



City Council Agenda

Monday, January 13, 2025

7:15 PM

City Council Chambers

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

- 7:15 p.m. **1. Roll Call**
Voting and Seating Order: Schroeder, Groff, Bauer, Strahan, and Roe
- 7:16 p.m. **2. Pledge of Allegiance**
- 7:17 p.m. **3. Approve Agenda**
- 7:18 p.m. **4. Public Comment**
- 5. Recognitions and Donations**
- 7:23 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 7:25 p.m. a. Approve 1 Temporary Liquor License
- 7:30 p.m. b. Discuss next steps with the Maintenance Operations Center and License & Passport Center projects.
- 9:00 p.m. **8. Council Direction on Councilmember Initiated Agenda Items**
 - a. City Council Direction on Future Agenda Item Initiated by Mayor Roe - Amending City Council and Advisory Commission Rules of Procedure regarding public comment time limits
- 9. Approval of City Council Minutes**
- 10. Approve Consent Agenda**
- 9:10 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 - a. Future Agenda Review
- 9:20 p.m. **12. Adjourn**

REQUEST FOR COUNCIL ACTION

Date: 1/13/2025

Item No.: 7.a.

Department Approval

City Manager Approval



Item Description: Approve 1 Temporary Liquor License

Background

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

Temporary Liquor License

Bent Brewstillery
1744 Terrace Dr
Roseville, MN 55113

Bent Brewstillery is hosting a Winter Luau event indoors on January 18, 2025. This is their first event in 2025. Their total number of days is 1 out of the limit of 12 for the calendar year.

Policy Objectives

Required by City Code

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

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

Staff Recommendations

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

Requested Council Action

Motion to approve the Temporary Liquor License for Bent Brewstillery.

Prepared by: Allie Sertich

Attachments: 1. Bent Brewstillery Temp Liquor



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized		Tax exempt number	
Address		City	State	Zip Code	
Name of person making application		Business phone		Home phone	
Date(s) of event		Type of organization			
		☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Organization officer's name		City	State	Zip Code	
Organization officer's name		City	State	Zip Code	
Organization officer's name		City	State	Zip Code	

Location where permit will be used. If an outdoor area, describe.

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

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

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

REQUEST FOR COUNCIL ACTION

Date: 1/13/2025

Item No.: 7.b.

Department Approval

City Manager Approval



Item Description: Discuss next steps with the Maintenance Operations Center and License & Passport Center projects.

Background

On November 5, 2024, two referendum questions were on the general election ballot asking Roseville voters whether a local sales tax should be implemented to fund two City projects. One question asked to create a 0.5% local sales tax to fund the construction of a Maintenance Operations Center (MOC). The second question asked to create a 0.5% local sales tax to fund the construction of a new License and Passport Center (LPC). While separate questions, the approval of either one or both questions would create a 0.5% local sales tax in Roseville.

The results from the election were as follows:

City Question 1 -Maintenance Operations Center 0.5% Sales Tax

Yes 11,263

No 9,171

City Question 2 - License and Passport Center 0.5% Sales Tax

Yes 9,465

No 10,831

Based on the results, the City can implement a 0.5% local sales tax to fund the construction of the MOC up to an amount of \$64 million. Conversely, since the referendum question regarding the LPC failed, the City may not fund a new LPC with local sales tax funding. However, given the existing space challenges for the LPC coupled with the fact the new MOC will need to use the space where the existing LPC is located, there still is a need to replace the LPC.

With the split vote on the referendum questions and the complexity of implementing of the MOC project, staff is bringing forward information for a City Council discussion on various facets of the project in order to seek City Council feedback and direction.

Before getting into all of the details and steps of the process to implement a local sales tax, the City Council should first weigh in on moving forward with the overall project. While there are many details that need to be worked out, most significantly, how the needs of a new License and Passport Center will be met, staff would like affirmation whether or not the Maintenance Operations Center (as represented by the pre-design plan and funded by the local sales tax) will proceed. A graphic of the pre-design layout is included as Attachment 1.

Staff recommends that the Maintenance Operations Center project proceed.

Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the Civic Campus Pre-Design Study adopted on October 19, 2022?

Assuming that the MOC project is moving forward, staff would like to share information and receive feedback and direction on the following topics:

1. Implementation of the approved local sales tax for the Maintenance Operations Center
2. Next steps for the License and Passport Center
3. Approach of managing final design, bidding, and construction management of the Maintenance Operations Center
4. Community Engagement Plan for the project

At the end of this report, staff would also like to share with the City Council additional items that will need to be addressed as the City moves forward with the project.

Implementation of Local Sales Tax for the Maintenance Operations Center

The Minnesota Department of Revenue requires local governments to notify them in writing at least 90 days before the anticipated begin date of the collection of the local sales tax.

The notice must include:

- Authorizing session law or Minnesota Statute
- Date the City plans to begin the tax (must begin on the first day of a calendar quarter)
- Approved tax rate
- Formal request for the Minnesota Department of Revenue to administer the new tax

As part of the notice, the City must provide a copy of the following information:

- Resolution imposing the local tax
- Board meeting minutes approving the resolution
- Our ordinance for sales and use tax regulations
- The certificate of approval and the ordinance sent to the Minnesota Secretary of State
- Referendum questions and results
- Documentation of public informational meetings held prior to the referendum
- Meeting minutes approving the project plan or capital improvement designated for the use of revenues collected

Due to the 90-day notice, the soonest that the local sales tax can be implemented will be July 1, 2025. Staff is not looking for any formal approval at the January 13 City Council meeting but has attached to this report a sample of a notice and ordinance provided by the City Attorney. (Attachment 2).

Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?

Next Steps for the Roseville License and Passport Center

The fact that the LPC sales tax referendum question did not pass only prevents the use of local sales tax to fund construction of the new LPC. As mentioned previously, there is still a need for a new

facility due to space and operational needs as well as the fact that the new MOC will need to use the land currently occupied by the LPC. In addition, the removal of the Lexington Shoppes to make space for the MOC, will also require the Parks and Recreation Department to relocate the dance studio and summer staff office space. As part of the pre-design, it was intended that the City dance studio and some office space would be located on the second floor of the LPC. If the LPC project does not happen or is significantly reduced, the City will need to find space for the City's dance studio and seasonal office needs.

A new facility for the LPC is important to construct as the continued operation of the LPC provides convenient and efficient motor vehicle licensing and passport services to residents of Roseville and surrounding communities. In addition, its operation helps reduce the tax levy needs for the City. Annually, the LPC provides \$200,000 of property tax relief for the City's residents through a transfer of dollars from the License Center Fund to the General Fund.

As the City Council is aware, the approved pre-design plan for the City Campus was to tear down the existing Lexington Shoppes building where the current LPC is located and relocate the new LPC facility to south of Woodhill Drive in the area currently occupied by the City's Maintenance Facility. As this space will be available for use once the current Maintenance Facility is demolished, staff proposes the LPC and dance studio be located on the City Campus as shown in the Civic Campus Pre-Design Study.

There are some options for the Council to consider regarding replacing the LPC. They include:

1. Closing the License and Passport Center
2. Leasing a new facility in a different part of Roseville
3. Locating the LPC on the former maintenance facility property as shown on the Civic Campus Pre-Design Study
4. Consider relocating the LPC on the City Campus, but in a different place than shown as part of the Pre-Design study, such as utilizing some of the existing maintenance facility structure or keeping the LPC on the north side of Woodhill but in a new building.

Staff does not recommend the closing of the LPC due to the benefit it provides to community residents both in services and property tax relief.

Regarding leasing a new LPC facility elsewhere in Roseville, staff has not done any analysis or review of possibilities. If that is the desired action by the City Council, a third party would be needed to assist staff in locating a site, negotiating terms and conditions, and estimating the build-out costs.

Similarly, the City would need to hire a third party to evaluate the feasibility and costs of using portions of the existing maintenance facility or relocating the LPC on a different part of the City Campus. At this point, staff does not have information on the costs or the timelines to pursue options 2 and 4 and would need to bring back details to a future meeting for City Council consideration.

Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?

