts Payable	JIM & JOAN LASSER	UB refund for account: 006510-000	16.05	111491
640-00-00-202000	Accounts Payable	KATHY LEDO	UB refund for account: 025087-000	15.38	111454
640-00-00-202000	Accounts Payable	KELLY DONAHUE	UB refund for account: 023800-000	11.00	111677
640-00-00-202000	Accounts Payable	LARRY BERKNER	UB refund for account: 005461-000	8.92	111625
640-00-00-202000	Accounts Payable	LORRAINE FAIT	UB refund for account: 001694-000	11.65	111673
640-00-00-202000	Accounts Payable	MARKET PASS LLC	UB refund for account: 026735-000	10.69	111450
640-00-00-202000	Accounts Payable	MICHAEL AMOS	UB refund for account: 024497-000	39.77	111490
640-00-00-202000	Accounts Payable	MICHAEL PERRY	UB refund for account: 026777-000	5.42	111485
640-00-00-202000	Accounts Payable	MORTON HOLMGREN	UB refund for account: 006120-000	30.79	111488
640-00-00-202000	Accounts Payable	OPENDOOR	UB refund for account: 026706-000	0.66	111492
640-00-00-202000	Accounts Payable	RICHARD & LAURA HARRINGTON	UB refund for account: 019994-000	29.94	111447
640-00-00-202000	Accounts Payable	SANDRA FREDRIKSON	UB refund for account: 004241-000	16.03	111487
640-00-00-202000	Accounts Payable	SUSAN DWYER-FRENCH	UB refund for account: 002245-000	11.60	111451
640-00-00-202000	Accounts Payable	SUSAN M KROOHN	UB refund for account: 006610-000	16.75	111675
640-00-00-202000	Accounts Payable	VICTORIA HALL	UB refund for account: 024584-000	2.27	111486
Total Department 00-00 GENERAL				297.83	
Department: 54-00 STORM WATER					
640-54-00-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	MAGNUM MLT4060KV VERT. MAST LIGHT TOW	2,216.66	111649
640-54-00-424000	Operating Supplies	Precise MRM, LLC	10 MB FLAT DATA PLAN	713.00	2593
640-54-00-424000	Operating Supplies	SKB Environmental, Inc.	COUCH DISPOSAL	81.49	111566
640-54-00-424000	Operating Supplies	WM Corporate Services, Inc	ROW TRASH	388.80	111583
640-54-00-430000	Professional Services	General Industrial Supply	LOCATE PAINT	102.00	2737
640-54-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	134.10	2715
640-54-00-430000	Professional Services	InfoSend, Inc.	OCT 2024 BILLING	81.17	2707
640-54-00-430000	Professional Services	KorTerra Inc.	LOCATE MANAGEMENT STANDARD THROUGH 12	761.33	111635
640-54-00-431100	Postage	InfoSend, Inc.	OCT 2024 BILLING	305.97	2707
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	123.83	2719
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	259.53	2720
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	871.85	2721
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	255.12	2722
640-54-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	CONCRETE	662.63	111518
640-54-00-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	DEER PICKUP	387.00	111598
640-54-00-439000-PW2408	CONTRACT MAINTENANCE	WSB & Associates, Inc.	2024 POND MAINTENANCE	9,843.75	2689
640-54-00-453000	Other Improvements	Erickson Electric Company,	WIRE REPAIRED PUMP @ WATERFALL CP	346.10	111662
640-54-00-453000	Other Improvements	Erickson Electric Company,	MEGG MOTOR AT ST CROIX LIFT STATION	342.50	111662
640-54-00-453000-PW2310	Other Improvements	Bituminous Roadways Inc	PROJECT 23-10 - PAY REQUEST 4	27,047.82	2674
640-54-00-453000-PW2404	Cty Rd B Recon & 2024 PMP	GMH ASPHALT CORPORATION	COUNTY ROAD B RECONSTRUCTION	28,006.89	111666
640-54-00-453000-PW2409	2024 BMP Maintenance	SANDSTROM LAND MANAGEMENT,	BMP MAINTENANCE THRU NOV	8,040.00	2740
640-54-00-453000-PW2410	Other Improvements	Bituminous Roadways Inc	2024 DRAINAGE IMPROVEMENTS	64,785.29	2673
Total Department 54-00 STORM WATER				145,756.83	
Total Fund 640 Storm Drainage				146,054.66	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-128100	Prepaid Expenses	Urban Sustainability Direc	ANNUAL MEMBERSHIP 2025	1,870.00	111614

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	BILLIE LOIS ATIYEH	UB refund for account: 007920-000	8.22	111449
650-00-00-202000	Accounts Payable	BRANDON JOHNSON	UB refund for account: 017360-000	6.23	111446
650-00-00-202000	Accounts Payable	CTV GROUP INC	UB refund for account: 026814-000	5.98	111452
650-00-00-202000	Accounts Payable	DANE & LINDSEY PETERSON	UB refund for account: 010417-000	9.14	111632
650-00-00-202000	Accounts Payable	DORIS COPLEY	UB refund for account: 006373-000	8.23	111453
650-00-00-202000	Accounts Payable	GARY RANALLO	UB refund for account: 000499-000	0.63	111448
650-00-00-202000	Accounts Payable	JIM & JOAN LASSER	UB refund for account: 006510-000	8.69	111491
650-00-00-202000	Accounts Payable	KATHY LEDO	UB refund for account: 025087-000	8.34	111454
650-00-00-202000	Accounts Payable	KELLY DONAHUE	UB refund for account: 023800-000	5.95	111677
650-00-00-202000	Accounts Payable	LARRY BERKNER	UB refund for account: 005461-000	4.83	111625
650-00-00-202000	Accounts Payable	LAYLA ISMAIL	UB refund for account: 022863-000	154.71	111631
650-00-00-202000	Accounts Payable	LORRAINE FAIT	UB refund for account: 001694-000	6.31	111673
650-00-00-202000	Accounts Payable	MARKET PASS LLC	UB refund for account: 026735-000	5.79	111450
650-00-00-202000	Accounts Payable	MICHAEL AMOS	UB refund for account: 024497-000	21.56	111490
650-00-00-202000	Accounts Payable	MICHAEL PERRY	UB refund for account: 026777-000	2.94	111485
650-00-00-202000	Accounts Payable	MORTON HOLMGREN	UB refund for account: 006120-000	16.69	111488
650-00-00-202000	Accounts Payable	OPENDOOR	UB refund for account: 026706-000	0.36	111492
650-00-00-202000	Accounts Payable	RICHARD & LAURA HARRINGTON	UB refund for account: 019994-000	16.24	111447
650-00-00-202000	Accounts Payable	SANDRA FREDRIKSON	UB refund for account: 004241-000	8.68	111487
650-00-00-202000	Accounts Payable	SUSAN DWYER-FRENCH	UB refund for account: 002245-000	6.29	111451
650-00-00-202000	Accounts Payable	SUSAN M KROOHN	UB refund for account: 006610-000	9.07	111675
650-00-00-202000	Accounts Payable	VICTORIA HALL	UB refund for account: 024584-000	1.23	111486
Total Department 00-00 GENERAL				2,186.11	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Eureka Recycling	RECYCLING SERVICES THRU NOV	72,390.12	2687
650-65-00-430000	Professional Services	WM Corporate Services, Inc	TAPPED & UNCORKED COMPOST DUMPSTER	135.00	111583
Total Department 65-00 SOLID WASTE RECYCLE				72,525.12	
Total Fund 650 ENVIRONMENTAL				74,711.23	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	NOV 24 ADMIN SERVICES	83.00	2589
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	NOV 24 ADMIN SERVICES	470.00	2589
700-60-00-430011	Police Patrol Claims	SFM-Non Bank	CLAIMS AND INDEMNITY	388.08	2662
700-60-00-430021	Street Department Claims	SFM-Non Bank	CLAIMS AND INDEMNITY	428.59	2662
700-60-00-430052	Golf Course Claims	SFM-Non Bank	CLAIMS AND INDEMNITY	423.68	2662
Total Department 60-00 WORKERS COMPENSATION				1,793.35	
Total Fund 700 Workers Compensation				1,793.35	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS NOVEMBER	6,954.67	2677
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEES NOVEMBER	1,356.16	2677
Total Department 00-00 GENERAL				8,310.83	
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	325.40	111413
710-61-00-430011	Police Patrol Claims	League of MN Cities Ins Tr	CLAIM # LMC GL 000000288083	9,206.35	111577
710-61-00-430056	Community Development Clai	MCDONALD HOPKINS LLC	PROFESSIONAL SERVICES RENDERED (DB)	2,978.10	111478
710-61-00-435000	Insurance	Maguire Agency	10/1/24-25 PUBLIC OFFICIAL/CRIME BOND	3,000.00	111505
710-61-00-441000	Training	All Safe Global, Inc.	EXTINGUISHER TESTS	3,293.19	111658

