



City Council Agenda

Monday, January 27, 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. Roll Call**
Voting and Seating Order: Groff, Bauer, Strahan, Schroeder, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Black History Month Proclamation
b. Optimist Day Proclamation
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 6:15 p.m. **7. Business Items**
a. Fire Department Future Staffing Review
- 7:25 p.m. b. Consider a request by Clear Channel Outdoor MSP for a City Code amendment to Title 10, Chapter 1010, Sign Regulations regarding allowing dynamic displays
- 7:55 p.m. c. Review and affirm components of the Strategic Plan
- 8:35 p.m. d. Consider Amending City Council and Advisory Commission Rules of Procedure regarding public comment time limits
- 8:40 p.m. **8. Council Direction on Councilmember Initiated Agenda Items**
- 8:40 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from January 6, 2025 City Council Meeting
- 8:45 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve 1 Temporary Gambling Permit
c. Approve Renewal of Consumption and Display Permit for Nazareth Council Inc. dba Knights of Columbus #4021
d. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
e. Receive City Grant Applications Update
f. Adopt a Resolution approving a Conditional Use for BFA, Inc., on behalf of Wal-Mart, allowing improvements to the parking lot and the construction of a 2,500 square foot online pickup and delivery addition at 1960 Twin Lakes Parkway.
g. Approve the Agreement With DaySmart Recreation for Recreation Management Software and Authorize Staff to Proceed With Implementation
h. Approve the renewal of a Short-Term Rental License for 770 Heinel Drive
i. Approve a Short-Term Rental License for 329 South Owasso Blvd

- j. Approve contract with MN BCA to conduct Fire Department background checks
- 8:50 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 - a. Future Agenda Review
- 9:00 p.m. **12. Adjourn**



Black History Month February 2025

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our communities; and

Whereas: Negro History Week was established in 1926 by Dr. Carter Godwin Woodson as a way to neutralize the deliberate distortion of Black History; and

Whereas: This movement grew over the years to Black History Month to give an objective and scholarly balance in American and World History; and

Whereas: The Month of February was selected as Black History Month because it marks the birth of Frederick Douglass, W.E.B. DuBois, Langston Hughes, and Abraham Lincoln, leaders whose actions greatly impacted the lives of Black Americans; and

Whereas: The contributions African Americans made and continue to make in building our nation's infrastructure and economic strength, as well as to our history, music, arts, national defense from the Revolutionary War to present-day military operations, written words and discoveries, and inventions are often overlooked; and

Whereas: On January 1, 1863, the Emancipation Proclamation set the United States on the path of ending slavery. On August 28, 1963, hundreds of thousands of Americans of all backgrounds joined the March on Washington which was led by Martin Luther King, Jr., Southern Christian Leadership Conference (SCLC), James Framer; Congress of Racial Equality (CORE), John Lewis; Student Nonviolent Coordinating Committee (SNCC), A. Phillip Randolph; Brotherhood of Sleeping Car Porters, Roy Wilkins; National Association for the Advancement of Colored People (NAACP), and Whitney Young, Jr. (National Urban League) in pursuit of jobs, justice and freedom to the Memorial of Abraham Lincoln, the author of the Emancipation Proclamation, in pursuit of freedom and equality for all; and

Whereas: Despite all the progress, the legacy of slavery and segregation still persists in our nation in the forms of Mass Incarceration, the school to prison pipeline, racial profiling, educational inequalities, housing and employment discrimination, racism and bias; and

Whereas: In 2025, Black History Month honors the theme of "African Americans and Labor" that focuses on the various and profound ways that work and working of all kinds – free and unfree, skilled, and unskilled, vocational and voluntary have shaped our country; and

Whereas: The City of Roseville invites all members of the Roseville Community to renew their commitment to inclusion, racial equality, justice, creating a community where all belong, and to participate in activities designed to advance the cause of freedom and equality for all.

Now, Therefore Be It Resolved that the City Council hereby declare February 2025 to be Black History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness whereof, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 27th day of January, 2025.