If the decision is to construct a new LPC on City property, alternative funding sources must be

considered as the local sales tax cannot be used. Staff, working with Bond Counsel Mary Ippel, have identified three potential options:

1. Port Authority General Obligation Bonds
2. Economic Development Authority Revenue Bonds
3. City Revenue Bonds

In 2011, the City, using its port authority powers, issued \$27 million in bonds to implement the parks improvement plan and construct a new fire station. The final payment of \$2,485,500 for these bonds will be fully paid off in 2028 using 2027 levy funds. As a result, \$2,485,500 of existing levy funds will be available to use towards new debt payments for the LPC as part of the 2028 budget.

Regarding the cost of constructing a new LPC, the current estimate is approximately \$12 million. As this estimate includes about \$6 million for contingencies, soft costs, and inflation, it would be appropriate to have an updated cost estimate for a new LPC prior to issuing debt.

Ms. Ippel has prepared a memo detailing the differences between each financing option (Attachment 3). In brief, here is a summary of each option:

Port Authority General Obligation (G.O.) Bonds

The City of Roseville was granted "port authority" powers as defined under State Statutes under state legislation approved 1987. As a result, the City can utilize their port authority to issue general obligation bonds. These bonds can be issued without the submission of the question of issuing bonds to the electors of the City. There are some procedural steps that need to be taken that are outlined in Ms. Ippel's memo. The bonds are payable through property taxes collected by the City. The City can reduce the amount of taxes needed to pay the bond by an amount equal to the revenues derived from the project (i.e. from the License and Passport Center). So, with this option, the bond could be paid back by a combination of property taxes and LPC revenue.

Economic Development Authority (EDA) Revenue Bonds

The Roseville EDA could issue revenue bonds to construct the LPC. The City would then lease the new facility from the EDA with the annual lease amount equal to the annual debt payment of the EDA revenue bond. Property taxes can be used for the lease payment. Like the Port Authority G.O. Bond, a combination of property taxes and revenue from the LPC can be put towards the lease to pay back the EDA bond. Any revenue bond will have a higher interest rate than a G.O. Bond. Revenue bonds can be issued without holding a local referendum.

City Revenue Bonds

The City can issue revenue bonds payable solely from the net revenues of the LPC project. As the net revenues of the LPC may not be sufficient to pay the annual debt service of the bond, it is most likely not feasible to issue a city revenue bond. Like the EDA Revenue Bond, a city revenue bond will have a higher interest rate, and can be issued without holding a local referendum.

Question #4 At this point, does the City Council have a preferred type of financing to construct the new License and Passport Center?

Based on City Council direction, staff will bring back further discussion regarding the preferred financing of the LPC.

173 **Approach of managing final design, bidding, and construction management of the**
174 **Maintenance Operations Center**

175 There are a couple of planning and design components that will need to be done to move the MOC
176 project forward; final design by an architectural firm and overall project management that includes
177 bidding the project and construction management. It is desirable to have both efforts working in
178 parallel so as to make sure the final design is done with costs, scheduling, and construction
179 feasibility in mind.

180
181 For the final design, the City will need to hire an architectural firm to work with staff and City
182 Council on the components of the final design of the MOC (and the LPC if that moves forward).
183 Having the architect on board early will also allow the City to explore alternatives that staff or City
184 Council would like to have more information about.

185
186 For the overall project management, there are two approaches that the City Council should consider,
187 using a Construction Manager Advisor or a Construction Manager at Risk. (A third, but unfeasible
188 option, would be for staff to serve as the project manager. As current staff do not have capacity or
189 expertise to manage such a large and complex project, staff is not bringing this option forward).

190
191 **Construction Manager Advisor (CMa)**

192 With this approach, a city contracts with a construction manager to coordinate the work of multiple
193 contractors hired by the city. However, the city would hold all of the contracts for the various
194 contractors for the project. While the CMa would advise the city on working with the various
195 subcontractors, it will be the city's responsibility to enforce the contractor's performance. Therefore,
196 the CMa only serves as the city's advisor for the project and does not take on any of the risk
197 associated with the project.

198
199 **Construction Manager at Risk (CMaR)**

200 The use by cities of the Construction Manager at Risk process was approved by the Minnesota
201 Legislature in 2023. This process is commonly used for large private projects and has been used by
202 state agencies since 2005. The CMaR process places a third-party construction manager in charge of
203 overseeing the entire project from creating a schedule for project completion, creating bid packages,
204 managing the bidding process, managing the general contract and its subcontractors, inspecting the
205 on-going construction, dealing with site and construction issues as they arise, and coordinating the
206 change orders. The CMaR holds all of the construction contracts instead of the city and they
207 guarantee construction of the project for a guaranteed maximum price (GMP). The CMaR is exposed
208 to all of the risks of the project.

209
210 With the use of a CMaR, staff is consulted throughout the project, but the CMaR handles all of the
211 details. The CMaR process has recently been used in Oakdale, Rosemount, Apple Valley, Lakeville,
212 and White Bear Lake for recent projects. The costs for using a CMaR are typically higher than using
213 a Construction Manager Advisor, due to the CMaR taking on the risks of the project and
214 guaranteeing the price of the project.

215
216 The City Attorney has provided information about the CMaR process prepared by the her law firm.
217 (Attachment 4).

218
219 Staff recommends that the City Council direct staff to prepare request for proposals for architectural
220 firms to complete the final design of the overall project and look at Council-specified alternatives
221 and for a Construction Manager at Risk to oversee the entire project.

222
223 **Question #5 Does staff have permission to prepare requests for proposals for an architectural**
224 **firm and a Construction Manager at Risk for Civic Campus project that includes the MOC**
225 **and LPC?**
226

227 **Community Engagement Plan**

228 As the MOC project moves forward, it is important that the City is in regular contact with affected
229 stakeholders of the project. Therefore, staff has drafted a community engagement plan for the
230 project. Key components of the plan (see Attachment 5) include:

- 231 • Creation of a Civic Campus Final Design Stakeholder group comprised of residents
232 surrounding the project area, a representative of the VFW, representatives from five city
233 commissions (Finance, Parks and Recreation, Public Works, Environment & Transportation,
234 Planning, and Equity and Inclusion), and one City Council member. The stakeholder group
235 would provide input and feedback on the final design of the project. It is intended that the
236 stakeholder group would be operating at the “Involve” and “Collaborate” level of the IAP2
237 Spectrum of Public Participation. (See Attachment 6).
- 238 • The direct Involvement of City Commissions for specific recommendations throughout the
239 project, such as review of financing details by the Finance Commission, consideration of
240 rezoning of the project parcels by the Planning Commission, or the review of the final design
241 of the MOC by Parks and Recreation and Public Works Commissions.
- 242 • To be transparent, a project webpage on the City website will be created that will have
243 timelines, project documents, contracts, and information about the sales tax collection for the
244 public to access. Staff will use social media and the City newsletter to share the information
245 and drive people to the project webpage, especially at key milestones.
- 246 • Regular updates to the City Council and all City Commissions.

247
248 **Question #6 Is the engagement approach for the MOC project appropriate and what if**
249 **anything should be changed or added?**
250

251 **Additional Items for Discussion**

252 **VFW.** As part of the MOC project, the City will need to purchase the current VFW building and
253 help them relocate. As shown in the Civic Campus Pre-Design Study, it is proposed that a new
254 VFW would be located on the northwest corner of Woodhill and Civic Campus Drive. The purchase
255 and relocation of the existing VFW will be covered by the local sales tax proceeds. The construction
256 of the new facility will need to be funded by the VFW, with the proceeds of the sale to the City most
257 likely going towards the construction costs. There have been a couple of conversations with VFW
258 leadership in 2024 about the project in general and the purchase, relocation, and construction of the
259 new VFW, but there will need to be many more conversations between the City and the VFW to
260 work out the details of the transactions. Staff is expecting these conversations will begin in the next
261 few weeks. Along with the City Attorney, staff is also exploring what the real estate arrangement
262 would be for the new VFW to be located on current City property. Staff will bring forward a
263 discussion about the details and options about the VFW transaction to a future City Council meeting.
264

265 **Zoning/Land Use Items.** The property upon which the MOC will be constructed will need to be re-
266 guided in the City’s Comprehensive Plan and rezoned. The land for Veterans Park will need to be
267 re-guided and rezoned from Parks and Open Space to Institutional. The properties containing the
268 VFW and the Lexington Shoppes buildings will need to be re-guided from Neighborhood Mixed Use

to Institutional and rezoned from Mixed-Use 1 to Institutional. In addition, action by the City Council will be needed to vacate the dedication of Veterans Park that was part of The Lexington plat approved in 1989. Finally, as with any sale or purchase of land by the City, the Planning Commission is required to be notified and allow for comment from them on the purchase and/or sale of land.