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-441000	Training	Midwest Training Associate	TRENCH & EXCAVATION	450.00	111423
710-61-00-441000	Training	OECS - 170064	DEC	600.00	111436
710-61-00-441000	Training	OECS - 170064	JAN	600.00	111664
Total Department 61-00 RISK MANAGEMENT				20,453.04	
Total Fund 710 Risk Management				28,763.87	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119118	Senior Deferred Loans	Center for Energy and Envi	LOANS AND ADMIN FEES	11,880.00	2576
723-00-00-119119	GMHC Revolving Home Imprv	Center for Energy and Envi	LOANS AND ADMIN FEES	38,447.00	2576
Total Department 00-00 GENERAL				50,327.00	
Total Fund 723 Housing & Redevelopment Agency				50,327.00	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-420000	Office Supplies	Innovative Office Solution	NOVEMBER OFFICE SUPPLIES	19.65	2731
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	EDA ATTORNEY SERVICES	69.00	111580
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES	115.00	111459
725-57-00-430000-ED4000	Professional Services	Golden Shovel Agency	MONTHLY PROFESSIONAL FEE	1,050.00	2706
725-57-00-448000	Miscellaneous	Jeanne Kelsey	EXPENSE FOR BUSINESS EXCHANGE	20.32	2738
Total Department 57-00 EDA - GENERAL				1,273.97	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	LOANS AND ADMIN FEES	3,300.00	2576
Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM				3,300.00	
Department: 57-82 EDA - HOUSING MARKETING & STUDIES					
725-57-82-430000	Professional Services	Stantec Consulting Service	MARKET STUDY RESEARCH	15,294.00	2702
Total Department 57-82 EDA - HOUSING MARKETING & STUDIES				15,294.00	
Total Fund 725 EDA Operating Fund				19,867.97	
Fund: 727 South East Roseville Initiativ					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE AND LARPENTEUR PROFESSIONAL SERV	10,416.67	111422
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE AND LARPENTEUR ALLIANCE PROFESSI	10,416.67	111528
Total Department 57-00 EDA - GENERAL				20,833.34	
Total Fund 727 South East Roseville Initiativ				20,833.34	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-128100	Prepaid Expenses	27,445.64	
		100-00-00-210200	Federal Income Tax	157,790.13	
		100-00-00-210300	State Income Tax	71,463.80	
		100-00-00-210400	PERA Employee Ded.	147,030.75	
		100-00-00-210500	Life Ins. Employee	3,226.80	
		100-00-00-210502	Employer Life Insurance	620.80	
		100-00-00-210600	Union Dues Deduction	7,259.50	
		100-00-00-210800	FICA Employee Ded.	78,511.15	
		100-00-00-210900	Long Term Disability	3,713.90	
		100-00-00-211000	MNDP Def Comp	57,907.58	
		100-00-00-211001	MNDP Roth	5,585.14	
		100-00-00-211100	ICMA Def Comp	24,369.85	
		100-00-00-211101	Mission SQ Roth	750.00	
		100-00-00-211200	MN Child Support Payments	173.16	
		100-00-00-211202	HRA Employer	7,875.00	
		100-00-00-211400	Medical Insurance Employee	22,738.99	
		100-00-00-211402	Flex Spending Health	8,349.56	
		100-00-00-211404	MN State Retirement	58,928.05	
		100-00-00-211501	Medical Employer	120,020.08	
		100-00-00-211600	PERA Employer Share	200,646.40	
		100-00-00-211700	FICA Employer Share	78,511.15	
		100-01-00-430000	Professional Services	33,082.63	
		100-01-00-433000	Advertising	11.96	
		100-01-00-448050	Employee Recognition	767.00	
		100-02-00-420000	Office Supplies	32.55	
		100-02-00-430000	Professional Services	80,697.59	
		100-02-00-439000	CONTRACT MAINTENANCE	2,200.40	
		100-02-00-441100	Tuition Reimbursement	1,500.00	
		100-04-00-420000	Office Supplies	30.70	
		100-04-00-430000	Professional Services	943.39	
		100-04-00-440000	Conferences	188.94	
		100-04-00-448600	Credit Card Fees	63.57	
		100-06-00-430000	Professional Services	46,734.97	
		100-08-00-424000	Operating Supplies	615.05	
		100-08-00-431100	Postage	3,000.00	
		100-10-00-415000	Employer Insurance	2,061.00	
		100-10-00-420000	Office Supplies	150.46	
		100-10-00-422000	Clothing	14,404.88	
		100-10-00-423000	Vehicle Supplies & Maintenance	990.38	
		100-10-00-424000	Operating Supplies	481.37	
		100-10-00-424000-PD0002	Operating Supplies	795.54	
		100-10-00-424000-PD0032	Operating Supplies	2,275.97	
		100-10-00-430000	Professional Services	9,566.66	
		100-10-00-430001	Dispatching Services	36,754.50	
		100-10-00-431000	Telephone	9,721.58	
		100-10-00-437000	Contract Maint. - Vehicles	3,223.37	
		100-10-00-439000	CONTRACT MAINTENANCE	33,403.20	
		100-10-00-441000	Training	9,469.96	
		100-10-00-443500	Minor Equipment	5,961.94	
		100-13-00-410008	Workers Comp Indemnity	(319.82)	
		100-13-00-415000	Employer Insurance	606.99	
		100-13-00-422000	Clothing	400.86	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		100-13-00-423000	Vehicle Supplies & Maintenance	590.47	
		100-13-00-424000	Operating Supplies	407.15	
		100-13-00-430000	Professional Services	2,927.00	
		100-13-00-437000	Contract Maint. - Vehicles	65.00	
		100-13-00-439000	CONTRACT MAINTENANCE	6,752.82	
		100-13-00-441000	Training	131.00	
		100-13-13-436000-FD2660	Utilities	773.42	
		100-13-13-437000	Contract Maint. - Vehicles	5,309.17	
		100-13-13-442000	Memberships & Subscriptions	200.00	
		100-20-20-420000	Office Supplies	218.26	
		100-20-20-424000	Operating Supplies	500.00	
		100-20-20-430000	Professional Services	3,005.29	
		100-20-21-422000	Clothing	343.42	
		100-20-21-423000	Vehicle Supplies & Maintenance	10,499.11	
		100-20-21-424000	Operating Supplies	65,645.38	
		100-20-21-437000	Contract Maint. - Vehicles	5,563.71	
		100-20-21-439000	CONTRACT MAINTENANCE	3,045.76	
		100-20-21-443500	Minor Equipment	498.00	
		100-20-30-421000	Motor Fuel	34,656.84	
		100-20-30-422000	Clothing	90.28	
		100-20-30-423000	Vehicle Supplies & Maintenance	7,315.02	
		100-20-30-424000	Operating Supplies	521.82	
		100-23-00-424000	Op Supplies-City Hall	3,508.88	
		100-23-00-430000	Professional Services	22,483.40	
		100-23-00-436001	Utilities-City Hall	10,037.96	
		100-23-00-436001-PW2660	Utilities-City Hall	386.71	
		100-23-00-436003	Utilities-City Garage	2,462.06	
		100-23-00-436003-PW2660	Utilities-City Garage	1,354.40	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	3,822.38	
		100-23-00-439003	Contract Maint.- City Garage	230.46	
		100-23-00-439010	Contract Manıt. - HVAC	1,885.60	
		101-10-00-424014	Shop w/ Cop - Supplies	99.83	
		103-00-00-230000	Deposits	12,000.00	
		103-00-00-230125	Water/Sewer Disconnect Escrow	10,000.00	
		103-00-00-230150	Cell Tower Escrow	3,572.00	
		103-20-00-448600	Credit Card Fees	2.94	
		110-09-00-430000	Professional Services	2,430.47	
		110-09-00-431100	Postage	4,608.03	
		110-09-00-434000	Printing	7,027.04	
		110-09-00-442000	Memberships & Subscriptions	24,486.18	
		200-00-00-209000	Sales Tax Payable	4,143.26	
		200-40-40-420000	Office Supplies	65.19	
		200-40-40-430000	Professional Services	85.00	
		200-40-40-432000	Transportation	220.69	
		200-40-40-434000	Printing	4,883.04	
		200-40-41-414000-PR0253	Employer Pension	(915.54)	
		200-40-41-424000-PR0212	Operating Supplies	7,455.80	
		200-40-41-424000-PR0227	Operating Supplies	347.40	
		200-40-41-424000-PR0242	Operating Supplies	36.47	
		200-40-41-424000-PR0253	Operating Supplies	0.00	
		200-40-41-430000-PR0202	Professional Services	6,200.00	
		200-40-41-430000-PR0210	Professional Services	595.00	
		200-40-41-430000-PR0217	Professional Services	5,410.80	
		200-40-41-430000-PR0218	Professional Services	739.20	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-41-430000-PR0220	Professional Services	4,318.00	
		200-40-41-430000-PR0234	Professional Services	2,767.10	
		200-40-41-430000-PR0245	Professional Services	936.00	
		200-40-41-430000-PR0253	Professional Services	3,855.60	
		200-40-41-430000-PR0265	Professional Services	2,693.70	
		200-40-41-430000-PR0267	Professional Services	1,200.00	
		200-40-41-430000-PR0270	Professional Services	599.20	
		200-40-41-430000-PR0273	Professional Services	4,072.00	
		200-40-41-436000-PR0253	Utilities	2,099.84	
		200-40-41-442000-PR0212	Memberships & Subscriptions	475.00	
		200-40-42-424000-PR0102	Operating Supplies	352.99	
		200-40-42-430000-PR0101	Professional Services	1,180.00	
		200-40-42-430000-PR0102	Professional Services	90.00	
		200-40-42-430000-PR0114	Professional Services	175.00	
		200-40-42-438000	Rental	1,584.00	
		200-40-49-414000	Employer Pension	(279.43)	
		200-40-50-424000-PR0119	Operating Supplies	318.00	
		200-40-50-436000-PR0119	Utilities	775.78	
		200-40-53-420000	Office Supplies	334.50	
		200-40-53-422000	Clothing	318.00	
		200-40-53-424000	Operating Supplies	3,463.36	
		200-40-53-425000	Merchandise For Sale	386.89	
		200-40-53-425000-PR5512	Merchandise for Sale	3,728.29	
		200-40-53-430000	Professional Services	5,539.95	
		200-40-53-433000	Advertising	112.00	
		200-40-53-436000	Utilities	1,258.47	
		200-40-53-438000	Rental	1,836.00	
		200-40-53-439000	CONTRACT MAINTENANCE	13,172.02	
		200-40-53-442000	Memberships & Subscriptions	90.00	
		201-40-40-430000	Professional Services	7,158.00	
		201-40-43-453000-PR0627	Other Improvements	11,853.19	
		204-40-43-422000	Clothing	277.93	
		204-40-43-424000	Operating Supplies	1,377.04	
		204-40-43-430000	Professional Services	750.00	
		204-40-43-430000-PR0400	Professional Services	1,606.50	
		204-40-43-431000	Telephone	359.86	
		204-40-43-431000-PR0627	Telephone	35.01	
		204-40-43-439000	CONTRACT MAINTENANCE	706.50	
		220-40-44-424000	Operating Supplies	41.35	
		221-40-45-430000	Professional Services	500.00	
		260-00-00-230000	Deposits	17,000.00	
		260-00-00-230130-CD1235	Development Escrow	54.40	
		260-56-17-430000	Professional Services	2,310.00	
		260-56-17-430007	Electrical Inspections	9,182.25	
		260-56-17-431000	Telephone	52.16	
		260-56-17-448600	Credit Card Fees	3,861.08	
		260-56-57-430000	Professional Services	806.00	
		260-56-57-433000	Advertising	69.68	
		265-00-00-209000	Sales Tax Payable	1,603.21	
		265-05-00-424000	Operating Supplies	782.76	
		265-05-00-430000	Professional Services	9,120.91	
		265-05-00-431000	Telephone	131.00	
		265-05-00-432000	Transportation	184.25	
		265-05-00-436000	Utilities	804.55	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		265-05-00-443500	Minor Equipment	1,008.66	
		265-05-00-448000	Miscellaneous	340.93	
		282-20-20-443500	Minor Equipment	42,000.00	
		400-10-00-453000	Other Improvements	1,640.00	
		401-13-00-451000	Furniture & Fixtures	4,114.84	
		401-13-00-453000	Other Improvements	53,860.82	
		406-20-22-443500	Minor Equipment	20,300.00	
		408-64-72-453000-PW2404	Other Improvements	1,000.42	
		409-08-00-438100	Rental-Copier Machines	3,246.58	
		409-08-00-438101	Postage Meter	332.00	
		410-20-20-453000	Other Improvements	104,774.00	
		410-40-53-452000	Vehicles & Equipment	17,292.50	
		411-40-43-430000-PR2350	Professional Services	32,520.00	
		411-40-43-453000-PR0627	Other Improvements	7,622.92	
		425-02-00-430000	Professional Services	7,660.80	
		590-20-23-453000-PW2305	Other Improvements	145,778.02	
		590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	115,725.67	
		592-20-23-490000-PW2204	Contractor Payments	480.32	
		592-20-23-490000-PW2222	Contractor Payments	151,477.98	
		600-00-00-202000	Accounts Payable	983.92	
		600-00-00-208000	Sewer SAC Charges	12,300.75	
		600-50-00-424000	Operating Supplies	2,216.67	
		600-50-00-430000	Professional Services	1,078.60	
		600-50-00-430050	Sewer Department Claims	9,273.28	
		600-50-00-431100	Postage	305.97	
		600-50-00-436000	Utilities	1,325.92	
		600-50-00-439000	CONTRACT MAINTENANCE	1,871.71	
		600-50-00-443500	Minor Equipment	498.00	
		600-50-00-443600	Software Operating Charges	14,068.75	
		600-50-00-445000	Metro Waste Control Board	307,853.32	
		600-50-00-448600	Credit Card Fees	8,874.92	
		600-50-00-453000-PW2302	Other Improvements	1,416.00	
		600-50-00-453000-PW2404	Other Improvements	719.60	
		600-50-00-490000-PW2111	Contractor Payments	20,735.75	
		610-00-00-202000	Accounts Payable	1,710.74	
		610-00-00-208100	State Surcharge-Water	(5.52)	
		610-00-00-209000	Sales Tax Payable	39,199.94	
		610-00-00-230200	Hydrant Meter Deposits	12,000.00	
		610-51-00-382900	Miscellaneous Revenue	(500.00)	
		610-51-00-424000	Operating Supplies	23,004.51	
		610-51-00-430000	Professional Services	4,279.36	
		610-51-00-431000	Telephone	35.96	
		610-51-00-431100	Postage	305.97	
		610-51-00-436000	Utilities	4,916.75	
		610-51-00-438000	Rental	135.00	
		610-51-00-439000	CONTRACT MAINTENANCE	50,424.88	
		610-51-00-443600	Software Operating Charges	14,068.75	
		610-51-00-444000	St.Paul Water	392,339.20	
		610-51-00-453000-PW2404	CTY RD B RECON & 2024 PMP	3,220.29	
		620-00-00-209000	Sales Tax Payable	3,220.64	
		620-00-00-209001	Use Tax Payable	120.49	
		620-52-51-372300	Concession Sales	575.00	
		620-52-51-382100	Building Rental	200.00	
		620-52-51-414000	Employer Pension	(210.02)	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		620-52-51-424000	Operating Supplies	891.47	
		620-52-51-425000	Merchandise for Sale	1,489.81	
		620-52-51-432000	Transportation	95.41	
		620-52-51-438000	Rental	7.08	
		620-52-51-439000	CONTRACT MAINTENANCE	272.97	
		640-00-00-202000	Accounts Payable	297.83	
		640-54-00-424000	Operating Supplies	3,399.95	
		640-54-00-430000	Professional Services	1,078.60	
		640-54-00-431100	Postage	305.97	
		640-54-00-436000	Utilities	1,510.33	
		640-54-00-439000	CONTRACT MAINTENANCE	1,049.63	
		640-54-00-439000-PW2408	CONTRACT MAINTENANCE	9,843.75	
		640-54-00-453000	Other Improvements	688.60	
		640-54-00-453000-PW2310	Other Improvements	27,047.82	
		640-54-00-453000-PW2404	Cty Rd B Recon & 2024 PMP	28,006.89	
		640-54-00-453000-PW2409	2024 BMP Maintenance	8,040.00	
		640-54-00-453000-PW2410	Other Improvements	64,785.29	
		650-00-00-128100	Prepaid Expenses	1,870.00	
		650-00-00-202000	Accounts Payable	316.11	
		650-65-00-430000	Professional Services	72,525.12	
		700-60-00-430000	Professional Services	83.00	
		700-60-00-430011	Police Patrol Claims	858.08	
		700-60-00-430021	Street Department Claims	428.59	
		700-60-00-430052	Golf Course Claims	423.68	
		710-00-00-210503	DENTAL	8,310.83	
		710-61-00-430000	Professional Services	325.40	
		710-61-00-430011	Police Patrol Claims	9,206.35	
		710-61-00-430056	Community Development Claims	2,978.10	
		710-61-00-435000	Insurance	3,000.00	
		710-61-00-441000	Training	4,943.19	
		723-00-00-119118	Senior Deferred Loans	11,880.00	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	38,447.00	
		725-57-00-420000	Office Supplies	19.65	
		725-57-00-430000-ED0006	Professional Services	184.00	
		725-57-00-430000-ED4000	Professional Services	1,050.00	
		725-57-00-448000	Miscellaneous	20.32	
		725-57-73-430000	Professional Services	3,300.00	
		725-57-82-430000	Professional Services	15,294.00	
		727-57-00-430000	Professional Services	20,833.34	
--- TOTALS BY FUND ---					
		100	General Fund	1,577,965.79	
		101	General Fund Donations	99.83	
		103	Contracted Engineering Svcs	25,574.94	
		110	Telecommunications	38,551.72	
		200	Recreation Fund	86,718.57	
		201	Recreation Donations	19,011.19	
		204	PARK MAINTENANCE	5,112.84	
		220	Municipal Community Band	41.35	
		221	Municipal Jazz Band	500.00	
		260	Community Development	33,335.57	
		265	License Center	13,976.27	
		282	American Rescue Plan	42,000.00	
		400	Equipment Revolving	1,640.00	
		401	Fire Equipment	57,975.66	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		406	Street Light Replacement	20,300.00	
		408	Pathway Maintenance Fund	1,000.42	
		409	Plant Fund	3,578.58	
		410	GENERAL FACILITIES REPLACEMENT FUND	122,066.50	
		411	Recreation Improvements	40,142.92	
		425	2719 Lexington Avenue	7,660.80	
		590	Special Assmt. Construction	261,503.69	
		592	Street Construction - 2022	151,958.30	
		600	Sanitary Sewer	383,523.16	
		610	Water Fund	545,135.83	
		620	Golf Course	6,662.85	
		640	Storm Drainage	146,054.66	
		650	ENVIRONMENTAL	74,711.23	
		700	Workers Compensation	1,793.35	
		710	Risk Management	28,763.87	
		723	Housing & Redevelopment Agency	50,327.00	
		725	EDA Operating Fund	19,867.97	
		727	South East Roseville Initiativ	20,833.34	
		Total For All Funds:		3,788,388.20	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.b.