Mayor Daniel J. Roe



Optimist Day February 6, 2025

Whereas: The Roseville Optimist Club was chartered in January 2017 and has an eight-year track record; and

Whereas: The Roseville Optimist Club's Mission is to bring out the best in our Youth, Community, and Ourselves by providing hope and positive vision; and

Whereas: The Roseville Optimist Club has grown to be a highly successful community organization numbering over 130 members and provides a number of programs and projects to fulfill its mission; and

Whereas: The Roseville Optimist Club has initiated two important long-term programs: The Character Education and Development Initiative and The Civic Education and Engagement Program; and

Whereas: The Roseville Optimist Club's Vision is to continue to grow in size, service, and stature; and

Whereas: The first Thursday of February is recognized and celebrated as Optimist Day in the Optimist International Organization of over 2000 Optimist local clubs;

NOW THEREFORE BE IT RESOLVED that the Roseville City Council recognizes February 6, 2025 as Optimist Day in the City of Roseville

In Witness whereof, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this 27th day of January, 2025.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Fire Department Future Staffing Review

Background

The Roseville Fire Department has been serving the City of Roseville since 1944. After nearly 75 years as a predominantly paid-on-call/volunteer organization, the fire department began a transition to full-time on-duty staffing in 2015. The fire department has slowly transitioned over the course of the last nine years to now be a complement of 24 full-time firefighters in 2025, not including the Assistant Fire Chief and Fire Chief. The fire department is facing significant challenges in managing the growing demand for emergency services. This is a serious issue for the community as emergency response times and the ability to provide adequate and equitable response and services are critical to the safety and well-being of the community and are currently being negatively impacted by a lack of adequate resources.

In May 2024, the fire department presented to the City Council the high emergency call volume that has been placed on our current staffing model's inability to fully meet the demand of the community. This presentation showed quantitative and qualitative review of the demand. The high demand is leaving our fire station empty of available response units for additional calls as well as delaying our response to additional emergency incidents. Council and fire administration discussed several different statistical items such as the number of calls per on-duty firefighter, number of calls per on-duty response unit, the high number of instances of multiple calls occurring simultaneously and/or overlapping, and the instances in which we have no available units in the fire station to respond to any additional requests. The demand for service from the fire department has grown exponentially since 2020 and is attributed to an increase in both Fire and EMS incidents. Total annual call volume has grown more than 36% in just the last five years; from 5,528 in 2020 to 7,544 in 2024. The call volume in 2024 is in excess of a 9% increase over 2023 (6907). Some of this growth can be attributed to increased multi-family and population density. The City of Roseville has increased multi-family housing by more than 25% of the total units since 2017. Furthermore, it is believed that the rise in demand is also linked to societal expectations and demands for emergency and essential services at the local level.

At the May 2024 meeting City Council requested the Fire Chief to seek staffing consultants and inquire on deliverables and cost to perform a department staffing study; this was however, not an official request for proposal (RFP). Multiple consultants were contacted and two provided fire administration with deliverables and cost for a staffing study. At the August 5th, 2024 Council meeting the Fire Chief presented information on the consultants, their deliverables and cost for providing the City a staffing study. At this meeting, the Council instructed the Fire Chief to, in lieu of a formal staffing study conducted by a third-party organization, allocate the next several months to the development of a staffing plan that incorporates both short-term and long-term considerations and bring that back to the Council. The plan should also include recommendations for the implementation and timing of staffing adjustments.

A thorough evaluation of current and future staffing needs, call volume trends, emergency needs, and

dynamics of the City of Roseville, was conducted with input from internal and external stakeholders as well as the utilization of the International Association of Fire Fighters GIS department for data analysis and comparison. As a result of this assessment, it is our recommendation that the necessary adjustment to our staffing model is to staff at least one additional emergency vehicle on a daily basis. The additional staffed apparatus has been identified to be our existing ladder truck. The ladder truck provides for a versatile vehicle that allows for effective and professional fire and EMS response. During the evaluation, we assessed the feasibility of staffing additional apparatus, such as medical response vehicles. However, these options were deemed unsuitable because they did not address all aspects of the community's needs and current department operational shortcomings.

This more modern and enhanced staffing model will promptly enhance our ability to respond to multiple concurrent calls, provide flexibility and enhanced creativity in our overall response strategy, and facilitate improved fire response and coverage. This proposal addresses the current drawbacks of our existing staffing model. A primary concern for fire administration is the high call volume and overlapping calls, which strain our sole fire apparatus (the fire engine). This workload reduces its availability for fire emergencies and critical apparatus-specific emergencies leaving the department and thereby the community in a vulnerable position. By implementing a ladder truck response, we can effectively manage the anticipated and current EMS call volume. Additionally, this strategy will provide an accessible firefighting resource, enhancing our long-term fire response capabilities and ensuring the community's safety. This staffing model will necessitate adjustments to our current operational procedures. It will directly alleviate resource strain, optimize response times, and ensure that emergency services can meet the evolving demands of the community while also helping to align daily staffing to national standards.