Real Estate Transactions. As mentioned above, the City will need to purchase the VFW as part of the MOC project. As part of that transaction, the City will need to have an appraisal completed. The City is also responsible to provide relocation assistance to the tenants of the Lexington Shoppes, which currently include a hair salon, a tutoring center, and a gas station. The City currently has a relocation specialist working with the tenants.

Park Replacement. As the City Council is aware, the Parks and Recreation Department is in the process of needs assessment to determine how to replace the parkland and park amenities with the loss of Veterans Park. Additional information will be provided in future meetings on the progress of that work.

Timeline. Staff has included an estimated timeline of the overall project assuming all the components move forward. We expect to be better able to have a more precise schedule once the City has an architect and construction manager on-board.

Project Costs. For the City Council's information, staff has included a breakdown of the costs of the project as defined in the pre-design process. As with the schedule, the City will have more precise cost estimate once we have the architect and construction manager on-board.

Policy Objectives

The construction of a new Maintenance Operations Center and License and Passport Center (along with the City Dance Studio) will allow the City to continue to provide needed and valuable services to the residents and businesses of the community in a more efficient manner. The new facilities will ensure that the City's roads, utilities, vehicles, and equipment are maintained at the desired level and that valuable services such as recreational programming and driver license and passport processing are conveniently available to community residents.

Equity Impact Summary

The new maintenance operations center and license center will provide a benefit to the residents, businesses, and visitors to Roseville. The new facilities will allow for more efficient services to be provided for residents, customers, and users of city parks and infrastructure. With perhaps the exception of adjacent neighborhoods, it does not appear that the construction and operation of the new facilities will disproportionately impact any segment of the population. It should be noted that adjacent neighborhoods to the maintenance operations center will experience a change in how the land is used, with the parkland being converted to a maintenance operations center. Dedicated conversations between the City and adjacent neighborhoods are crucial to ensure any negative impacts from the new facility are mitigated as much as possible.

The size and scope of the project gives the city a great opportunity to ensure that small socially and economically disadvantaged businesses are included as part of the overall design and construction of the facilities. The City should commit to ensuring that smaller disadvantaged businesses are part of the final contracts awarded for the design and construction of the facilities.

While the imposition of a sales tax has already been decided by the voters, it should be acknowledged that sales tax is a regressive tax, meaning that persons of lower income will be paying more taxes as a percentage of income than others who have higher income. In Minnesota, necessities such as grocery food, clothing, over-the-counter drugs, feminine hygiene and baby products are not subject to sales tax. With the local sales tax approved for Roseville for the next 20 years or until the project is paid off, it behooves the City to move forward with the project in the most time- and cost-efficient way possible in order to have the sales tax removed as early as possible.

Budget Implications

As this is a discussion at this time, there are no direct budget implications with this case.

Staff Recommendations

Staff recommends the City Council review the information contained in this report and provide feedback and direction on the following 6 questions:

- Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the [Civic Campus Pre-Design Study](#) adopted on October 19, 2022?
- Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?
- Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?
- Question #4 At this point, does the City Council has a preferred type of financing to construct the new License and Passport Center?
- Question #5 Does staff have permission to prepare requests for proposals for an architectural firm and a Construction Manager at Risk for the Civic Campus project that includes the MOC and LPC?
- Question #6 Is the engagement approach for the MOC project appropriate and what if anything should be changed and/or added?

Requested Council Action

Review the information contained in this report and provide feedback and direction on the following 6 questions:

- Question #1 Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the [Civic Campus Pre-Design Study](#) adopted on October 19, 2022?
- Question #2 Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?
- Question #3 What option(s) should staff pursue regarding the future of the License and Passport Center and dance studio?
- Question #4 At this point, does the City Council has a preferred type of financing to construct the new License and Passport Center?

- Question #5 Does staff have permission to prepare requests for proposals for an architectural firm and a Construction Manager at Risk for the Civic Campus project that includes the MOC and LPC?
- Question #6 Is the engagement approach for the MOC project appropriate and what if anything should be changed and/or added?

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. City Campus Project Graphic
2. Draft MDOR Notification Letter and Sales Tax Ordinance
3. Memo re: Financing Options for License and Passport Center
4. Construction Manager at Risk Information
5. Community Engagement Proposal
6. IAP2 Spectrum of Public Participation
7. Project Timeline
8. Project Costs Identified by the Pre-Design Plan
9. Equity and Inclusion Toolkit
10. Presentation
11. Bench Handout - Timeline

- 1 - New Maintenance Facility
- 2 - New VFW
- 3 - New License and Passport Center
- 4 - Existing Fire Station #1
- 5 - Existing Oval Skate Park
- 6 - New Veteran's Memorial
- 7 - New Green Space
- 8 - Existing Roseville City Hall
- 9 - Planted Berm
- 10 - Lexington Ave Screen Wall



[City of _____ Letterhead]

_____, 20__

Commissioner of Revenue
Minnesota Department of Revenue
Mail Station 6350
St. Paul, MN 55146

RE: Notification of Extension of Local Sales Tax Pursuant to Minnesota Statutes, Section 297A.99,
Subdivision 12(b)

The City of _____, Minnesota (the "City") hereby notifies the Commissioner of the Minnesota Department of Revenue of the extension of the City's sales and use tax pursuant to Minnesota Laws, _____, passed by the 20__ regular session of the Minnesota Legislature, and signed by the Governor on _____ (the "Special Law").

The City plans to begin the extension of the tax on [January/April/July/October 1, 20__], which is the first day of a calendar quarter. Accordingly, this notification is being provided by the City at least 90 days before the first day of the calendar quarter that the tax will be extended.

The approved tax rate is _____percent (0. __%).

This letter constitutes the City's formal request for the Minnesota Department of Revenue to administer the extended tax.

Enclosed, please find copies of the following supporting documents:

1. Resolution imposing the local tax (Resolution No. ____, adopted _____, Approving Special Law)
2. City Council meeting minutes approving the resolution
3. Ordinance _____to provide for imposition of the sales tax (the "Ordinance")
4. The certificate of approval and the Ordinance sent to the Minnesota Secretary of State
5. Referendum questions and results
6. [Documentation of public informational meetings held prior to the referendum (if held)]
7. Meeting minutes approving the project plan or capital improvement designated for the use of revenues collected (meeting held on _____)

Sincerely,

[Title]
City of _____, Minnesota

City of [CITY]
ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF [CITY], MINNESOTA, RELATING TO LOCAL
 SALES AND USE TAX**

THE CITY COUNCIL OF THE CITY OF [CITY] DOES HEREBY ORDAIN:

LOCAL SALES AND USE TAX

Section 1. Authority. Pursuant to Minnesota Laws [CITATION FOR SPECIAL LAW], the Minnesota Legislature has authorized the City of [CITY] to impose a local sales and use tax to provide revenues to pay the costs of collecting and administering the tax to the commissioner of revenue of the state of Minnesota and to finance the capital and administrative costs related to the funding of designated projects as defined in [CITATION FOR SPECIAL LAW] and approved by the voters at the [DATE OF ELECTION] referendum.

Section 2. Definitions. For purposes of this Ordinance, the following words, terms, and phrases have the meanings given them in this section unless the language or context clearly indicates a different meaning is intended.

(a) City. “City” means the City of [CITY], Minnesota.

(b) Commissioner. “Commissioner” means the commissioner of revenue of the state of Minnesota or a person to whom the commissioner has delegated functions.

(c) Designated projects. “Designated projects” means the planning, construction and any other capital costs plus the costs of collecting and administering the tax and the costs of issuing any bonds including interest is collected for the following projects:

- 1)
- 2)

as authorized by the [CITATION FOR SPECIAL LAW] and approved by the voters at the [DATE OF ELECTION] referendum.

(d) State sales and use tax laws and rules. “State sales and use tax laws and rules” means those provisions of the state revenue laws applicable to state sales and use tax imposition, administration, collection, and enforcement, including Minnesota Statutes, chapters 270C, 289A, 297A, and Minnesota Rules, chapter 8130, as amended from time to time.