Department Approval



City Manager Approval



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

Background

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

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

Policy Objectives

Required under City Code 103.05.

Equity Impact Summary

Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports broader goals of reducing racial economic disparities as well as Roseville's aspiration to be a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

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

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	Midway Ford Company	2025 Ford Explorer	(a)	\$ 50,000	\$ 45,064	2025 CIP
Fire Department	Jefferson Fire & Safety, Inc.	Jaws of Life Toolset	(b)	\$ 40,000	\$ 35,502	2025 CIP
Fire Department	Tactical Fire Equipment, LLC	Hoses & Couplings	(c)	\$ 17,000	\$ 16,460	2025 CIP
Fire Department	MacQueen Equipment	Installation of Breathing Air Compressor, Fill Station & Storage Cylinders	(d)	\$ 163,000	\$ 61,817	2025 CIP
Fire Department	Rivian Automotive, LLC	R1S Dual - Command Response Vehicle	(e)	\$ 87,000	\$ 87,250	2025 CIP
Fire Department	Muska Electric Co	Fire Truck / Rivian Charger Installations	(f)	\$ -	\$ 50,705	N/A

Key

- As part of the 2025 CIP, we have \$50,000 allocated for the purchase of a new community service officer vehicle. This is to replace the current 2017 Dodge Durango that will be auctioned/sold to help cover the cost of the vehicle. The current vehicle is due for replacement based on its age and condition (mileage and repairs out of warranty) and potential re-sale value.
- (a)
- Jaws of life rescue/extraction equipment is a vital toolset used by firefighters to rescue individuals trapped in vehicles or other confined spaces.
- (b)
- Firefighting nozzles and hoses are essential tools for delivering water to extinguish fires. These items require replacing on a pre-planned cycle to be compliant with regulations.
- (c)
- A firefighting SCBA Compressor/Fill Station is a crucial piece of equipment used to refill Self-Contained Breathing Apparatus (SCBA) cylinders with clean, breathable air. This station compresses ambient air to a high pressure and filters it to remove contaminants, ensuring the safety of firefighters in hazardous environments. By efficiently refilling SCBA cylinders, these stations help maintain a constant supply of breathing air, allowing firefighters to perform their duties without interruption.
- (d)
- The fire department replaces vehicles on a rotating basis based on each individual vehicles need. The Command Response Vehicle will be utilized by Fire Department Command Staff to respond to emergency incidents 24 hours a day 365 days per year to provide adequate incident command and support, additionally this specific vehicle has been selected as it will also be utilized to provide transportation for K9 Ashes.
- (e)
- To prepare for the arrival of the Fire Departments new EV Fire Engine electrical infrastructure updates are needed within the fire station. The work will be done by local Roseville electrical contractor Muska Electric. A portion of the proceeds from the sale of our surplus Fire Engine, which occurred in 2024 and were deposited into the Fire Department Vehicle & Equipment CIP, will be utilized to cover the cost.
- (f)

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Replacements
Total Estimated Cost:	\$375,000
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

The Police Department generally replaces marked squad cars every three years and unmarked vehicles every 10 years. The decision on whether to replace a vehicle is based on each individual vehicle's age, mileage, overall condition, and potential re-sale value.

Five marked squads (\$225,000), two unmarked vehicles (\$100,000) and one community service officer vehicle (\$50,000) are scheduled for replacement. The community service officer vehicle had been scheduled for replacement in 2024, but due to lower mileage than anticipated and overall condition, replacement pushed back to 2025. Money recouped from selling retired police vehicles helps to offset the purchase of one of the unmarked vehicles.

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Rescue Equipment
Total Estimated Cost:	\$40,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Rescue/Extrication equipment (Jaws of Life) is a vital toolset used by firefighters to rescue individuals trapped in vehicles or other confined spaces.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Nozzles & Fire Hose
Total Estimated Cost:	\$17,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Firefighting nozzles and hoses are essential tools for delivering water to extinguish fires. These items require replacing on a pre-planned cycle to be compliant with regulations.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Personal Protective Equipment
Total Estimated Cost:	\$163,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

Personal protective gear is a crucial component for firefighters to perform job duties within an IDLH (immediately dangerous to life and health) environment. Such as but not limited to fire extinguishment, search and rescue. Personal protective gear must be replaced as outlined by manufacture guidelines, wear and tear on materials, as well as on the national standards (NFPA) guidelines on firefighter protective equipment. These funds will be utilized to assure firefighters have fully functional personal protective gear for emergency incident operations.

Location:

Fire Station

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Fire
Project/Initiative Title:	Command Response Vehicle
Total Estimated Cost:	\$87,000
Funding Source:	Fire Vehicle & Equipment Fund
Annual Operating Budget Impact:	N/A

Project/Initiative Description:

The fire department replaces vehicles on a rotating basis based on each individual vehicles need. The Command Response Vehicle will be utilized by Fire Department Command Staff to respond to emergency incidents 24 hours a day 365 days per year to provide adequate incident command and support.

Location:

Fire Station

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025
Item No.: 11.c.

Department Approval



City Manager Approval



Item Description: Designation of Official Bank Depositories and Electronic Funds
Transfers Authority for 2025

Background

State Statute 118 A.2, requires the City to designate official bank depositories for which city funds may be deposited and held for safekeeping. The attached resolution lists those institutions that will be used for various banking services. The institutions are selected on a bid basis.

State Statute 471.38, requires that the City delegate authority to make electronic funds transfers to a designated business administrator or chief financial officer. The Finance Director has been delegated electronic funds transfer authority.

Traditionally, the Mayor, City Manager, and Finance Director have been designated as the city's official signatories.

Policy Objectives

The designation of official bank depositories, official bank signatories and authority to make electronic funds transfers is required under State Statute.

Equity Impact Summary

Not applicable.

Budget Implications

Not applicable.

Staff Recommendations

Staff recommends approval of the attached resolution.

Requested Council Action

Adopt the attached resolution designating the official bank depositories for 2025 and designating the Finance Director Michelle Pietrick the authority to make electronic funds transfers for 2025.

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Prepared by: Joshua Kent - Assistant Finance Director

Attachments:

1. Resolution designating the official depositories for 2025 and the electronic funds authority for 2025
2. Minnesota Statutes 2024, Section 118A.02
3. Minnesota Statutes 2024, Section 471.38

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**EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL
CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA**

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 6th day of January, 2025 at 6:00 p.m.

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

**RESOLUTION ON DESIGNATION OF DEPOSITORIES AND ELECTRONIC FUNDS
TRANSFERS AUTHORITY**

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville that the following banks are designated official depositories for the City of Roseville for 2025.

- US Bank
- BMO Harris Bank

BE IT FURTHER RESOLVED, by the City Council of the City of Roseville does hereby designate official signatories for the City of Roseville for fiscal year 2025:

- City Mayor
- City Manager
- Finance Director

BE IT FURTHER RESOLVED, by the City Council of the City of Roseville does hereby delegate authority to make electronic funds transfers to the Finance Director for fiscal year 2025.

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, 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 6th day of January, 2025, with the original thereof on file in my office.

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49 WITNESS MY HAND officially as said Manager and the corporate seal of the City this 6th day of
50 January, 2025.

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56 (SEAL)

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Patrick Trudgeon
City Manager

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Prepared by:
Attachments: A:

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118A.02 DEPOSITORIES; INVESTING; SALES, PROCEEDS, IMMUNITY.

Subdivision 1. **Designation; delegation.** (a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

(b) The governing body may authorize the treasurer or chief financial officer to:

- (1) designate depositories of the funds;
- (2) make investments of funds under sections 118A.01 to 118A.06 or other applicable law; or
- (3) both designate depositories and make investments as provided in this subdivision.

Subd. 2. **Sale; proceeds; immunity, if loss.** (a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.

(b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections 118A.04 and 118A.05.

History: 1996 c 399 art 1 s 3

471.38 CLAIMS.

Subdivision 1. **Itemization; declaration.** Except as provided in subdivision 2, if an account, claim, or demand against a local government for any property or services can be itemized in the ordinary course of business, the board or officer authorized by law to audit and allow claims shall not audit or allow the claim until the person claiming payment, or the person's agent, provides to the board or officer an itemized list in writing or in an electronic transaction record. By making the claim for payment, the person making the claim is declaring that the account, claim, or demand is just and correct and that no part of it has been paid. The board or officer may in its discretion allow a claim prepared by the clerk or secretary of the board or officer prior to the declaration by the claimant if the declaration is made on the check or order-check by which the claim is paid, as provided in section 471.391, subdivision 2. For the purposes of this section, "local government" means any county, local social services agency, school district, town, or home rule charter city of the second, third, or fourth class, or any park district.

Subd. 2. **Application.** The provisions of this section do not apply to any claim or demand for an annual salary or fees of jurors or witnesses, fixed by law, nor to the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis, by the governing board of the municipality, and which is now authorized by law to be paid on a payroll basis.

Subd. 3. **Electronic funds transfer.** Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments. A local government may make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

Subd. 3a. **Eligibility.** The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls:

- (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;

(f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

History: (766) *RL s 438; 1949 c 416 s 1; 1951 c 350 s 1; 1953 c 50 s 1; 1955 c 312 s 1; 1959 c 56 s 1; 1961 c 5 s 1; 1976 c 44 s 68; 1979 c 334 art 6 s 25; 1986 c 444; 1989 c 329 art 9 s 29; 1994 c 631 s 31; 2001 c 13 s 1; 2017 c 52 s 1*

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.d.

Department Approval



City Manager Approval



Item Description: Designate the 2025 Legal Newspaper

Background

Minnesota Statute [412.831](#) requires cities to designate a legal newspaper annually for publication of ordinances and other notices.

The city requested information from the Pioneer Press and Star Tribune.

Newspaper	Pioneer Press	Star Tribune
Cost per column inch	\$7.70	\$17.90
2024 Rates	\$7.28	\$17.90
Cost per line	\$.55	\$1.58
2024 Rates	\$.52	\$1.58
Distribution	(Sunday) 124,711	(Sunday) 136,197
Publication Frequency	Daily	Daily
Access to Archived Affidavits	Yes	Yes

Policy Objectives

Required by Statute.

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The 2025 budget includes funds for legal notices. In 2024, Roseville spent approximately \$3,500.00 on legal notices.

21 **Staff Recommendations**

22 Motion to designate the Pioneer Press as the legal newspaper for the City of Roseville for
23 2025.

24 **Requested Council Action**

25 Motion to designate a legal newspaper for the City of Roseville for 2025.
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28 **Prepared by:** Allie Sertich, Deputy City Clerk

Attachments: 1. Legal Paper
2. MN Statute 412.831

Beth Kolodjski
City of Roseville

Dear Beth,

Thank you for the opportunity to bid on the public notice publications for City of Roseville.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, and Washington Counties and Western Wisconsin.

Our Legal Publication rates for all notices for 2025 are as follows:

\$7.70 per column inch per publication *(this = \$0.55 per line, there are 14 lines per column inch)

Our circulation number below is for Sunday Full Run, however you can publish a notice any day of the week.

Full Run – 124,711, all notices will be published full run.

DEADLINE TO SUBMIT LEGAL NOTICES:

Deadlines for Liner (text only) ads.	
Publication Day	Deadline to submit materials
Monday	Friday, 4pm
Tuesday	Monday, 12pm
Wednesday	Tuesday, 12pm
Thursday	Wednesday, 12pm
Friday	Thursday, 12pm
Saturday	Friday, 11am
Sunday	Thursday, 4pm

Deadlines for Display ads.	
Notice includes chart, graphics, map, or any special formatting.	
Publication Day	Deadline to submit materials
Monday	Friday, 2pm
Tuesday	Monday, 11am
Wednesday	Tuesday, 11am
Thursday	Wednesday, 11am
Friday	Thursday, 11am
Saturday	Friday, 9am
Sunday	Thursday, 3pm

All legal notices should be emailed to legals@pioneerpress.com after doing so, you'll be sent an email confirming receipt of your information and you'll be contacted shortly. You will be emailed a proof (which includes the cost). An affidavit will be emailed after the notice publishes.