With the implementation of a ladder apparatus, we can modify and refine our current response plans and deploy more appropriate responses to emergencies. This modification will allow us to redirect certain call types that typically require the response of a fire engine or medic vehicles and transitioning that demand to the ladder apparatus. This will allow for a more balanced response workload for the existing staffed vehicles. In addition, we believe with an EV Fire Engine (starting in 2025), the workload of the engine may increase slightly to better handle the call volume demand, taking some of the demand off of the medic vehicles for EMS response. With the addition of the ladder truck and an increased call load for our EV Fire Engine the disbursement and distribution of calls will be better balanced among all staffed apparatus. For an example, currently both staffed medic vehicles and the fire engine are dispatched and respond to a vehicle fire. This takes ALL available units out of service for additional calls while we mitigate the vehicle fire. In the future, staffing the ladder apparatus will allow us to implement a revised response strategy that enables us to dispatch both the engine and ladder for vehicle fires. This approach will allow us to maintain the availability of two vehicles, ensuring that we are prepared to respond to multiple calls simultaneously. By adopting this strategy, we can effectively meet the increased volume of calls while maintaining a state of readiness.

With the addition of a staffed ladder, daily staffing levels will need to be increased. On a daily basis, staffing levels will need to be between 10 and 13 firefighters on-duty. The 10 personnel would be the minimum staffing level, and 13 would be the maximum staffing level. This staffing level will allow us to meet the staffing needs of all apparatus and to better meet the revised staffing and response model. This will result in the need to hire 15 additional fire department personnel. This staffing level will allow for an immediate (short-term) impact and improvement to our response capacity and capability to better serve the community. Additionally, it will build in a staffing model that can handle future call volume growth. The fire department will continue to staff our two medical response vehicles with two personnel each, increase the staffing on our fire engine from a minimum of 2 to a minimum of 3 for manpower, and allow more effective response from our fire engine. Finally, the ladder apparatus will be staffed with a minimum of 3 and a maximum of 4 personnel which is consistent with national standards.

The Battalion Chief position is pivotal to the overall supervision and incident command of the department. Given our current minimum staffing level of six firefighters on-duty, the Battalion Chief is required to supervise and staff the fire engine for an extended period of over 70% of their on-duty hours, primarily due to the need to accommodate leaves, vacations, paid-time off, and training requirements.

This does not allow for them to be mobile, complete tasks and projects while on-shift, and allow for a dedicated incident commander on duty as often as possible. When a Battalion Chief is assigned to a large apparatus due to minimum staffing, they have to function in a company officer role. With this new staffing model we will see a marked increase in the frequency the Battalion Chief is able to staff their response vehicle and perform incident command. Having the Battalion Chief more available for incident command responsibilities, as well as less tied to day-to-day response on a large apparatus, is advantageous to the success of the department and mitigation of emergency incidents. Battalion Chiefs provide support in a wide range of administrative tasks and responsibilities, including fleet and equipment management, departmental training, EMS quality control, and other areas. When they are heavily involved in responding to emergency incidents on a fire engine, it creates gaps in administrative projects and a lack of supervision and direction for the entire shift.

Our current on-duty staffing model is falling behind many of our peers of like size and services. Agencies around the metro are or have already transitioned to a full-time model as well as investing significantly into increasing their daily staffing. Currently the Roseville Fire Department is falling behind our peers when we assess calls per on-duty firefighter and emergency calls per on-duty staffed response unit. As an example, in 2024, the Roseville Fire Department averaged 2514 emergency calls per staffed response unit. This number was higher than six other peer agencies: Maplewood (2027 calls), Eagan (1705 calls), Richfield (1695 calls), South Metro (1623 calls), Edina (1468 calls), and Oakdale (1360 calls). In 2018, utilizing call volume and staffed number of units (2), Roseville Fire averaged 2,484 calls per staffed unit. In 2024 we surpassed our 2018 existence, which precipitated and was the catalyst for the "Phase II" staffing enhancement program. In addition, if you were to assess calls per on-duty firefighter, Roseville is more than 350 calls per staffed firefighter higher than our next closest peer (Maplewood).