Section 3. Local sales and use tax imposed; amount of tax; coordination with state sales and use tax laws and rules. A local sales tax is imposed in the amount of [LONG-HAND NUMBER] (X) percent on the gross receipts from sales at retail sourced within city limits which are taxable under the state sales and use tax laws and rules. A local use tax is imposed in the amount of [LONG-HAND NUMBER (X) percent on the storage, use, distribution or consumption of goods or services sourced within city limits which are taxable under the state

sales and use tax laws and rules. All of the provisions of the state sales and use tax laws and rules apply to the local sales and use tax imposed by this Ordinance. The local sales and use tax imposed by this Ordinance shall be collected and remitted to the commissioner on any sale or purchase when the state sales tax must be collected and remitted to the commissioner under the state sales and use tax laws and rules and is in addition to the state sales and use tax.

Section 4. Effective date of tax; transitional sales. Except as otherwise provided herein, the local sales and use tax imposed by this Ordinance shall apply to sales and purchases made on or after [EFFECTIVE DATE, 1ST DAY OF QUARTER]. The local sales and use tax imposed by this Ordinance shall not apply to:

(a) The gross receipts from retail sales or leases of tangible personal property made pursuant to a bona fide written contract, which unconditionally vests the rights and obligations of the parties thereto, provided that such contract was enforceable prior to [EFFECTIVE DATE], and that delivery of the tangible personal property subject thereto is made on or before [EFFECTIVE DATE].

(b) The gross receipts from retail sales made pursuant to a bona fide lump sum or fixed price construction contract, which unconditionally vests the rights and obligations of the parties thereto and which does not make provision or allocation of future taxes, provided that such contract was enforceable prior to [EFFECTIVE DATE], and that delivery of the tangible personal property used in performing such construction contract is made before October 1, 2023.

(c) The purchase of taxable services, including utility services, if the billing period includes charges for services furnished before and after [EFFECTIVE DATE], but the local sales and use tax imposed by this Ordinance shall apply on the first billing period not including charges for services furnished before [EFFECTIVE DATE].

(d) Lease payments for tangible personal property and motor vehicles that includes a period before and after [EFFECTIVE DATE], but the local sales and use tax imposed by this Ordinance shall apply on a prorated basis to lease payment amounts attributable to that portion of the lease payment period on or after [EFFECTIVE DATE] and on the entire lease payment for all lease payment periods thereafter.

Section 5. Tax Clearance; Issuance of Licenses.

(a) The city may not issue or renew a license for the conduct of a trade or business within the city if the commissioner notified the licensing division of the city that the applicant owes delinquent city taxes as provided in this Ordinance, or penalties or interest due on such taxes.

(1) City taxes include sales and use taxes provided in this article. Penalties and interest are penalties and interest due on taxes included in this definition.

(b) Delinquent taxes does not include a tax liability if: (i) an administrative or court action which contests the amount or validity of the liability has been filed or served, (ii) the appeal period to contest the tax liability has not expired, or (iii) the applicant has entered into a payment agreement and is current with the payments.

(c) Applicant means an individual if the license is issued to or in the name of an individual or the corporation or partnership if the license is issued to or in the name of a corporation or partnership.

(1) A copy of the notice of delinquent taxes given to the licensing division of the city shall also be sent to the applicant taxpayer. In the case of renewal of a license, if the applicant requests in writing, within 30 days of receipt of the notice of hearing, then, a contested hearing shall be held under the same procedures as provided in Minn. Stat. 270A for the state sales and use tax imposed under Minn. Stat. 297A; provided further that if a hearing must be held on the state sales and use tax, hearings must be combined.

Section 6. Deposit of revenues; costs of administration; termination of tax.

(a) All of the revenues, interest, and penalties derived from the local sales and use tax imposed by this Ordinance collected by the commissioner and remitted to the city shall be deposited by the city finance director in the city treasury and shall be credited to the fund established to pay the costs of collecting the local sales and use tax imposed by this Ordinance and to finance the capital and administrative costs directly related to completing the designated projects.

(b) The local sales and use tax imposed by this Ordinance shall terminate at the earlier of: (1) [MAXIMUM YEARS UNDER SPECIAL LAW]; or (2) when the City Council determines that \$[DOLLAR AMOUNT APPROVED IN SPECIAL LAW AND BY VOTERS], plus an amount sufficient to pay the costs related to issuing bonds and interest on the bonds has been received from the local sales and use tax imposed by this Ordinance to pay for all the capital and administrative costs directly related to completing the designated projects. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the city. The local sales and use tax imposed by this Ordinance may terminate at an earlier time if the City Council so determines by ordinance.

Section 7. Agreement with the commissioner. The city may enter into an agreement with the commissioner regarding each party's respective roles and responsibilities related to the imposition, administration, collection, enforcement, and termination of the local sales and use tax imposed by this Ordinance. Any such agreement shall not abrogate, alter, or otherwise conflict with the state sales and use tax laws and rules, this ordinance, or [CITATION FOR SPECIAL LAW].

Section 8. Summary publication. The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance pursuant to Minnesota Statutes section 412.191:

Pursuant to a voter-approved referendum, the city is authorized to and will impose a local sales and use tax of [LONG HAND NUMBER] (X) percent on retail sales made after [EFFECTIVE DATE] to be used to fund certain designated projects related to the construction of a new Public Works facility and the expansion and remodel of the Police facility.

Section 9. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed by the City Council of the City of [CITY}, Minnesota, this ____ day of _____, 202__.



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 612.977.8122
 MIppel@taftlaw.com

December 19, 2024

VIA E-MAIL

Patrick Trudgeon
 City Manager
 City of Roseville
 Roseville City Hall
 2660 Civic Center Drive
 Roseville, MN 55113

Michelle Pietrick
 Finance Director
 City of Roseville
 Roseville City Hall
 2660 Civic Center Drive
 Roseville, MN 55113

Re: License and Passport Center

Dear Pat and Michelle:

The City is proposing to undertake the construction of a new License and Passport Center (the "Project"). Under existing law there are a number of financing options for the Project. The statutory authorities for financing the Project are as follows:

a) General Obligation Bonds. In 1987 special legislation was adopted that provided that the governing body of the City of Roseville (the "City") may exercise all of the powers of a port authority provided by Minnesota Statutes, Section 469.048 to 469.068. Pursuant to the port authority powers the City has the legal authority to issue General Obligation Bonds, which bonds may be issued without submission of the question to the electors of the City. Prior to the issuance of the General Obligation Bonds it is necessary for the City to adopt an ordinance identifying the issuance of the General Obligation Bonds. The port authority law also grants the City the powers of a housing and redevelopment authority and the powers of a port authority. In 1991 the City, utilizing the housing and redevelopment authority powers and the port authority powers, established a redevelopment project area and industrial development district (the "Project Area"). The proposed Project is within the Project Area. The redevelopment plan adopted for the Project Area identifies that the provision of City service facilities for residents of the City is an objective of the redevelopment plan and specifically authorized the City to construct public facilities. The General Obligation Bonds are payable from ad valorem taxes levied on all taxable property in the City. The City can annually reduce the tax levy by an amount equal to the revenues derived from the operation of the Project which are deposited in the debt service account established for the payment of the General Obligation Bonds.

b) Economic Development Authority Revenue Bonds. Pursuant to Minnesota Statutes Chapter 469, the City's Economic Development Authority (the "EDA") is authorized to issue revenue bonds to

Patrick Trudgeon
Michelle Pietrick
December 19, 2024
Page 2

construct public facilities such as the Project. The Project is leased to the City pursuant to a Lease with Option to Purchase Agreement (the "Lease"). The annual lease payments to be paid by the City to the EDA under the Lease will be in an amount sufficient to pay the debt service on the EDA's revenue bonds. The lease payments are pledged to the payment of the EDA's revenue bonds. As required by state law, the Lease must contain the annual right of the City to nonappropriate and terminate the Lease at the end of any fiscal year. Any taxes levied to pay the lease payments are considered a special levy and outside of any applicable levy limits because the lease payments are pledged to the payment of the revenue bonds issued by the EDA. Because the bonds issued by the EDA are revenue bonds and are not a general obligation of the City, the revenue bonds bear a higher interest rate than General Obligation Bonds issued by the City. The market at the time the revenue bonds are sold determines the actual interest rate differential.

c) City Revenue Bonds. The City is authorized to issue revenue bonds payable solely from the net revenues derived from the Project after payment of operating expenses. The net revenues derived from the Project may not be sufficient to pay the entire cost of the Project and therefore the principal amount of the revenue bonds may need to be reduced. City revenue bonds bear a higher rate of interest because there is no tax levy supporting the bonds.