Let me know if you would be considering the Saint Paul Pioneer Press as the official legal newspaper for City of Roseville. Please let me know if you have any questions, we look forward to partnering with you.

Thank you,

True Lee – Advertising
tlee@pioneerpress.com



Allie Sertich

From: Star Tribune <placeads@startribune.com>
Sent: Friday, December 13, 2024 10:51 AM
To: Allie Sertich
Subject: Attn Cities! Let the Minnesota Star Tribune be your one-stop shop for all your legal notices

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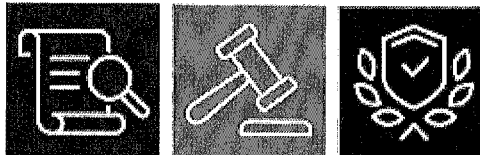


 The Minnesota Star Tribune

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412.831 OFFICIAL NEWSPAPER.

The council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.

History: 1949 c 119 s 100; 1973 c 123 art 2 s 1 subd 2

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.e.

Department Approval



City Manager Approval



Item Description: Annual City Sign Permits for 2025

Background

The City Council annually approves sign permits for city events held throughout the year by multiple City Departments.

For 2025 the Departments prepared the attached list of signage requirements for the entire year, recognizing that some events may change dates or times slightly.

The signs and displays must adhere to setback provisions, except for directional signage, which may be at the property line.

Policy Objectives

The policy objective is to ensure the City follows the appropriate rules and regulations as set forth by the City Council while aiming to ensure a unified representation for events organized by different City Departments throughout the year.

Equity Impact Summary

N/A

Budget Implications

None.

Staff Recommendations

Staff recommends the Council approve the 2025 sign permit for city uses and promotions as listed in the attached summary.

Requested Council Action

By motion, approve the 2025 sign permit for city uses and promotions as listed in the sign summary dated 1-6-25.

Prepared by: Matthew Johnson, Director of Parks and Recreation and other departments as appropriate

Attachments: 1. Attachment A - Temporary Signs

Annual City Temporary Signage 1-6-25

EVENT/ACTIVITY	SIGN DESCRIPTION	LOCATION	DATES
PR - Rink Attendants Recruitment	4 x 4 two sided display	At 6 warming house locations	As needed November / Dec
PR - Cedarholm Specials, Rosefest Sign, Tournament signs	4 x 8 signs on plywood	- Placed in front along Hamline Ave. - Attached to fence along Hwy 36	April - October
PR - Discover Your Parks Series	4 x 8 signs on plywood	In front of each scheduled park	Various locations, May - August
PR - Community Halloween Party	4 x 8 sign on plywood - Directional and informational	- HANC - CP Dale Street Arboretum area	October
PR - Nature Center Special Events Earth Day, Open House	4 x 8 sign - Directional and informational	HANC	Periodically February - September
PR - FOR Parks Fundraising Events	Directional and informational	Numerous locations throughout the city	Select Dates June - November
PR - Passport to Play	4 x 8 sign on plywood	In front of each programmed park	May - August
PR - Summer Staff Recruitment	4 x 8 sign on plywood	Rotated among parks system-wide	February - May
PR - Arboretum Special Events Plant Sale	4 x 4 two sided display	Entrance to the Arboretum Parking Lot on Dale Street	Periodically May - September
PR - Rosefest events including Parade, Run for the Roses, Party in the Park, Taste of Rosefest	Traffic information	Along and near route	June/July
PR - Holiday Craft Fair/Boutique	4 x 8 signs on plywood - Directional and informational	- City Hall, Skating Center - Civic Center and C and Woodhill, - Numerous locations throughout City	December
PR - Art Series/Art and Craft Show	4 x 4 two sided displays - Directional and informational	- Roseville Skating Center - Civic Center and C and Woodhill, entrance to Skating Center - Numerous locations throughout City	Periodically March - December
PR - Wild Rice Festival	4 x 8 signs on plywood - Directional and informational	- HANC - Numerous locations throughout City	September - October
PR - Summer Special Events at Amphitheatre	Directional and informational	Central Park Lexington and Amphitheatre area	May - August
PR - Tapping Time Event	4 x 8 signs on plywood - Directional and informational	- HANC - Numerous locations throughout City	March
PR - Skating Center Events	- Directional and informational - Welcome	Near Campus	Major Local/State/National/International events as scheduled
PD - Recruiting Police Reserves	5 x 5 two-sided display	In front of City Hall	As needed
PD - Family Night Out and Night to Unite	4 x 8 signs on plywood	City Hall and Central Park	July - August
FD - Fire Prevention Program	Informational	Fire Station	As needed
FD - Fire Dep. Open House/Com. Events	4 x 4 two-sided display	Fire Station	As needed
PW - Clean Up Day	Directional and Informational	Dale St Parking Lot, City Campus	Week of Event
PW - Shredding Day	Directional and Informational	City Campus	Week of Event
PW - Less Mow May	Directional and Informational	Numerous locations throughout City	Month of May
AD - Community Survey	Various signs/sizes with QR codes	Numerous locations throughout City	February - April

LC - Renovation	4 x 8 affixed to the building or between two building support poles	License Center	TBD
-----------------	---	--	---

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.f.

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Approve 2025 Reapportionment of Assessments

1
2 **Background**

3 Whenever the legal description of property changes, it is necessary to reassign previously
4 levied assessments remaining on the property to the proper frontage or area of the new lot
5 or lots. This is called "Reapportionment of Assessments." This typically happens when a
6 property is subdivided or an easement is recorded on the property. The City Council must
7 approve all reapportionments.

8
9 Until 1993, each reapportionment was done with a separate Council Action request and
10 Resolution. The need to process separate reapportionments was very costly and time
11 consuming. In the past, there have been as many as 30 reapportionments in a single
12 year. By adopting one resolution authorizing the Public Works Director to reapportion the
13 assessments, the overall process is streamlined and saves time for the City Council and
14 staff.

15
16 **Policy Objectives**

17 The City Council must approve the reapportionment of levied assessments for property
18 subdivisions. The Engineering staff does the calculations to reapportion the assessments
19 and processes all supporting documentation for each request.

20
21 **Equity Impact Summary**

22 This resolution should have no equity impacts since it is administrative in nature.

23
24 **Budget Implications**

25 There are no budget impacts associated with this resolution.

26
27 **Staff Recommendations**

28 This system has been used since 1993 and has worked well. It is the staff
29 recommendation to continue this action for 2025.

30
31 **Requested Council Action**

32 Approval of a resolution authorizing the Public Works Director to reapportion assessments
33 in 2025.

34

35

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Resolution

36

**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 6th day of January, 2025, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION RELATING TO APPORTIONMENT OF
ASSESSMENTS FOR THE YEAR 2025**

WHEREAS, the assessment rolls for various improvements in the City of Roseville were certified to the County Auditor of the County of Ramsey, and since the certifications, a number of parcels of property contained within said assessment rolls have been divided and conveyed; and

WHEREAS, said division requires that apportionment of the original assessments be made by the City Council of the City of Roseville in order that the proper assessment can be extended by the County Auditor against each parcel of property thereafter; and

WHEREAS, during the year, numerous requests to apportion the original assessments on numerous parcels are received by the City of Roseville; and

WHEREAS, it would be more expedient to allow the Public Works Director, or his assigned staff, to apportion the original assessments in as much as the City Council of the City of Roseville approves all apportionment prepared by city staff when requested.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville that the Public Works Director or his assigned personnel are hereby authorized to make the apportionment of original assessments against all of the requested properties for the year of 2025.

The City Manager of the City of Roseville is hereby authorized to prepare a certified copy of this resolution and to certify the same to the County Auditor of Ramsey County, Minnesota.

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: ,

32 , , , and Mayor , and the following voted against the same:
33 .

34 WHEREUPON said resolution was declared, duly passed and adopted.

Reapportionment of Assessments

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, 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 6th day of January, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 6th day of January, 2025.

Patrick Trudgeon, City Manager

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.g.

Department Approval

City Manager Approval



Item Description: Approve Annual Contracts with Northeast Youth and Family Services

Background

The City of Roseville has long partnered with Northeast Youth and Family Services (NYFS) to provide services to at-risk youth and families in Roseville through an annual contract. In addition, the City also contracts with NYFS to help fund a Community Advocate position to provide assistance to individuals and families referred by law enforcement agencies. Roseville has partnered with NYFS on the Community Advocate program since 2019 and has found this program helpful in providing resources for people and families in crises. The cities of Mounds View, New Brighton, and White Bear Lake also participate in the Community Advocate program.

Included as Attachments 1 and 2 are the draft contracts between the City and NYFS for continuing its core services as well as the Community Advocate services for Roseville residents in 2025. The total cost of these contracts is \$112,287.41 (\$88,020.59 for core services and \$24,266.82 for the Community Advocate service) and represents a 3.5% increase. Funds for these services have been included in the 2025 City Budget.

Policy Objectives

Having NYFS providing services to residents helps the City advance it's Community Aspirations of being a "city that fosters a strong sense of community" and "a community that is welcoming and inclusive".

Equity Impact Summary

NYFS provides direct services to Roseville at-risk young people and families. Most of these services are free of charge or on a sliding scale. While there is no specific demographic information on the clients from Roseville that is served by NYFS, they have provided demographic information about all 895 clients they have served as part of Roseville's annual report. (Attachment 3).

Budget Implications

The total cost of the NYFS services in 2025 is \$112,287.41 and is included in the adopted 2025 budget.

Staff Recommendations

Staff recommends entering into the annual agreements with NYFS.

37 **Requested Council Action**

38 Motion to approve annual contracts with Northeast Youth and Family Services to provide
39 services to at-risk youth and families in Roseville.
40

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

Attachments: 1. Roseville and NYFS Agreement 2025
2. Roseville Community Advocate Professional Services Agreement 2025
3. NYFS Roseville Final Report

42

AGREEMENT

1. PARTIES

This agreement is made and entered into by and between the City of Roseville, Minnesota ("Municipality") and Northeast Youth and Family Services ("NYFS").

2. RECITALS

- a. NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within their community environment with emphasis on providing services through collaboration and coordination with existing community resources. These services are available to youth and families residing in the northern suburbs of Ramsey and Washington County, including, but not limited to, the municipalities which are signatory to agreements which are identical to this Agreement ("participating municipalities") and students and families from Independent School Districts 621, 622, 623, 624, 282, and 832.
- b. Through this Agreement the Municipality intends to contract with NYFS to provide such services to its residents and to act as a sponsor of NYFS by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.
- c. This Agreement shall be used as the formal agreement between NYFS and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the Municipality and NYFS.

3. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

- a. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.
- b. Services Provided. NYFS shall provide the Municipality and its residents with youth and family programs set forth in the Addendum attached hereto.
- c. Principles of Service and Program Establishment and Operations. On a yearly basis and prior to submission of its annual budget, as provided for hereafter, NYFS shall:

- i. Report regarding proposed changes in services and programs to the Municipality; and
- ii. Establish a fair and open bidding/request for proposal (RFP) process to contract, manage or provide such services and programs, which are not directly provided by NYFS staff.

d. Funding

- i. In addition to the participating municipalities' share of the annual budget, funds for the operation of NYFS will be raised by NYFS endeavoring to secure user fees, grants and appropriations from private organizations, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.
- ii. The Municipality shall pay annually to NYFS the base amount listed in Exhibit A. This base amount will be adjusted annually for inflation/deflation based on the Standard Metropolitan Statistical Area Consumer Price Index for All Urban Consumers (CPI-U) and municipal population estimates based on MN State Demographic Center. Any adjustment in the payment beyond those indicated by reference to the CPI-U shall require approval of each of the participating municipalities.
- iii. Any new municipality joining into this agreement will pay a base amount annually to NYFS that is on par with the amount paid by current participating municipalities.
- iv. Amounts payable by the Municipality shall be paid to NYFS on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the Municipality's share for that year.

- e. Board Representation. The Municipality shall have the right to NYFS Board Representation of City Council, staff or community members (as designated by the Municipality and approved by NYFS Board) on the Board of Directors as either a Board Member or Board Advisor.

- f. Further Obligations of NYFS. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon NYFS doing the follows:

- i. The Bylaws of NYFS shall be amended to add provisions requiring an open process for contracting services as provided for in paragraph C.2., above, and prohibiting NYFS from supporting or opposing individual candidates for election to public office in any of

the participating municipalities; and adding the requirement that IRS 501.C3 status be maintained.

- ii. On or before June 30, of any year NYFS shall submit the proposed city budgeted amount for the subsequent year.
 - iii. On or before December 31, of any year NYFS shall submit a written report to the Municipality including an Annual Report, the audited financial statement, and a program specific summary of services provided to the municipality; in addition, biannually NYFS shall submit a written report to the participating municipality.
 - iv. Periodically advising the Municipality of services available through NYFS to the Municipality's residents;
 - v. Establishing a sliding scale for services available through NYFS to the Municipality's residents and periodically advising the Municipality of such fees;
 - vi. Providing other reasonable information requested by the Municipality;
 - vii. Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the Municipality as an additional insured and providing a copy of the insurance certificate evidencing such policy to the Municipality;
 - viii. Upon Request NYFS will provide the Municipality with a copy of its Articles of Incorporation, Bylaws, Amendments thereto, and the IRS tax exempt status letter;
 - ix. NYFS shall defend and indemnify the Municipality from any and all claims or causes of actions brought against the Municipality of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,
 - x. Without the written approval of the Municipality, NYFS will not enter into any agreement with any other municipality which differs from the terms and conditions of this Agreement.
- g. Term. The term of this agreement will be through December 31, 2025. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, NYFS will continue to provide services to the Municipality if a successor agreement has not been executed prior to the end of the term.

h. (A) Distribution of Assets Upon Dissolution.