The role of a firefighter within the Roseville Fire Department is a physically and emotionally demanding occupation. The employment of a sufficient number of full-time firefighters facilitates the equitable distribution of tasks, thereby mitigating individual stress levels and reducing burnout. This contributes to better mental health for responders, which is essential for maintaining the long-term sustainability of emergency services. Adding an additional response unit and more full-time firefighters will directly enhance the safety, efficiency, and effectiveness of the department's operations, ensuring that the community receives the highest level of service in emergency response. The additional staffed apparatus will play an important role in serving our staff as much as our community. It would provide a more suitable rotation of positions and decreasing the average calls responded to by a staffed unit and on-duty firefighter. As shown in 2023 and 2024 data, the Roseville Fire Department has a higher demand for calls per on-duty firefighter and staffed response unit than all of our regional comparisons. From improving response times to better workforce management, increased safety, and more proactive public education, increasing staffing levels is a critical step toward creating a safer and more resilient Roseville. It is believed that this staffing model will aid in firefighter retention.

As noted, one negative impact of a high call volume is its detriments on response time. When the department is in situations where we have simultaneous and overlapping calls there are frequent situations in which we have to work quickly to clear one call to respond to another and sometimes we are unable to clear the call quickly causing significant delays. The current response times exceed our department's expectations and objectives. Furthermore, the rushed and expedited clearance of certain calls may not always be in the best interest of patients, residents, or business owners within the City. The additional staffed ladder truck should help disburse call volume load, allowing improved readiness of staff, therefore not forcing our units to be in situations where all units are on a response when another call comes in. The goal of this enhancement is not only to handle the call volume distribution now and into the future, but to bring down the overall response time of the department; which is currently 9:15 at the 90th percentile; it was just over 8:30 in 2023. One of the goals of this staffing enhancement is to bring this down and more in line with national NFPA standards for Fire Department response.

While call volume is one critical item for consideration of staffing growth, it should be noted that the high call volume not only has the department running constantly but often results in being in difficult positions to provide the most appropriate and equitable response. From the 2023 and 2024 data the Fire

Department aspires with the enhanced staffing model to be able to dramatically reduce the instances of inappropriate response. In 2023 we experienced 210 instances and in 2024 experienced 235 instances in which we simply did not have an appropriate or an available unit for an actual emergency that was dispatched. These instances are significantly impacting response times, but they also necessitate the sending of inadequate and inappropriate responses to certain calls. Furthermore, the high call volume also leads to multiple calls overlapping. In 2024 nearly 60% (4,512 of 7,544) of calls were overlapping calls. Meaning, a call would come in that would request one, two, or up to all three of our staffed units. Before that call ended, a second, third, fourth, or even fifth emergency call would be dispatched. Essentially, there are periods of the day when emergencies would occur in a rapid succession. This averages out to 5.7 times a day the fire department experiences multiple or overlapping calls. Overall, the current overload will be substantially reduced, enabling enhanced readiness and adaptability in response. The call volume for the fire department continues to rise at an average annual growth of 8% since 2017; 2024 was a 9.2% increase over 2023. Overall, the department's call volume has grown 51.8% since 2018, more than 2,000 additional calls. If we continue to experience growth at this rate we will be facing a call volume over 10,000 by 2028. This enhancement is needed in both the short-term and long-term to provide the City the best possible response times, appropriate apparatus response, and resource availability.

An important item noted in the expansion and enhancement of staffing is the addition of a leadership position of Captain. Adding five personnel to each shift requires consistent and appropriate supervision, personnel management, and development. With this staffing enhancement there will be a huge need for appropriate leadership on apparatus as well as in the fire station. The Captain position would be a promoted position between the current levels of Lieutenant and Battalion Chief. This would be a versatile position that would lend significant leadership and direction for each shift and firefighters, supervise the Lieutenant, but also take on important project management needs. In most situations the Captain would operate in as well as act as the incident commander for some call types. Having an experienced and well trained person for this role is vital. This would also allow the Battalion Chiefs to become more administrative in their roles and responsibilities as it pertains to department functions and projects. To provide a 10,000 foot view of staffing, the Lieutenant would work on the Fire Engine, the Captain would work on the Ladder, and the Battalion Chief would have their separate chase vehicle to assist on multiple scenes and assume incident command.

An additional item of importance with the Captain position inclusion to the staffing enhancement is the balance of personnel. The National Fire Protection Administration (NFPA) recommends a span of control of 3-7 personnel with five being optimal. It is also important to give consideration to leadership positions being sick, injured, on leave, or other assignment and situation keeping them off of shift. If we utilized only the existing leadership positions of Lieutenant and Battalion Chief with a staffing enhancement it would cause a significant imbalance with line staff and leadership personnel and would not be a long-term sustainable leadership model. The staffing model involving a Captain allows for more than one supervisory position to be off-shift as well as provides critical leadership on a large piece of apparatus like the ladder truck and project management for the department.