In summary, the above identifies the various statutory authority for the issuance of bonds to finance the Project. The issuance of General Obligation Bonds utilizing the port authority powers granted to the City is the easiest procedural process for the City and would have the benefit of the lowest interest rate.

If you have any other questions, please do not hesitate to contact me.

Sincerely,



Mary L. Ippel

MLI:cln

LMC Article:

2023 Legislation Authorizing City Use of Construction Manager at Risk

By James M. Strommen and Cristina A. Cruz-Jennings

The 2023 Minnesota Legislature authorized municipalities governed by the Uniform Municipal Contracting Law to use the Construction Manager at Risk (“CMar”) process for construction projects over \$175,000.¹ The CMar process is commonly used for private projects, and state agencies have been able to use it since 2005.² The CMar process places the construction manager in essentially the same position as a general contractor because the construction manager is responsible for all subcontractors and for the “price, schedule and workmanship” of the project.³

The new law gives cities the option to use CMar in addition to the traditional CM as advisor (“CMA”) process by which a city contracts with a construction manager to coordinate the work of multiple contractors without assuming the risk of project cost overruns. In contrast to the CMA process, the construction manager selected using the CMar process guarantees construction of the project for a Guaranteed Maximum Price (“GMP”) in accordance with the agreed upon completion schedule, subject to owner-directed changes or changed conditions. The GMP consists of the construction costs, the construction manager’s fee, and the general conditions costs.

The CMar process allows a city to turn over a project to a skilled construction manager who is responsible for the work performed by the contractors, which are the CMar’s subs rather than in contracts directly with the city. The CMar process usually results in less city staff involvement in the construction process and oftentimes results in fewer change orders than the CMA process.

The CMar process is nearly identical to the state agency CMar requirements in Section 16C.34. Cities intending to use CMar must follow a rigorous statutory procedure in selecting and supervising the CMar's competitive bidding requirement for qualified contractors.

The CMar and contractor procurement process requires the city to form a selection committee and publish a Request for CMar Qualifications (RFQ) with statutory listed criteria.⁴ The selection committee must consist of at least three persons, one of whom has "construction industry experience."⁵ From the RFQ respondents, the committee selects at least two firms to receive the city's Request for CMar Proposal (RFP).⁶ For CMar final selection, the city must employ a "scoring or trade-off evaluation method" described in the RFP and may interview the "short-listed proposers."⁷ The city may then negotiate the contract with the highest scoring CMar candidate. If an agreement cannot be reached, the city may end negotiations with that candidate and negotiate with the next highest scoring candidate. The statute includes required criteria for the CMar evaluation but preserves the city's traditional authority to reject all proposals and to use an alternative construction process, such as the typical competitive bidding process or the CMa process.⁸

City negotiation of a Guaranteed Maximum Price ("GMP") contract is a key component of a successful CMar project. The CMar-city contract negotiation should include a construction industry expert to assist the city on terms such as the size and CMar's use of project contingency and allowances, circumstances allowing an increase to the GMP, and regular CMar reporting requirements on project cost and schedule.

The selected CMar must "competitively bid all trade contract work for the project from a list of qualified [contractor] firms."⁹ The statute provides no further detail on what constitutes an acceptable competitive bidding process. The competitive bidding must be carried out among a

list of qualified contractors established by the CMar using “selection criteria ... approved by the municipality.”¹⁰

Importantly, with the city’s consent, the CMar may be allowed to bid on some of the work for the project.¹¹ If so, the city would oversee the bidding for those work scopes, and the CMar would not participate in the review and award on those scopes of work. Upon completion of the contract awards for the project, the CMar and the city finalize the GMP, enter into the final CMar GMP contract, and issue the notice to proceed for the work.¹²

Cities will need to evaluate the comparative benefits of the CMar process system and, if used, establish a process that fully complies with the CMar requirements in Section 471.463. Consulting with procurement personnel at the state agencies that have used CMar would provide helpful guidance.

¹ 2023 Minn. Laws Chapter 62, Article 3, Sections 14 & 15, codified as Minn. Stat. § 471.463 and § 471.345, subd. 3b.

² Minn. Stat. § 16C.34.

³ Minn. Stat. § 471.463, subd. 1(b).

⁴ *Id.*, subds. 2-5

⁵ *Id.*, subd. 4(1).

⁶ *Id.*, subd. 4(a)-(e).

⁷ *Id.*, subd. 4(f).

⁸ *Id.* subd. 4.

⁹ *Id.*, subd. 5(b).

¹⁰ *Id.*

¹¹ *Id.*, subd. 5(b).

¹² *Id.*, subd. 5(c).

Jim Strommen is a former shareholder at Kennedy & Graven, Chartered, now retired and serving as Of Counsel. Cristina Cruz-Jennings is an associate at Kennedy & Graven. For more information, contact jstrommen@kennedy-graven.com or ccruz-jennings@kennedy-graven.com

Community Engagement Plan for Civic Campus Project

Creation of Civic Campus Final Design Stakeholder Group

Purpose: To provide input and feedback to the overall Civic Campus Improvement Project that will construct a new Maintenance Operations Center, License and Passport Center/Dance Studio, new green space, and a location for a relocated VFW. It is intended that the group will operate and the “Involve” and “Collaborate” level IAP2 Spectrum of Public Participation (See attachment)

Specifically, the working group will provide feedback and recommendations on the final design of the Maintenance Operations Center, License and Passport Center/Dance Studio, and new green space, including:

- Overall site configuration
- Landscape/hardscape/streetscape buffering on edges of project
- Design elements of building (architecture, exterior materials, height)
- Mitigation efforts to minimize impact to surrounding properties

The stakeholder group will not be using its time to discuss whether the overall project should go forward as that decision has already been made by the City Council.

The working group will have three phases of their work:

- Providing general feedback and input about the final design of the project to ensure concerns are addressed
- Review options/design proposals for the project that incorporates the feedback and input received from working group to maximum extent possible
- Make a recommendation to the City Council regarding the final design

There will be at least one meeting for each phase of the working group’s work. Additional meetings for each phase will be scheduled if needed.

The Civic Campus Final Design Stakeholder Group will be comprised of ten members representing the following areas:

- Three residents of surrounding property owners (Griggs St./Lexington Apartments and Townhomes/ East Side of Lexington Ave.)
- One representative of the VFW
- One citizen representative (5 in total) from the following Commissions:
 - Finance Commission
 - Parks and Recreation Commission
 - Planning Commission
 - Public Works, Environment, and Transportation Commission
- 1 City Councilmember

Community Engagement Plan for Civic Campus Project

Residents from the surrounding area that are interested in being part of the stakeholder group would submit a city-supplied application for consideration by the City Council. The City Council would appoint three residents from the surrounding area from the applicant pool.

Staff recommends that each commission appoint a member to serve on the stakeholder group. The City Council would appoint its representative.

The Stakeholder Group will be staffed by City Manager, Public Works Director, Parks and Recreation Director and other staff as needed. The consulting Architect for overall project will also attend the working group meetings.

Involvement of City Commissions

Staff intends to keep all the relevant city commissions informed throughout the design and construction of the project with standing agenda items for each meeting.

In addition, commissions will be taking up specific issues relevant to their scope. A preliminary list of these tasks include:

Finance Commission

- Review and recommendation of financing for Maintenance Operations Center and License and Passport Center
- Review Request for Proposals for Project Architect and Construction Manager

Planning Commission

- Consideration of rezoning and Comprehensive Plan re-guidance for VFW and Lexington Shoppes properties
- Review of real estate transactions

Parks and Recreation Commission

- Review Request for Proposals for Project Architect and Construction Manager
- Review and recommendation of the final design of the Maintenance Operations Center

Public Works, Environment, and Transportation Commission

- Review Request for Proposals for Project Architect and Construction Manager
- Review and recommendation of the final design of the Maintenance Operations Center

Equity and Inclusion Commission

- Review Request for Proposals for Project Architect and Construction Manager

Community Engagement Plan for Civic Campus Project

General Public Engagement

The City will create a project page on the City website containing a variety of resources and information about the project and the collection of sales tax. In addition, staff will utilize city social media accounts to highlight the project at certain milestones. Finally, there would be regular updates at City Council meetings for the public to learn more about the status of the project.