If NYFS ceases to operate, the Board of Directors will do one of the following:

- i. Give the assets to one or more non-profit agencies providing similar social services in the northern suburbs of Ramsey County; or,
- ii. Form a new Foundation to fund appropriate social service programming in the northern suburbs of Ramsey County.

The final Distribution of Assets Plan must be approved by the Ramsey County District Court.

(B) Deviation from the Mission.

If the City Council determines that NYFS has materially deviated from its mission (See II. Recitals, A.), the City Council may ask the NYFS Board of Directors to consider dissolving the agency and liquidating the assets. The Board will do one of the following:

- iii. Consider the request and by a majority vote deny it.
- iv. Consider the request and by a majority vote agree to modify the programs to be consistent with the mission.
- v. Consider the request and by a majority vote agree with the request and move to dissolve the agency and liquidate the assets.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

MUNICIPALITY

City of Roseville

By: _____

Elected Official

Its: _____

Clerk/Manager/Administrator

Dated: _____

NYFS

Northeast Youth & Family Services

By: _____

Its: President/CEO

By: _____

Its: Chair of the Board of Directors

Dated: _____



**Northeast Youth & Family Services
Municipal Participation Figures**

	Municipal Contract 2024	Community Advocate 2024	Municipal Contract 2025 Board Approved Increase of 3.5% based on CPI-U	Dollar increase over 2024	Community Advocate 2025 Board Approved Increase of 3.5% based on CPI-U	Dollar increase over 2024
Falcon Heights	\$ 12,846.17		\$ 13,295.79	\$ 449.62		
Little Canada	\$ 24,351.22		\$ 25,203.52	\$ 852.29		
Mounds View	\$ 31,249.09	\$ 29,307.75	\$ 32,342.81	\$ 1,093.72	\$ 30,333.52	\$ 1,025.771
New Brighton	\$ 54,205.27	\$ 11,723.10	\$ 56,102.45	\$ 1,897.18	\$ 12,133.41	\$ 410.31
North Oaks	\$ 12,435.86		\$ 12,871.12	\$ 435.26		
Roseville	\$ 85,044.05	\$ 23,446.20	\$ 88,020.59	\$ 2,976.54	\$ 24,266.82	\$ 820.62
St. Anthony	\$ 21,258.67	\$ 14,653.87	\$ 22,002.72	\$ 744.05	\$ 15,166.76	\$ 512.89
Shoreview	\$ 62,085.53		\$ 64,258.53	\$ 2,172.99		
Birchwood	\$ 2,053.89		\$ 2,125.77	\$ 71.89		
Hugo *	\$ 17,072.48		\$ 17,670.01	\$ 597.54		
Mahtomedi	\$ 18,850.74		\$ 19,510.52	\$ 659.78		
Vadnais Heights	\$ 30,944.29		\$ 32,027.34	\$ 1,083.05		
City of WBL	\$ 59,689.33	\$ 29,307.75	\$ 61,778.46	\$ 2,089.13	\$ 30,333.52	\$ 1,025.77
WB Tnship	\$ 26,013.56		\$ 26,924.03	\$ 910.47		
Lauderdale	\$ 5,324.63		\$ 5,510.99	\$ 186.36		
Arden Hills	\$ 23,303.54		\$ 24,119.16	\$ 815.62		
Total	\$ 486,728.34	\$ 108,438.67	\$ 503,763.83	\$ 17,035.49	\$ 112,234.02	\$ 3,795.35

* Hugo splits its support of NYFS with another Community-Based Mental Health agency

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into effective January 1, 2025, by and between the City of Roseville, Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "City," and Northeast Youth & Family Services, a Minnesota Nonprofit Corporation located at 3490 Lexington Ave North, Suite 205, Shoreview, MN 55126 ("Provider").

The City and Provider, in consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, agree as follows:

Provider agrees to provide the services described in this Agreement.

Statement of work. Provider will provide community advocacy services to households referred from City law enforcement departments. Services will be provided by the Community Advocate, an employee of the Provider who will work on a fulltime basis independently and collaboratively with the City. The Community Advocate will be supervised by the designee within Northeast Youth & Family Services.

The Community Advocate will provide "follow up" activities to referred households which will include efforts to establish a relationship, assess needs, develop a Goal Action Plan, connect to resources, and follow up on the impact of the Goal Action Plan.

The Community Advocate will maintain regular communication with an identified City "point of contact" regarding new referrals, progress on current referrals and follow up on closed referrals.

The Community Advocate will typically work a traditional Monday through Friday schedule during business hours, with occasional evening hours as contact with referrals necessitate. Generally, the work schedule may be set between the Community Advocate and the supervisor designee at Northeast Youth & Family Services.

Time For Completion.

The services rendered by Provider will commence on January 1, 2025, and will continue for one year, unless this agreement is terminated or renewed in accordance with the relevant provisions within.

Project Management.

Provider will assign specific individuals as principal project members and ensure that the major work and coordination will remain the responsibility of these individuals during the term of the Agreement. Provider is responsible to place an appropriate employee in the role of Community Advocate.

The City will designate a “point of contact” as the project manager for this Agreement, and the individual to whom all communications pertaining to the Agreement shall be addressed. The project manager shall have the authority to transmit instructions, receive information, and interpret and define the City's policy and decisions pertinent to the work covered by this Agreement.

Billings and Payment.

Services provided to the City will be provided as part of a collaborative program at an approved upon cost of \$24,266.82 to the City. The City shall have no liability or bear any responsibility for payment for any services provided by Provider outside the scope of this agreement, even if the individual was identified or referred for such services via the services provided for in this agreement.

City Responsibilities.

The City will provide Provider with access to information from City documents, staff, and other sources needed by Provider to complete the work described in this Agreement.

Amendment or Changes to Agreement.

- A. City or Provider may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be authorized in writing in advance by either the City or Provider.
- B. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement are valid only when reduced to writing and duly signed by the parties.
- C. Modifications or additional schedules may not be construed to adversely affect vested rights or causes of action which have accrued prior to the effective date of such amendment, modification, or supplement. The term "this Agreement" includes any future amendments, modifications, and additional schedules made in accordance with these terms.

Notices.

Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement must be delivered in person or deposited in United States Certified Mail, Return Receipt Requested. Any notices or other communications must be addressed as follows:

To the City
City of Roseville
Attn: Roseville Police Department
2660 Civic Center Drive
Roseville, MN 55113

To the Provider
Northeast Youth & Family Services
Attn: President & CEO
3490 Lexington Ave North, Suite 205
Shoreview, MN 55126

Survival of Obligations.

A. The respective obligations of the parties under these terms and conditions, which by their nature would continue beyond termination, cancellation, or expiration, will survive termination, cancellation, or expiration of this Agreement.

B. If a court or governmental agency with proper jurisdiction determines that this Agreement, or a provision of the Agreement is unlawful, this Agreement or that provision, will terminate. If a provision is so terminated but the parties legally, commercially, and practicably can continue this Agreement without the terminated provision, the remainder of this Agreement will continue in effect.

Records, Dissemination of Information.

A. For purposes of this Agreement, the following words and phrases have the meanings given in this section, except where the context clearly indicates that a different meaning is intended.

"Work product" means any report, recommendation, paper, presentation, drawing, demonstration, or other materials, whether in written, electronic, or other format that results from Provider's services under this Agreement. "Work Product" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

"Supporting documentation" means any surveys, questionnaires, notes, research, papers, analyses, whether in written, electronic, or in other format and other evidences used to generate any and all work performed and work products generated under this Agreement. "Supporting Documentation" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

"Business records" means any books, documents, papers, account records and other evidences, whether written, electronic, or in other forma, belonging to Provider and pertaining to work performed under this Agreement.

"Business records" does not include any data or information in any form that relates to the provision of services to an individual by the Provider that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

B. All deliverable work products and supporting documentation that directly result from the Provider's services under this Agreement and that are not protected personally-identifiable information will be delivered to the City throughout the engagement under this Agreement and at the conclusion of services.

C. The Provider agrees not to release, transmit, or otherwise disseminate information associated with or generated as a result of the work performed under this Agreement without prior knowledge and written consent of the City.

D. In the event of termination, all documents finished or unfinished, and supporting documentation prepared by the Provider under this Agreement, and that are not protected personally-identifiable information, will be delivered to the City by Provider by the termination date and there will be no further obligation of the City to Provider except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination.

E. The parties agree to maintain all business records in such a manner as will readily conform to the terms of this Agreement and to make such materials available at reasonable times during this Agreement period and for six (6) years from the date of the final payment under the contract for audit or inspection by the City, the Auditor of the State of Minnesota, or other duly authorized representative.

F. The parties agree to abide strictly by Chapter 13, Minnesota Government Data Practice Act, and any other applicable data privacy and security laws and regulations. The requirements of this provision do not apply to any information or data created, collected, received, stored, used, maintained, or disseminated by Provider in providing services to an individual that are outside the scope of this Agreement, even if the individual was identified or referred for such services via the services provided by the Provider to the City in this Agreement.

G. Notwithstanding anything in this Agreement to the contrary, Provider will comply with all state and federal laws applicable to the disclosure of information related to the health status of or provision of health care to individuals served by Provider. In the event of any ambiguity or conflict between any laws regarding disclosure of such information, such ambiguity or conflict shall be resolved in favor of the law or interpretation that is most protective of the privacy and confidentiality of the individual served.

Provider will create, maintain, and secure personally-identifiable health information as appropriate to document interventions or care provided by Provider in Provider's sole discretion.

Personally-identifiable health information may be reported to the City only as authorized by law. Personally-identifiable data may be shared with the subject's consent. Personally-identifiable information may be shared without the subject's consent to prevent or lessen a serious or imminent threat to the health or safety of an individual or the public or if the subject is involved in an emergency interaction and disclosure of information is necessary to protect the health or safety of the referred person or another person. Certain data obtained by the City to respond to an emergency are private data on individuals and will not be used for any other purpose. To the extent possible, private data released to the City to respond to an emergency will be marked and designated as private data by the releasing party or person.

The parties will document releases of information as required by law, including the date and circumstances under which the release was made, the person or agency to whom the release was made, and the information released.

Human Rights/Affirmative Action/Economic Opportunity.

Provider agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, creed, religion, color, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to the same.

Compliance With Applicable Law.

The parties agree to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations and standards established by any agency of such governmental units, insofar as they relate to the performance of the provisions of this Agreement. Each party is responsible to obtain all permits or licenses required for the performance of services under this Agreement as applicable to the actions of the respective party.

Conflict of Interest.

Provider's acceptance of this agreement indicates compliance with City code. As such, except as permitted by law, no City official or employee shall be a party to or have a direct financial interest in any sale, lease, or contract with the City. The Provider also affirms that to the best of the Provider's knowledge, their involvement in this contract does not result in a conflict of interest with any part or entity which may be affected by the terms of this contract. The Provider agrees that should any conflict or potential conflict of interest become known to the Provider, Provider will immediately notify the City of the situation so that a determination can be made about Provider's ability to continue performing services under this contract.

Responsibility for Acts and Omissions.

Each party agrees that it will be responsible for its own acts and omissions and the acts and omissions of its employees, elected officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the extent authorized by law, and will not be responsible for the acts and omissions of the other party or their employees, elected officials, and agents, or for any liability resulting therefrom. The City's liability is governed and limited by the Municipal Tort Claims Act, Minnesota Statutes chapter 466, and other applicable law.

Each party warrants that it is able to comply with the obligations of this Agreement through commercial insurance or a self-funding program.

All insurance policies or self-insurance certificates are open to inspection by the other party and copies of the policies or certificates of self-insurance shall be submitted to a party upon written request.

Assignment.

The City and Provider each binds itself and its successors, legal representatives, and assigns of such other party, with respect to all covenants of this Agreement; and neither the City nor the Provider will assign or transfer their interest in this Agreement without the written consent of the other.

Termination.

This Agreement will continue in full force and effect until completion of the project unless either party terminates the Agreement. Either party may terminate this Agreement, without or without cause, by providing 60 days written notice to the other party.

In the event of termination, the Provider will deliver all work products and supporting documentation developed up to the time of termination.

Renewal.

This Agreement may be renewed or extended by the written agreement of the parties.

Alterations.

Any alteration, variation, modification or waiver of the provisions of the specifications that may have occurred during the bidding process or amendments to this Agreement are valid only when reduced to writing.

Interpretation of Agreement, Venue.

This Agreement will be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this agreement must be venued in the District Court of the County of Ramsey, Second Judicial District, State of Minnesota.

Independent Provider.

It is agreed by the parties, that at all times and for all purposes, within the scope of the Agreement resulting from this solicitation, the relationship of the Provider to the City is that of independent Provider and not that of employee. No statement contained in this Agreement may be construed so as to find the Provider an employee of the City.