DRAFT

IAP2 Spectrum of Public Participation

Attachment 6

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Project Timeline (Tentative)



2025
Final Design
Need to finalize design
Award contract construction



2025–2026

Phase I

Site preparation including regrading, buffer area towards residential properties
Construct north half of maintenance facility



2026–2028

Phase II

Demolish Maintenance Facility
Prepare site for new work, construct VFW and
License and Passport Center



2028–2029

Phase III

Complete site preparation for maintenance yard and remaining buildings
Construct maintenance structures including admin offices, salt and storage sheds and fuel island.
New Veterans Park



Line Item	City Breakdown						
	Phase 1		Phase 2			Phase 3	
	MOC	License Center	MOC	License Center	VFW	MOC	License Center
Building Construction	\$ 14,877,272			\$ 5,157,541	\$ 3,500,375	\$ 14,545,899	
Site Construction	\$ 2,715,836		\$ 533,421	\$ 1,138,281	\$ -	\$ 2,689,784	
Design Contingency (8%)	\$ 1,407,449	\$ -	\$ 42,674	\$ 503,666	\$ 280,030	\$ 1,378,855	\$ -
Construction Contingency (5%)	\$ 950,028	\$ -	\$ 28,805	\$ 339,974	\$ 189,020	\$ 930,727	\$ -
Inflation (21%, 28%, 35%)	\$ 4,189,623	\$ -	\$ 169,372	\$ 1,999,049	\$ 1,111,439	\$ 6,840,843	\$ -
Soft Costs & Owners Contingencies (25%)	\$ 6,035,052	\$ -	\$ 193,568	\$ 2,284,628	\$ 1,270,216	\$ 6,596,527	\$ -
Owners Costs	\$ 309,750	\$ -		\$ 505,254	\$ -	\$ 682,500	
Total Cost	\$ 30,485,009	\$ -	\$ 967,839	\$ 11,928,393	\$ 6,351,080	\$ 33,665,134	\$ -
Total Cost (Phase)	\$ 30,485,009		\$ 19,247,313			\$ 33,665,134	
Total Cost (Project)	\$						83,397,456
Total Maintenance Operations Center	\$						65,117,982
Total License Center	\$						11,928,393
Total VFW	\$						6,351,080

EQUITY & INCLUSION TOOLKIT



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

Things to know about the toolkit

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

Equity & Inclusion Toolkit Instructions

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

Agenda Item Title:

Brief Description:

Meeting Date(s):

Prepared by:

Reviewed by:

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

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

What are the desired outcomes and impacts in the community?

Who will benefit from or be burdened by this decision?

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

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

Equity Impact Analysis (Summary)

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

Resources

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

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

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

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

Previous Completed Equity & Inclusion Toolkits

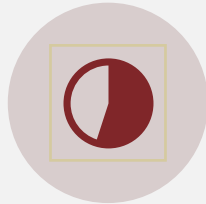


Discussion of Next Steps with Maintenance Operations Center and License and Passport Center



Agenda

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center



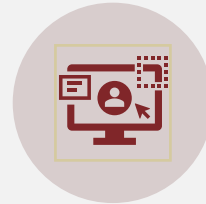
IMPLICATIONS OF
SALES TAX
REFERENDUM
RESULTS



MOVING FORWARD
WITH THE
MAINTENANCE
OPERATIONS CENTER
PROJECT



IMPLEMENTING THE
LOCAL SALES TAX



DISCUSSION ON
LICENSE AND
PASSPORT CENTER



FUNDING FOR THE
LICENSE AND
PASSPORT CENTER



NEXT STEPS FOR
FINAL DESIGN AND
PROJECT
MANAGEMENT



COMMUNITY
ENGAGEMENT



FUTURE ACTIONS
NEEDED

Proposed Pre-Design Site Plan

- 1 - New Maintenance Facility
- 2 - New VFW
- 3 - New License and Passport Center
- 4 - Existing Fire Station #1
- 5 - Existing Oval Skate Park
- 6 - New Veteran's Memorial
- 7 - New Green Space
- 8 - Existing Roseville City Hall
- 9 - Planted Berm
- 10 - Lexington Ave Landscape
- 11 - Relocated Children's Play Area
- 12 - Extended Sidewalk to Howard Johnson Park
- 13 - New Pedestrian Crossing at Griggs

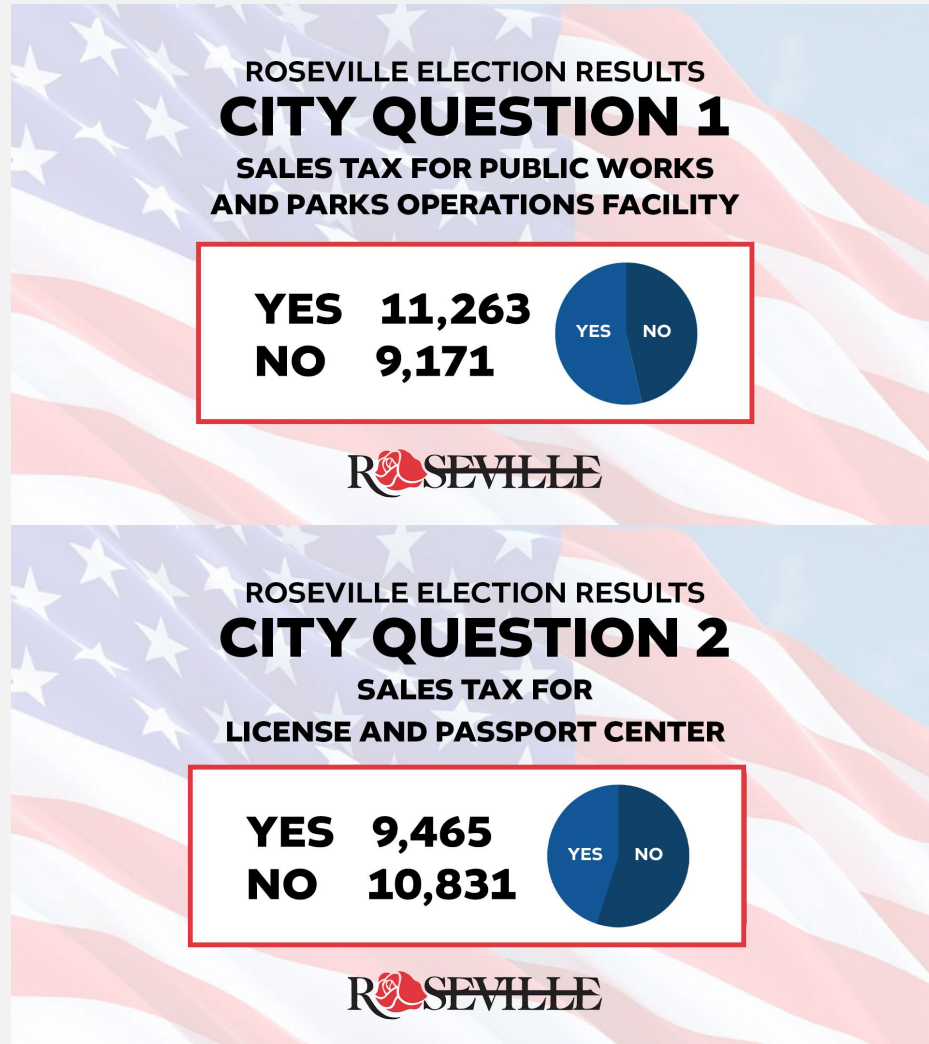
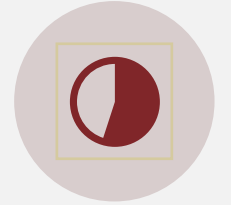


PROJECT OVERVIEW – AERIAL FROM SOUTHEAST



Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Implications of Sales Tax Referendum Results



As a result of passage of Question #1, the City can fund the construction of a new Maintenance Operations Center through a local sales tax of 0.5%

As a result of the failure of Question #2, the City cannot fund the construction of a new License and Passport Center through a local sales tax of 0.5%

However, the failure of Question 2 does not eliminate the need for a new License and Passport Center due to existing space needs and the fact that the new Maintenance Operations Center will require the use of the land currently occupied by the License and Passport Center.

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Moving Forward with the Maintenance Operations Center Project

Civic Campus Pre-Design Study



Shall the City proceed with the planning and implementation of the new Maintenance Operations Center as generally outlined in the Civic Campus Pre-Design Study adopted on October 19, 2022?

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Implementing the Local Sales Tax

The [Minnesota Department of Revenue](#) requires local governments to notify them in writing, at least 90 days before the anticipated begin date of the collection of the local sales tax.

The new local sales tax would take effect at the start of a calendar quarter (January 1, April 1, July 1, or October 1)

To have the Roseville take effect on July 1, 2025, the City will need to submit the notification along with required documentation to the Department of Revenue by April 1, 2025.



Does the City Council need any additional information about the project before notifying the Minnesota Department of Revenue to implement the Roseville local sales tax?

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

What's Next for the License and Passport Center

The License and Passport Center will be displaced as part of the MOC project

Options to consider:

- 1) Closing the License and Passport Center
- 2) Leasing a new facility elsewhere in Roseville
- 3) Re-locating the License and Passport Center on the former maintenance facility property as shown on the Civic Campus Pre-Design Study
- 4) Re-locating the License and Passport Center on the City Campus, but in a different location such as utilizing some of the existing maintenance facility structure or keeping the facility on the north side of Woodhill but in a new building.

Accommodations for the Roseville Park and Recreation Dance Studio must be found if it is not included as part of the License and Passport Center building as shown in the Pre-Design plan.



What option(s) should staff pursue regarding the future of the License and Passport Center and Dance Studio?

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

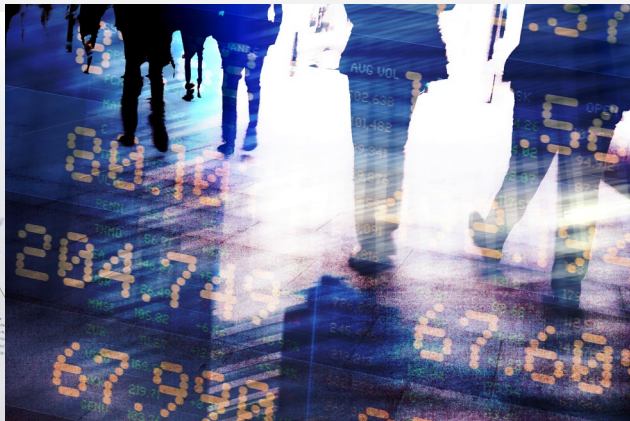
Funding for the License and Passport Center

Three potential fundings sources for the License and Passport Center/Dance Studio

- 1) Port Authority General Obligation Bonds
- 2) Economic Development Authority Revenue Bonds
- 3) City Revenue Bonds

Estimated cost for LPC is estimated to be \$12 million per Pre-Design Study. Costs should be updated.

In 2011, the City issued Port Authority Bonds in the amount of \$27 million for fund the Parks Renewal Program and new Fire Station.



Last debt payment for those bonds is in 2028 with final debt payment of \$2,485,000 of property tax levy funds

The existing property tax levy funds for the 2011 projects could be put towards debt issued for the LPC starting in 2029.

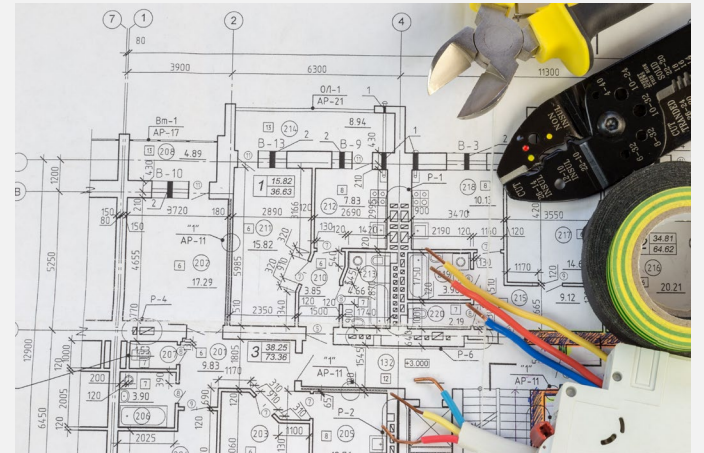
At this point, does the City Council have a preferred type of financing for the License and Passport Center/Dance Studio?

Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Next Steps for Final Design and Project Management

Next steps to move the project forward and to consider alternatives/changes to the project:

- Hire an architect to provide project design alternatives and final design
- Hire a project manager for overall project construction.
 - Construction Manager Advisor (CMa)
 - Construction Manager at Risk (CMaR)
- Staff recommends preparing Request for Proposals for an Architect to complete the final design and for a Construction Manager at Risk to manage the project for the City.

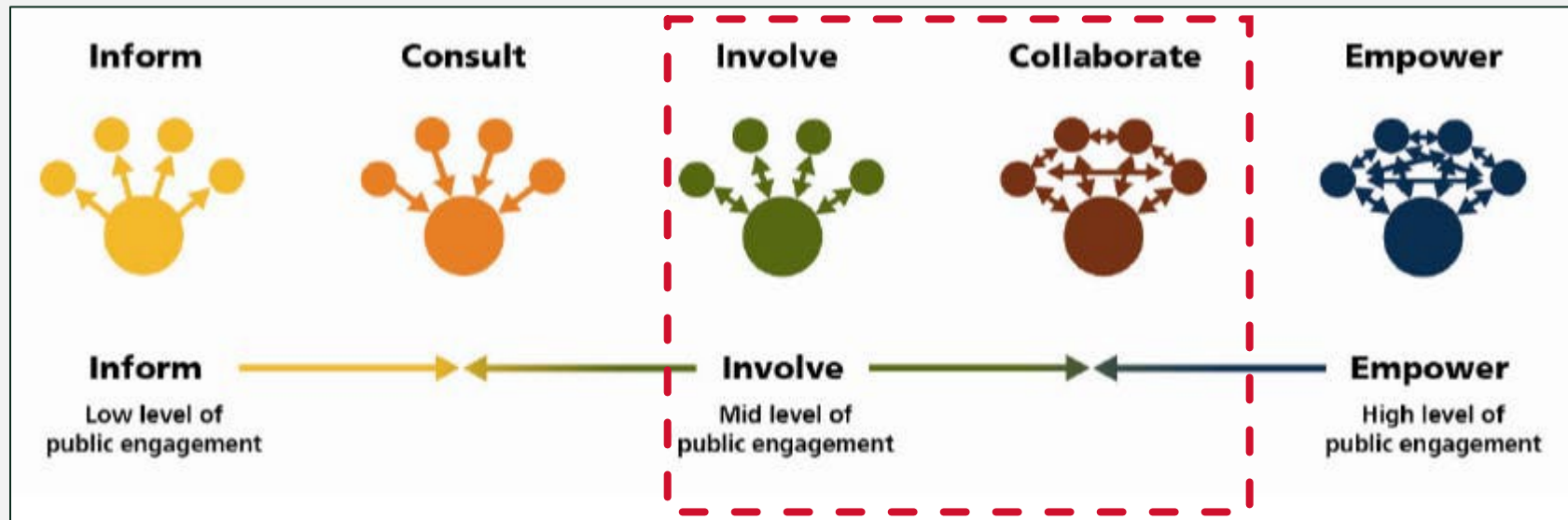


Does staff have permission to prepare Requests for Proposals to hire an architect and Construction Manager at Risk for the project?