Cooperative agreement, independent authority

The parties are entering into this Agreement for the purposes of providing collaborative services to individuals experiencing crisis who are the subject of a police call for service. Each party agrees that its employees who act under this Agreement are granted independent authority to provide services within the employee's scope of practice, as regulated and governed by the respective employing party.

The parties agree that their respective employees will act collaboratively but exercise independent judgment, discretion, and acts within each respective employee's area of responsibility or authority, this includes independent assessment and exercise of authority under Minnesota Statutes chapters 148E, 2538, 626, 629 and any other statutory or other applicable authority. The parties agree and stipulate that none of its employees or agents has the authority to require the employees or agents of the other party to exercise any independent authority reserved by law.

Waiver.

The waiver by either party of any breach under the terms of this Agreement or any rights or remedies arising under the terms of this Agreement will not constitute a waiver of the party's right to any rights and/or remedies with respect to any subsequent breach or default of the terms of the Agreement.

Subcontracting.

Provider agrees not to enter into any subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of the City.

Insurance.

Provider is required to carry insurance of the kind and in the amounts shown below for the life of the Agreement. Certificates for General Liability Insurance should state that the City of White Bear Lake, its officials, employees, agents and representatives are Additional Insureds.

1. General or Business Liability Insurance
\$1,500,000 per occurrence
\$2,000,000 aggregate per project
\$2,000,000 products/completed operations total limit
\$1,500,000 personal injury and advertising

Policy must include an "all services, products, or completed operations" endorsement when appropriate.

2. Worker's Compensation and Employer's Liability. Provider must maintain appropriate Worker's Compensation coverage as required by Minnesota law.
3. Professional Liability Insurance is required when a contract is for service for which professional liability insurance is available for purchase.
 - a. \$1,000,000 per occurrence
 - b. \$2,000,000 aggregate

4. General Insurance Requirements

- a. All policies must be written on an occurrence basis or as acceptable to the City. Certificates of insurance must indicate if the policy is issued on a claims-made or occurrence basis. Agent must state on the certificate if company carries errors and omissions coverage.
- b. The Provider may not commence any work until Certificates of Insurance covering all of the insurance required for this project is approved and the Project manager has issued a notice to proceed. Insurance must remain in place for the duration of the original contract and any extension periods.
- c. The City reserves the right to review Provider's insurance policies at any time to verify that City requirements have been met.
- d. Satisfaction of policy limits required above for General Liability Insurance, may be met with the purchase of an umbrella or excess policy.

Any excess or umbrella policy will be written on an occurrence basis, and if such policy is not written by the same insurance carrier, the proof of underlying policies shall be provided with any certificate of insurance.

Force Majeure.

Neither the City nor the Provider may be held responsible for performance if its performance is prevented by acts or events beyond the party's reasonable control, including, but not limited to: severe weather and storms, earthquake or other natural occurrences, demonstrations, strikes and other labor unrest, power failures, electrical power surges or current fluctuations, nuclear or other civil military emergencies, or acts of legislative, judicial, executive.

Entire Agreement.

It is understood and agreed that this entire Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matters of the Agreement.

NORTHEAST YOUTH & FAMILY SERVICES

CITY OF ROSEVILLE

By _____

Title _____

Date _____

By: _____

Title _____

Date _____

By: _____

Title _____

Date _____



City of Roseville
Report Period: July 1, 2023 to June 30, 2024

The following is a brief report on Northeast Youth & Family Services' programs that directly affect the residents of your community. If you have any questions about this report, please call Angela Lewis Dmello, President & CEO, at (651) 379-3404.

Annual City Contract for Service in CY 2024	\$108,490	***
Total cost of all services July 1, 2023-June 30, 2024	\$242,536	

(Please note that these numbers represent the actual cost of services provided, not what NYFS charges clients for these services. Because of your collaboration with NYFS, many of these services are offered free of charge or on a sliding-fee scale based on income.)

Services Provided	City Totals		
	# of Clients	Units	Service Cost
Contracted Services			
Mental Health	57	1334 Sessions	\$ 210,772.00
Diversion Services	13	132 Meetings	\$ 10,400.00
Community Advocate	14	81 Contacts	\$ 13,284.00
Total for Contracted Services	84	1547	\$ 234,456.00

Non Contracted Services			
Northeast Educational & Therapeutic Services	3	101 Hours	\$ 8,080.00
Totals for Non-contracted Services	3	101	\$ 8,080.00

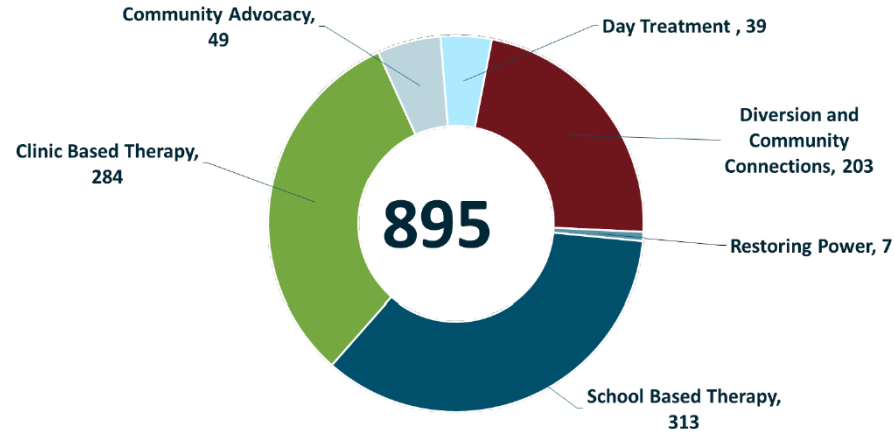
Totals for all Individual Services	87	1648	\$ 242,536.00
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***The contracted amount includes the funds for the Community Advocate program.

Client Statistics

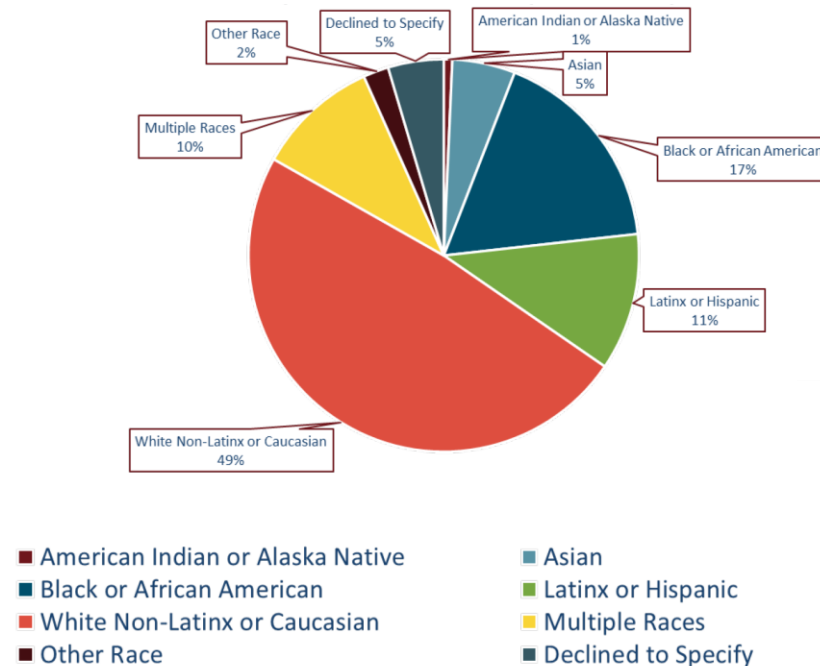
July 1, 2025 – June 30, 2024

Total Clients Served

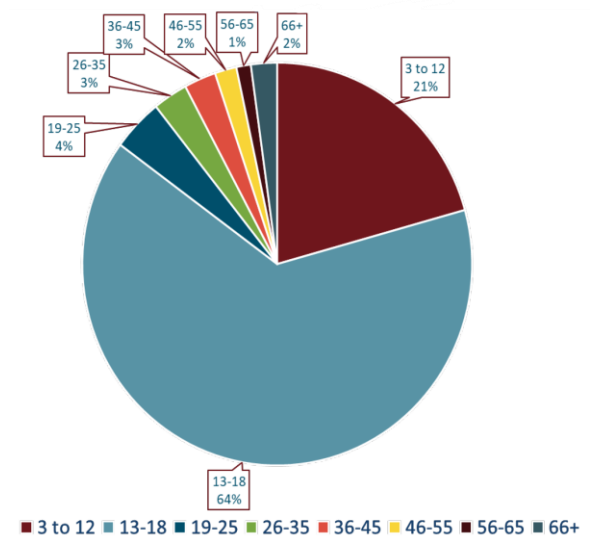


- 895 Clients Served
 - 290 more clients served than last year
 - 48% increase in clients served
- 24,083 total appointments
 - 12,453 more appointments than last year
 - 107% increase in appointments

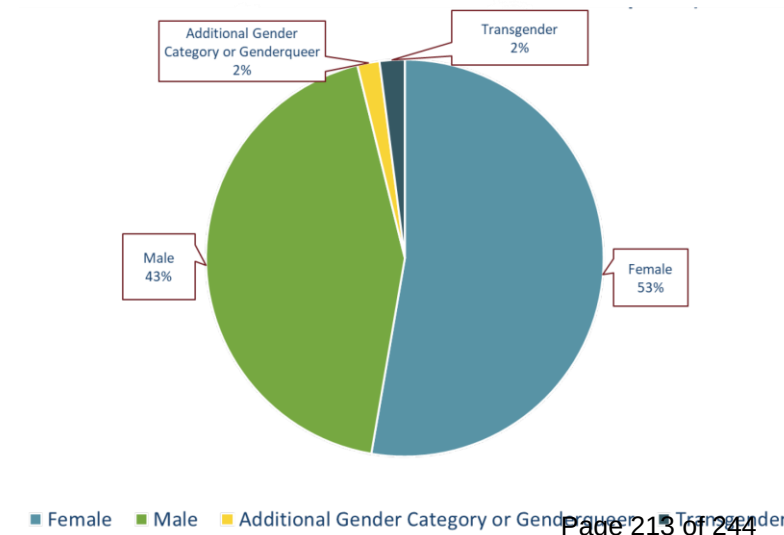
Race/Ethnicity



Ages



Gender Identity



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.h.

Department Approval



City Manager Approval



Item Description: Approve Professional Services Agreement with The Axtell Group to Conduct a Comprehensive Evaluation of Police Resources and Operational Efficiency

Background

The Roseville Police Department (RPD) seeks the Council's final approval of a Professional Services Agreement (PSA) with The Axtell Group to conduct a comprehensive evaluation of the department's resource allocation and operational efficiency.

On October 14, 2024, the Council authorized RPD to solicit proposals for this study. The department received seven proposals, which were evaluated by a committee of city and police leaders. After a thorough review, The Axtell Group was unanimously ranked as the top firm based on their qualifications, proposed approach, and alignment with the study's goals.

On December 2, 2024, staff presented the results of the RFP process to the Council, which approved moving forward with The Axtell Group.

The attached PSA was drafted and reviewed by the city attorney and subsequently reviewed and approved by The Axtell Group. RPD now requests the Council's final approval of the PSA to initiate the evaluation as outlined in the RFP and The Axtell Group's proposal.

This study represents a critical step in ensuring that RPD's resources and operations are aligned with community needs and expectations, positioning the department for long-term success.

Policy Objectives

Roseville's mission is to provide ethical, efficient, and responsive local government in support of the community's aspirations. The city is committed to fostering a strong, vibrant, and sustainable community for current and future generations. A comprehensive evaluation of the Roseville Police Department's (RPD) operations and staffing aligns with this mission by advancing the community's aspiration for safety and well-being.

This evaluation will enable RPD to optimize its resources, ensuring the department remains responsive to the community's evolving needs and expectations. Through meaningful engagement, the study will foster trust, promote transparency, and strengthen relationships between the department and the community it serves.

The findings from this assessment will provide a strategic framework for decision-making, enhance

operational efficiency, and improve RPD's capacity to deliver high-quality, equitable, and sustainable public safety services. This initiative represents a crucial step toward ensuring the department's long-term success and reinforcing the resilience of the Roseville community.

Equity Impact Summary

The proposed staffing assessment aims to advance equity and inclusion by aligning strategies and resource allocations with the diverse needs of the community. This assessment provides an important opportunity to evaluate current operations, identify service gaps, and ensure the equitable distribution of police resources throughout Roseville. By conducting a comprehensive review of the Roseville Police Department's operations, the study will help tailor police services to the unique needs and values of all community members, with particular focus on historically under-served or marginalized groups.

A cornerstone of the assessment is meaningful community engagement, emphasizing input from underrepresented groups. Hearing from residents with diverse perspectives, including the Multicultural Advisory Committee, is vital to understanding how the department can address safety concerns and priorities effectively. This engagement will help shape policies and strategies, ensuring public safety services are equitable, inclusive, and reflective of the entire community's needs and expectations.

This initiative supports Roseville's mission to provide ethical, efficient, and responsive local government in pursuit of community aspirations. It underscores the city's commitment to fostering a strong, vibrant, and sustainable community for current and future generations. By promoting equity, transparency, and accountability in public safety, the evaluation will enhance the alignment of police services with these goals. The assessment will also play a crucial role in building trust and collaboration between the police department and the community. Involving residents in this process will strengthen public trust and contribute to the department's long-term success. By addressing the community's evolving needs and expectations, the study will help ensure a responsive, inclusive, and effective approach to public safety.