Community Engagement Plan for Project

- Creation of a Civic Campus Final Design Stakeholder Group to provide feedback on the final design of project

International Association of Public Participation
Spectrum of Public Participation



Civic Campus Final Design Stakeholder Group membership

- Three residents of surrounding property owners (Griggs St./Lexington Apartments and Townhomes/ East Side of Lexington Ave.)
- One representative of the VFW
- One citizen representative (5 in total) from the following Commissions:
 - Equity and Inclusion Commission
 - Finance Commission
 - Parks and Recreation Commission
 - Planning Commission
 - Public Works, Environment, and Transportation Commission
- One City Councilmember

Three phases of Stakeholder Group work

- Prior to work on final design, provide general feedback and input on design elements of project
- Review options and design proposals that incorporate the feedback and input of the group
- Make a recommendation to the City Council on the final design



Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Community Engagement

Community Engagement Plan for Project

- Involvement of City Commissions
 - Equity and Inclusion Commission
 - Finance Commission
 - Planning Commission
 - Parks and Recreation Commission
 - Public Works Environment and Transportation Commission
- General Public Engagement
 - City Website
 - Social Media
 - Newsletter

Is the engagement approach for the project appropriate and what, if anything, should be changed and/or added?

Additional Items for Discussion

- VFW
- Zoning and Land Use
- Real Estate Transactions
- Park Replacement
- Timeline
- Project Costs

Project Timeline (Tentative)



2025
Final Design
Need to finalize design
Award contract construction



2025–2026

Phase I
Site preparation including regrading, buffer area towards residential properties
Construct north half of maintenance facility



2026–2028

Phase II
Demolish Maintenance Facility
Prepare site for new work, construct VFW and License and Passport Center



2028–2029

Phase III
Complete site preparation for maintenance yard and remaining buildings
Construct maintenance structures including admin offices, salt and storage sheds and fuel island.
New Veterans Park



Discussion of Next Steps for Maintenance Operations Center and License and Passport Center

Future Actions Needed

	City Breakdown						
	Phase 1		Phase 2			Phase 3	
Line Item	MOC	License Center	MOC	License Center	VFW	MOC	License Center
Building Construction	\$ 14,877,272			\$ 5,157,541	\$ 3,500,375	\$ 14,545,899	
Site Construction	\$ 2,715,836		\$ 533,421	\$ 1,138,281	\$ -	\$ 2,689,784	
Design Contingency (8%)	\$ 1,407,449	\$ -	\$ 42,674	\$ 503,666	\$ 280,030	\$ 1,378,855	\$ -
Construction Contingency (5%)	\$ 950,028	\$ -	\$ 28,805	\$ 339,974	\$ 189,020	\$ 930,727	\$ -
Inflation (21%, 28%, 35%)	\$ 4,189,623	\$ -	\$ 169,372	\$ 1,999,049	\$ 1,111,439	\$ 6,840,843	\$ -
Soft Costs & Owners Contingencies (25%)	\$ 6,035,052	\$ -	\$ 193,568	\$ 2,284,628	\$ 1,270,216	\$ 6,596,527	\$ -
Owners Costs	\$ 309,750	\$ -		\$ 505,254	\$ -	\$ 682,500	
Total Cost	\$ 30,485,009	\$ -	\$ 967,839	\$ 11,928,393	\$ 6,351,080	\$ 33,665,134	\$ -
Total Cost (Phase)	\$ 30,485,009		\$ 19,247,313			\$ 33,665,134	
Total Cost (Project)	\$						83,397,456
Total Maintenance Operations Center	\$						65,117,982
Total License Center	\$						11,928,393
Total VFW	\$						6,351,080

Questions

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	2026 and beyond
License and Passport Center/ Dance Studio	Decision on Future of LPC & Dance Studio	Preliminary Decision on Funding and location on City Campus (new vs. existing building - or both)			Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Commission Review of design alternatives/final design	Consider design alternative/final design	Approve Final Design (?)	Approve Final Design (?) & Construction
VFW Building	Negotiate Transaction	Negotiate Transaction	Negotiate Transaction	Negotiate Transaction	Negotiate Transaction	Approve VFW Agreement (?)	Approve VFW Agreement (?)						Acquire VFW Property
Final Design Stakeholder Group			Formation of Design Stakeholder Group		Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Design Stakeholder Group Meetings	Recommendation of Final Design	Consider Design Stakeholder Group Recommendation		
Architect		Present RFP to PWET and Park and Rec Commissions	Authorize issuance of RFP	Select Consultant	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Work on design alternatives/final design	Commission Review of design alternatives/final design	Consider design alternative/final design	Approve Final Design (?)	Approve Final Design (?)
Construction Project Manager	Draft RFQ/RFP	Present RFQ/RFP to PWET and Park and Rec Commissions	Authorize issuance of RFQ/RFP	Select Consultant	Work on design alternatives/final design costs	Work on design alternatives/final design costs	Work on design alternatives/final design costs	Work on design alternatives/final design costs	Work on design alternatives/final design costs		Review Final Design Costs	Approve Final Design Costs (?)	Approve Final Design Costs (?)
Sales Tax		Approve Implementation ?	Approve Implentation ?				Collect Sales Tax				Collect Sales Tax		Collect Sales Tax
Financing			Finance Commssion Review of Financing Options		City issues sales tax revenue bonds								City issues LPC bonds
Mainteance Operations Center											Consider Design Stakeholder Group Reccomendation	Approve Final Design (?)	Approve Final Design (?) & Construction
Land Use							Planning Comm. condsider rezoning/comp plan guidance and vacation of park easement	Approval of rezoning/comp plan guidance and vacation of park easement					
Commissions		Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions	Provide update on Project to City Commissions

City Council Meeting/Decision

REQUEST FOR COUNCIL ACTION

Date: 1/13/2025

Item No.: 8.a.

Department Approval

City Manager Approval



Item Description: City Council Direction on Future Agenda Item Initiated by Mayor Roe
- Amending City Council and Advisory Commission Rules of Procedure
regarding public comment time limits

Background

Under Rule 9 of the Roseville City Council and Commission Rules of Procedure, when a Councilmember requests that an item be placed on a future City Council Agenda, that item is placed on the next meeting agenda for the City Council to provide direction on whether, how, and when the item will be taken up at a future meeting.

Mayor Roe reached out to the City Manager on January 8 requesting the City Council have a discussion on amending the City Council and Advisory Commission Rules of Procedure regarding public comment.

Mayor Roe proposes amending the Rules of Procedure to add the following language:

Under Rule 3, add new language as item "g": *The public speaking time limits above do not apply to pre-arranged presenters or to the subjects of or applicants for council action, or appellants or petitioners to the council. Such speakers are encouraged to limit their remarks to 10 minutes or less.*

Policy Objectives

Not applicable at this time.

Equity Impact Summary

Not applicable at this time.

Budget Implications

Not applicable at this time.

Staff Recommendations

Discuss the item brought forward by Mayor Roe and provide direction to staff

Requested Council Action

Discuss the item brought forward by Mayor Roe and provide direction to staff

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

Attachments: 1. 2025 Revised Rules of Procedure Adopted 1.6.25

Revised January 6, 2025

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

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

Rule 2 Electronic and/or Paper Agenda Packets

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

Rule 3 Public Comment

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

- a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- 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 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.

Rule 9 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 10 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.

133
134 **Rules Pertaining to the City Council Only**
135

136 **Rule 11 Timing of Council Packet Formation and Delivery**

137 Every effort will be made to send draft agendas and supporting documents to Councilmembers four
138 days in advance of an item appearing on a Council agenda. This time will give Councilmembers
139 adequate time to study an issue and seek answers to questions.
140

141
142 **Rule 12 City Council Task Force or Subcommittee Formation**

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

FUTURE MEETING AGENDA HIGHLIGHTS

January 13 2025

January 27, 2025 – City Council Meeting

- Proclamation for Black History Month
- Proclamation for Optimist Day
- Discuss Fire Department Staffing
- Consider Ordinance Amendment – Clear Channel Billboards
- Consider Approval of Minor Plat – Roselawn Ave.
- Approve Recycling Agreement
- Approve Recreation Management Software Agreement

February 10, 2025 – City Council Meeting

- Discuss Less Mow May

February 19&20, 2025 – City Council Meetings

- Commission Applicant Interviews

February 24, 2025 – City Council Meeting

- Proclamation for Women's History Month
- Receive Volunteer Program Update

March City Council/EDA Meetings

- March 3
- March 17 (EDA)
- March 17 (City Council Work Session)
- March 24

			<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		