See attached Equity and Inclusion Toolkit for additional analysis.

Budget Implications

The cost for the comprehensive staffing study by The Axtell Group is \$79,900. RPD continues to anticipate sufficient salary savings from unfilled positions to fully cover the cost of the study.

Staff Recommendations

Staff recommends that the Council approve entering into a Professional Services Agreement (PSA) with The Axtell Group to conduct a comprehensive evaluation of police resources and operational efficiency within the Roseville Police Department (RPD). This evaluation is a critical step toward aligning RPD's operations with community needs and expectations while enhancing resource allocation and improving overall operational effectiveness.

Requested Council Action

Approve the Professional Services Agreement with The Axtell Group to conduct a comprehensive evaluation of police resources and operational efficiency of the Roseville Police Department (RPD).

Prepared by: Erika Scheider, Chief of Police

Attachments:

1. Professional Service Agreement The Axtell Group
2. Equity and Inclusion Toolkit

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CITY OF ROSEVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made on the 7th day of January 2025, between the City of Roseville, a Minnesota municipal corporation (the “City”), and The Axtell Group, LLC, a Minnesota limited liability company (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 January 7, 2025. Unless extended by written agreement of the Parties, this Agreement will terminate no later than June 30, 2025, or upon completion of the Work, whichever occurs first. 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 in an amount not to exceed \$79,900, which is inclusive of all costs and expenses. The compensation will be paid according to the following schedule:

One-third (1/3) of fees (\$26,633) upon execution of this Agreement.

One third (1/3) (\$26,633) upon completion of Phase 3, the Data Collection and Empirical Observation Phase, as described in **Exhibit A**.

One-third (1/3) (\$26,634) upon completion of all phases including issuance of the final report to City.

Additional Services may be provided according to a written proposal or statement of work which has been signed by both Parties. Additional Services will be provided at a rate of \$350.00 per hour, unless the Parties mutually agree on another rate or amount in the written proposal or statement of work.

4. **Method of Payment.** Following the conclusion of each phase, Contractor must submit an invoice for payment. Payment will be made within thirty (30) days of receipt of the invoice.
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:Erika Scheider, Chief of Police

To Contractor:

The Axtell Group, LLC _____
576 Warwick Street
Saint Paul, MN 55116
Attn: Todd Axtell, President and CEO

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 of Local Government Bills.
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. **Intellectual Property.** Subject to Contractor's perpetual, worldwide, non-exclusive, royalty-free, fully paid-up license to use all documents and other materials that are delivered to City as part of the Services (collectively, "**Deliverables**") for its lawful purposes, upon payment in full of fees for Services, Contractor hereby assigns to City all right, title and ownership interest in and to the Deliverables.
Contractor retains all right, title, and ownership interest in and to Contractor's intellectual property developed in connection with Services. Subject to the license granted in the following sentence, Contractor is, and will at all times remain, the sole and exclusive owner of all right, title, and interest in and to all information, documents, data, know-how, methodologies, techniques, analysis, ideas, concepts, software, and other materials developed or acquired by Contractor ("**Pre-Existing Materials**"), including all Intellectual Property Rights (as defined below) therein. To the extent that any Pre-Existing Materials are incorporated in or combined with any Deliverable, upon payment in full of fees for Services, Contractor hereby grants to City a non-exclusive, royalty-free, fully paid-up license to use for its lawful internal business purposes such Pre-Existing Materials as part of or in connection with such Deliverables. All other rights in and to the Pre-Existing Materials are expressly reserved by Contractor.
9. **Rights Reserved.** Each Party retains all Intellectual Property Rights in its respective intellectual property, including all copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how, and other Confidential Information, trade dress, trade names, logos, corporate names and domain

names, together with all of the goodwill associated therewith, derivative works, and all other rights (collectively, “**Intellectual Property Rights**”). All Intellectual Property Rights and other rights not granted are reserved to each respective Party, its affiliates, and their respective licensors. Except as expressly specified in this Agreement, and without limiting the foregoing, neither Party may reverse assemble, reverse engineer, translate, disassemble, decompile, or otherwise attempt to create or discover the other Party’s intellectual property.

10. **No Implied Licenses.** Except as expressly specified in this Agreement, including any proposal or statement of work under this Agreement, nothing in this Agreement will be deemed to grant to one Party, by implication, estoppel or otherwise, license rights, ownership rights, or any other Intellectual Property Rights of the other Party.
11. **Acknowledgment of Professional Services.** The Services provided by Contractor are professional consulting services. Contractor may provide reports and recommendations that may be based on information supplied by City, its officials, officers, employees, representatives, subcontractors, and agents, obtained in the course of Services or through consultations, publicly available, or Contractor’s experience. Services are subject to inherent uncertainty. Services are not, do not constitute, and are not intended to be a substitute for City’s acts or omissions or legal advice and counsel. Contractor does not provide legal or regulatory advice, and in all instances Contractor directs City to its municipal counsel for legal advice. Contractor does not perform criminal investigations. City acknowledges and agrees that to the fullest extent allowed by law, Services are provided without any representation or warranty. Contractor does not promise or guarantee any future performance or outcome as a result of City’s receipt of Services.
12. **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.
13. **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.
14. **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.

15. **Audit Disclosure.** Under Minnesota Statutes, Section 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 (6) years after the termination of this Agreement.
16. **Indemnification.** Each Party agrees to defend, indemnify and hold the other Party, and its officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of or resulting from any third party claim based on the negligent or wrongful act or omission of the other Party, its officers, agents, employees, contractors and/or subcontractors, pertaining to 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.
17. **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:
 - i. \$500,000 – Bodily Injury by Disease per employee
 - ii. \$500,000 – Bodily Injury by Disease aggregate
 - iii. \$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

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 Work required under the contract.

The Contractor is required to carry the following minimum limits:

- \$1,500,000 – 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.

18. **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.
19. **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.
20. **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.
21. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
22. **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.
23. **Entire Agreement.** Unless stated otherwise in this Agreement, 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 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

The Axtell Group, LLC

By: _____
Mayor

By: _____
Its: President& CEO

By: _____
City Manager

EXHIBIT A

[BEGINS ON NEXT PAGE]

■ Project Approach

Our work is distinctively collaborative and iterative driven. This project will be broken down into five distinct stages — project conceptualization, design and planning, data collection, data analysis, and dissemination of findings and recommendations.

Phases One & Two

Conceptualization + Design and Planning

Preliminary Planning Meeting— The Axtell Group’s team will conduct an in-person initial project planning meeting with the chief of police and other members of her leadership team to review the concept presented in this proposal.

This important meeting provides an opportunity to clarify the scope of the project, its goals and timeline as well as identify members of the city and police department’s project team who will play important roles in gathering and disseminating data, assisting with interviews, facilitating an employee survey, and managing the project.

Work Plan and Schedule Development — Information gathered at the preliminary planning meeting will be used to develop a detailed work plan, schedule and process for ongoing information sharing and regular status updates with city and police department leaders.

The workplan and detailed schedule will be shared with the department leaders for their input and feedback, which will be incorporated into the plan before it is finalized and implemented.

Kickoff Meeting — Once the work plan and schedule have been approved, we’ll hold a kickoff meeting with the city’s project team to ensure there is universal understanding of the goals, scope and timing of the project.

We’ll also provide a detailed list of existing agency data needed for the project as well as additional information about our process, team and the role each will play throughout the course of the project.



Phase Three

Data Collection & Empirical Observation

Data Collection — The Axtell Group's team will work with members of the City and police department's project team to collect existing and relevant community, law enforcement and city data, including but not limited to:

- Current and historic crime data
- Current and historic staffing data
- Current and historic scheduling data
- Recruitment, retention and training data
- CAD/RMS data
- Department policies and procedures
- Budget data
- Community feedback data.

Empirical Observation — The Axtell Group's team will add context to the collected data by engaging in empirical observation:

- Ride-along(s) with a Roseville Police Officer
- Testing of department technology
- Engagement with department supervisors
- Observation of daily policing activities
- In-person visits to various units
- Observation of department scheduling and training if applicable

Community Engagement — The Axtell Group's team will work to include a diverse group of community members and stakeholders, including city and police department employees, to have opportunities to share their experiences, ideas and concerns:

- Community meeting(s) with diverse community leaders, including representatives from advocacy groups, business, faith and education
- Police department employee survey
- One-on-one interviews with key sworn and non-sworn police department employees, city employees, and community leaders
- One-on-one discussions with elected officials if requested by the project team



Phase Four

Data Analysis

The data analysis for the Roseville Police Department will be conducted through a robust and systematic approach, utilizing a blend of quantitative and qualitative research methodologies to provide a comprehensive understanding of the department's operational efficiency and alignment with community and organizational expectations.

Best Practices Comparison:

- **Comparative Analysis:** The Axtell Group will employ a comparative analysis framework using the principles of 21st Century Policing as benchmarks. By juxtaposing Roseville Police Department data against these industry best practices, we will quantitatively and qualitatively evaluate the department's capacity to meet or surpass these standards. This analysis will involve a detailed examination of key performance indicators within the department and how these align with progressive policing strategies nationally recognized for effectiveness and community engagement.

Benchmarking against Peer and Similar-Sized Departments:

- **Benchmark Analysis:** To further contextualize our findings, the Roseville Police Department's operational metrics and practices will be benchmarked against peer and similarly sized law enforcement agencies. This will allow us to identify performance gaps, highlight areas of excellence, and suggest targeted improvements based on comparable models. This benchmarking process will incorporate data on organizational structure, staffing ratios, service delivery models, and technological adoption to provide a well-rounded view of where the department stands relative to its peers.

City Needs and Expectations:

- **Stakeholder Analysis:** Data will be meticulously gathered through structured interviews and discussions with city employees and elected officials. This stakeholder analysis will aid in assessing the department's current and projected ability to fulfill the municipal needs and expectations. The analysis will focus on synthesizing information from diverse city departments to gauge the alignment of the police department's functions with the broader objectives of municipal governance and public service.

Phase Four (cont.)

Data Analysis

Community Needs and Expectations:

- **Community Engagement Assessment:** Utilizing data from interviews with community leaders and various stakeholder interactions, this segment of the analysis will delve into the police department's responsiveness to the dynamic needs of Roseville's community. This includes residents, advocacy groups, neighborhood associations, business entities, educational institutions, and religious organizations. The methodology here will blend qualitative data from direct community feedback with quantitative data on community interactions and incidents to construct a detailed profile of community relations and satisfaction.

Police Department Employee Needs and Expectations:

- **Organizational Analysis:** Comprehensive data collection will be conducted through employee interviews, direct observations, and targeted surveys, both quantitative and qualitative, to understand the internal operational climate of the department. This organizational analysis will evaluate how well the department supports its sworn and non-sworn personnel, considering factors such as job satisfaction, organizational support, resource availability, and professional development opportunities. The aim is to identify areas where the department excels in employee relations and areas where there is room for improvement to enhance overall workplace efficacy and morale.

Together, these components will form a multidimensional analysis, providing actionable insights that reflect the intricate tapestry of needs and expectations within the Roseville Police Department and the community it serves. The Axtell Group will ensure that each phase of data collection and analysis is performed with the highest standards of research integrity and analytical rigor, aimed at fostering an environment of transparency, efficiency, and continuous improvement within the Roseville Police Department.



Phase Five

Report Dissemination

Findings and Recommendations — The Axtell Group will deliver a detailed report highlighting the police department's strengths as well as areas that could be enhanced to strengthen the organizational, structural, programmatic, staffing and policy capacity to efficiently meet the future needs of its community and achieve its goals.

The report will be based on data, empirical observation and, perhaps most importantly, feedback from the community itself.

Our recommendations will be grounded in current best practices, supported by data, realistic, actionable and developed specifically for the City of Roseville, its police department and the people they serve.

Recommendations will focus on several critically important focus areas, including:

- Operational efficiency and effectiveness
- Community engagement
- Recruitment, retention and wellness
- Leadership capacity
- Patrol response
- Criminal investigations
- Training and staff development
- Risk reduction, crime prevention and building trust

Presentation of Findings and Recommendations — Upon publication of the final report, The Axtell Group will present its findings, in-person, to city and police department leaders.

We'll work with city and department leaders to determine the time and location of the presentation.

Ongoing Consultation and Support — If requested, members of The Axtell Group's assessment team will make themselves available to answer questions and provide ongoing consultation and support as the police department considers the recommendations.

Our goal is to serve as your strategic partner as you strive to reach your policing and public safety goals.



Timeline

The Axtell Group understands the importance and urgency of this project.

In our experience, projects of this size and scope require four months to complete — from the initial planning meeting to the presentation of the final report:

- **Conceptualization** — Will be completed through final negotiations at the time a contract is signed.
- **Design and Planning** — We anticipate this taking five days to complete.
- **Data Collection** — We anticipate this taking 60 days to complete.
- **Data Analysis** — We anticipate this taking 60 days to complete.
- **Report Production & Dissemination** — Immediately upon completion of assessment.

Project Cost

The Axtell Group anticipates to allocate between 400 and 550 hours to complete this project. This includes several on-site visits, ride-alongs, community meeting(s) and interviews with dozens of stakeholders.

The total proposed cost for this project is \$79,900.

As you consider our proposal, please know that we are happy to discuss the addition or elimination of certain elements or areas of focus.

EQUITY & INCLUSION TOOLKIT



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

Things to know about the toolkit

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

Equity & Inclusion Toolkit Instructions

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

Agenda Item Title:

Approve Professional Services Agreement with The Axtell Group to Conduct a Comprehensive Evaluation of Police Resources and Operational Efficiency

Brief Description:

The Roseville Police Department (RPD) requests the Council's approval of a Professional Service Agreement (PSA) with The Axtell Group to conduct a comprehensive evaluation of the department's resource allocation and operational efficiency.

This independent, data-driven evaluation will help ensure the department is deploying its resources effectively and aligned with community needs. It will also guide long-term strategic planning, budget decisions, and operational improvements to better position RPD for future success.

Meeting Date(s):

January 6, 2025

Prepared by:

Erika Scheider,
Chief of Police

Reviewed by:

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

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

What are the desired outcomes and impacts in the community?

The desired outcomes of the staffing study are to ensure the Roseville Police Department is optimally staffed and structured to effectively meet the community's evolving public safety needs. The assessment will enhance public safety, improve resource allocation, increase community trust and engagement, and provide data-driven strategic planning.

Who will benefit from or be burdened by this decision?

The study will lead to enhanced public safety by improving response times and aligning police services with the community's evolving needs. The community will benefit from a more effective and responsive police department. RPD will gain valuable insights into staffing and operation effectiveness, allowing for better strategic planning and resource allocation. There could be financial implications related to implementing the study's recommendations, however, RPD will continue to seek grant opportunities and supplemental funding to minimize financial burdens.

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

While the study will identify areas for improvement, implementing all recommendations could require additional funding. There may be challenges in securing the necessary financial resources, potentially delaying or limiting some improvements.

It will be essential to involve the community in the process. To be effective and reach the desired outcomes, hearing from diverse voices in our community, like the Multicultural Advisory Committee, will be needed.

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

Community engagement and input are critical components of the staffing study. Ensuring that the Roseville Police Department's (RPD) delivery of services aligns with community expectations requires meaningful participation from a broad range of community members, including diverse voices. The Axtell Group has a proven track record of effectively engaging with community members and facilitating inclusive dialogue. Their experience will ensure that diverse perspectives are incorporated into the assessment process.

One of the factors in selecting The Axtell Group was their commitment to engaging stakeholders and incorporating community input, especially from under-represented groups, to ensure the evaluation reflects the diverse needs of Roseville.

Equity Impact Analysis (Summary)

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

The proposed staffing assessment aims to advance equity and inclusion by aligning strategies and resource allocations with the diverse needs of the community. This assessment provides an important opportunity to evaluate current operations, identify service gaps, and ensure the equitable distribution of police resources throughout Roseville. By conducting a comprehensive review of the Roseville Police Department's operations, the study will help tailor police services to the unique needs and values of all community members, with particular focus on historically under-served or marginalized groups.

A cornerstone of the assessment is meaningful community engagement, emphasizing input from underrepresented groups. Hearing from residents with diverse perspectives, including the Multicultural Advisory Committee, is vital to understanding how the department can address safety concerns and priorities effectively. This engagement will help shape policies and strategies, ensuring public safety services are equitable, inclusive, and reflective of the entire community's needs and expectations.

This initiative supports Roseville's mission to provide ethical, efficient, and responsive local government in pursuit of community aspirations. It underscores the city's commitment to fostering a strong, vibrant, and sustainable community for current and future generations. By promoting equity, transparency, and accountability in public safety, the evaluation will enhance the alignment of police services with these goals. The assessment will also play a crucial role in building trust and collaboration between the police department and the community. Involving residents in this process will strengthen public trust and contribute to the department's long-term success. By addressing the community's evolving needs and expectations, the study will help ensure a responsive, inclusive, and effective approach to public safety.

Resources

Wilson, Jeremy M., and Alexander Weiss. 2014. A Performance-Based Approach to Police Staffing and Allocation. Washington, DC: Office of Community Oriented Policing Services.. U.S. Department of Justice. <https://portal.cops.usdoj.gov/resourcecenter/RIC/Publications/cops-p247-pub.pdf>

Wilson, Jeremy M., Grammich, Clifford A. Reframing the police staffing challenge: A systems approach to workforce planning and managing workload demand, Policing: A Journal of Policy and Practice, Volume 18, 2024, paae00S, <https://doi.org/10.1093/police/paae00S>

International Association of Chiefs of Police (IACP}. (n.d.}. The state of recruitment: A crisis for law enforcement [PDF]. https://www.theiacp.org/sites/default/files/239416_IACP_RecruitmentBR_HR_0.pdf

Police Executive Research Forum (PERF}. (2019}. The workforce crisis, and what police agencies are doing about it [PDF]. <https://www.policeforum.org/assets/RecruitmentRetention.pdf>

REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.i.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Truog

Item Description: Adopt a resolution appointing the Building Official as Assistant Weed Inspector for 2025

Background

Under Minnesota Statute 18.80, the Mayor shall act as local weed inspector for the City. A municipality may appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality. The appointed assistant or assistants shall have the power, authority and responsibility of the Mayor in the capacity of weed inspector.

Since 2003, the City Council has appointed the Community Development Department's Building Official to act as Assistant Weed Inspector.

Policy Objectives

Not applicable

Equity Impact Summary

Not applicable

Budget Implications

None

Staff Recommendations

Staff recommends the appointment of the Community Development Department's Building Official as the duly authorized and designated Assistant Weed Inspector for calendar year 2025.

Requested Council Action

By motion, adopt a resolution appointing the City of Roseville Community Development Department's Building Official as the duly designated Assistant Weed Inspector for calendar year 2025, pursuant to Minnesota Statutes 18.80.

Prepared by: David E. Englund, Building Official

Attachments: 1. Resolution
2. 2024 Statute

**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 6th day of January 2025, at 6:00 p.m.

The following members were present:

and the following were absent:

Council Member introduced the following resolution and moved its adoption:

RESOLUTION No.

RESOLUTION APPROVING APPOINTMENT OF ASSISTANT WEED INSPECTOR

WHEREAS, Minnesota State Statute 18.80 Subp. 2, requires the mayor of each city to act as local weed inspector of the municipality; and

WHEREAS, Minnesota State Statute 18.80 Subp. 3, allows a municipality to appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA the appointment of the City of Roseville Community Development Department's Building Official as Assistant Weed Inspector for the municipality.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member

and upon vote being taken thereon, the following voted in favor:

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

RESOLUTION APPROVING APPOINTMENT OF ASSISTANT WEED INSPECTOR

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 ____ of ____, 202__, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this ____ of ____, 202__.

BY:

Patrick Trudgeon, City Manager

(SEAL)

18.80 INSPECTORS.

Subdivision 1. **County agricultural inspectors and county-designated employees.** The county board shall either appoint at least one county agricultural inspector to carry out the duties specified under section 18.81, subdivisions 1a and 1b, or a county-designated employee to carry out the duties specified under section 18.81, subdivision 1a. A notice of the appointment of either a county agricultural inspector or county-designated employee must be delivered to the commissioner within 30 days.

Subd. 2. **Local weed inspectors.** The supervisors of each town board and the mayor of each city shall act as local weed inspectors within their respective municipalities.

Subd. 3. **Assistant weed inspectors.** A municipality may appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality. The appointed assistant or assistants have the power, authority, and responsibility of the town board members or the city mayor in the capacity of weed inspector.

History: 1992 c 500 s 6; 2009 c 94 art 1 s 28

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/6/2025

Item No.: 11.j.

Department Approval



City Manager Approval



Item Description: Authorization to Seek Donations for Various City Functions and Events

Background

The City Council established a policy in February of 1997 requiring Council approval of formal written request for donations to the city. The city has annually requested support from community groups and businesses for several city functions and special events. The activities that the authorization is requested to seek donations for include:

Administration Department

- Spring Volunteer Recognition Banquet
- Fall Volunteer Recognition Banquet
- Fall Wellness Fair

Fire Department

- Community Partnerships for purchase of Vehicles, Supplies, & Equipment
- Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
- Explorer supplies and training
- Vial of life project
- EMS Week
- Night to Unite
- Family Night Out
- Animal Rescue
- Fire Department Community Support Fund
- Fire and medical safety and prevention materials & supplies
- Fill the Boot

Parks and Recreation Department

- Tapping Time at Nature Center
- Community Arts Program
- Earth Day
- Summer Concert Series
- Puppet Wagon
- Discover Your Parks
- Cedarholm Events and Leagues
- Rosefest
- Party in the Park
- Roll in Movies at the OVAL
- Halloween Event
- Holiday Craft Fair
- New Year's Eve Event

Wild Rice Festival at HANC
Sweetheart Dance
Superhero Carnival
Recreation Fee Assistance Program
Various Recreation Facilities

Police Department

Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Park Patrol supplies
Heart Defibrillators
Community Police Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior/Kids Safety Camp
New American Forum
Community Action Team Outreach
Police Activities League

Policy Objectives

The following is the City of Roseville's policy regarding the solicitation of donations. To avoid conflict of interest or appearance of impropriety, the solicitation of donations by city staff is not permitted except by authorization of the City Council. The Council approves all the donations received.

Equity Impact Summary

The collection of donations helps the City engage directly with residents and business owners and provides and extends services to community members that need assistance or enrichment.

Budget Implications

Approved donations for these events may result in a budget reduction.

Staff Recommendations

Staff recommends the authorization as per city policy for the requesting of donations for the following special events:

Administration Department

Spring Volunteer Recognition Banquet
Fall Volunteer Recognition Banquet
Fall Wellness Fair

Fire Department

Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
Explorer supplies and training
Vial of life project
EMS Week
Night to Unite
Family Night Out
Animal Rescue
Fire Department Community Support Fund

95 Fire and medical safety and prevention materials & supplies
96 Fill the Boot
97

98 Parks and Recreation Department

99 Tapping Time at Nature Center
100 Community Arts Program
101 Earth Day
102 Summer Concert Series
103 Puppet Wagon
104 Discover Your Parks
105 Cedarholm Events and Leagues
106 Rosefest
107 Party in the Park
108 Roll in Movies at the OVAL
109 Halloween Event
110 Holiday Craft Fair
111 New Year's Eve Event
112 Wild Rice Festival at HANC
113 Sweetheart Dance
114 Superhero Carnival
115 Recreation Fee Assistance Program
116 Various Recreation Facilities
117

118 Police Department

119 Community Partnerships for purchase of Vehicles, Supplies, & Equipment
120 Shop with a Cop program
121 Night to Unite
122 Family Night Out
123 Reserve Officer Recognition Dinner
124 Park Patrol supplies
125 Heart Defibrillators
126 Community Police Academy
127 Police Explorers- training and supplies
128 Safety Brochures and Information
129 K9 Unit
130 Senior/Kids Safety camp
131 New American Forum
132 Community Action Team Outreach
133 Police Activities League
134

135 **Requested Council Action**

136 Motion authorizing the City Manager or his designee to send letters requesting support for:
137
138

139 Administration Department

140 Spring Volunteer Recognition Banquet
141 Fall Volunteer Recognition Banquet
142 Fall Wellness Fair
143

144 Fire Department

145 Community Partnerships for purchase of Vehicles, Supplies, & Equipment
146 Cardiac Resuscitation Devices (Monitors, Defibrillators, Automated CPR)
147 Explorer supplies and training
148 Vial of life project
149 EMS Week
150 Night to Unite

Family Night Out
Animal Rescue
Fire Department Community Support Fund
Fire and medical safety and prevention materials & supplies
Fill the Boot

Parks and Recreation Department

Tapping Time at Nature Center
Community Arts Program
Earth Day
Summer Concert Series
Puppet Wagon
Discover Your Parks
Cedarholm Events and Leagues
Rosefest
Party in the Park
Roll in Movies at the OVAL
Halloween Event
Holiday Craft Fair
New Year's Eve Event
Wild Rice Festival at HANC
Sweetheart Dance
Superhero Carnival
Recreation Fee Assistance Program

Police Department

Community Partnerships for purchase of Vehicles, Supplies, & Equipment
Shop with a Cop program
Night to Unite
Family Night Out
Reserve Officer Recognition Dinner
Park Patrol supplies
Heart Defibrillators
Community Police Academy
Police Explorers- training and supplies
Safety Brochures and Information
K9 Unit
Senior/Kids Safety camp
New American Forum
Community Action Team Outreach
Police Activities League

Prepared by: Matt Johnson, Director of Parks and Recreation and other departments as appropriate

Attachments: None

FUTURE MEETING AGENDA HIGHLIGHTS

January 6, 2024

January 10, 2025 Strategic Planning Session - 9 am to 1 pm **Fireside Room - OVAL**

January 13, 2025 – EDA Meeting

- Election of Officers
- Receive Housing Study Update

January 13, 2025 – City Council Meeting

- Discuss Maintenance Center Project

January 27, 2025 – City Council Meeting

- Proclamation of Black History Month
- Discuss Fire Department Staffing
- Consider Ordinance Amendment – Clear Channel Billboards
- Consider Approval of Minor Plat – Roselawn Ave.
- Consider Adoption of Strategic Plan (?)

			<u>Future Agenda Review - Longer Term Initiatives</u>			11/20/2024
			(items that likely require council discussion/action)			
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>	
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	