This staffing enhancement also addresses the population density and daytime population increase that Roseville experiences. As Roseville continues to explore avenues for population and development growth, the demand for emergency services will naturally escalate, as it has for the past several years. By adding full-time firefighters and response units, the fire department can effectively meet current demand and anticipate the rise in calls. This will enable the department to continue providing the necessary level of service to protect the community effectively.

The staffing enhancement by staffing and deploying our ladder apparatus also has a capital improvement (CIP) advantage as it would not require the department to invest in additional rolling stock apparatus. We would utilize an existing vehicle that is already built into the capital plan. There would be upfront and on-going capital investment for turnout gear, but remaining costs would be primarily operational in nature and need.

Adding more full-time firefighters to the Roseville Fire Department will directly enhance the safety,

efficiency, and effectiveness of the department's operations, ensuring that the community receives the highest level of service in emergency response. From improving response times to better workforce management, increased safety, and more proactive public education, increasing staffing levels is a critical step toward creating a safer and more resilient Roseville.

Policy Objectives

The Fire Department is experiencing challenges in providing a consistent response to all emergency calls that occur in the City of Roseville. Essentially, the 911 call volume demand is outpacing the available resources causing gaps in consistent service and increasing response times. As an aspiration of the City to remain safe and prioritize emergency response, we are falling behind this goal and aspiration. In addition, this staffing enhancement aligns with strategic plan initiatives to assure our community is safe, secure, and provide responsive services. As outlined, there are instances in which the fire department is unable to or delayed to respond and provide emergency response and care. This is due to a staffing model that is unable to meet the call volume demand.

Equity Impact Summary

The Fire Department aspires to meet the needs and demands of all members of the Roseville community; residents, guests, and business owners. It is our goal to provide high level fire and EMS response and care on every call, as well as provide quality and inclusive community outreach. Currently the Fire Department is unable to fully meet the 911 and emergency demands of the community. This impacts response times, on-scene care, community outreach, and expected and equitable service levels. The department is in need of adding and enhancing the current staffing level to better meet the needs of the community. This service and staffing enhancement would allow for more readiness and responsiveness to serve all in our community. One area of our community that has a high need is seniors, especially those living alone or on fixed income. Nearly 25% (22.3) of the City's population is over the age of 65. Our department's response is a huge asset to these residents who depend on us for prompt and professional service and will continue to well into the future. In addition, this enhancement will allow for better overall preparedness and readiness to support our community for emergency response, public education, and community outreach. Overall this staffing enhancement would better meet the emergency demand of the community as well as improve our retention of critical staff.

There will be a tax levy impact to this decision. This impact will affect property and business owners in the City. However, the return on this investment is a more responsive fire department that better meets the needs and demands of the community. It is expected we will improve our overall response time to emergencies, as well as have an improved response model that does not force apparatus delays to emergencies. This is a substantial improvement to our overall capacity and is an appropriate, expected, and professional return on this investment.

With Council allowed progress with this enhancement the Fire Department would plan to engage the City's communications team with handouts, a staffing enhancement page on our website, and newsletter material. It is vital to get this type of enhancement, its benefits and its consequences out into the public for review and feedback. In addition, the fire department would make it a priority to engage with civic organizations like the Rotary, Lions Club, and other community stakeholders about the staffing enhancement. On the IAP2 Spectrum of Public Participation fire administration believes this outreach would be an inform goal, with some level of consult as well. We will provide the public with balanced and objective information to assist in understanding the problem, alternatives, opportunities, and/or solutions. But, in addition, staff believes that to a certain degree there will be some consulting as we will be open and available to receive feedback on our staffing enhancement which will be beneficial for us to best determine if and how it is appropriate for our community.

It is important to have community involvement with this staffing enhancement as well. The Fire Department would look to have a community member be a part of our hiring process to assist in the type of people we hire onto our department. Once we get staffing levels to meet our day to day demands, staff would plan to explore additional positions for community engagement and positions that address high utilization of services. We have had discussions in the past about hiring and utilizing community

263 health workers that focus on high utilizers and EMS call follow up in an effort to help stabilize some of
264 the EMS demand.

265

266 **Budget Implications**

267 The implementation of enhanced staffing will have levy impacts. There is a cost to readiness and
268 preparedness as well as a cost to meeting the existing and future demands of the community. This is
269 enhanced community safety. An enhancement like this requires a strategic approach to ensure that
270 public safety is maintained while also managing financial sustainability. It is important to note, the Fire
271 Department was advised to not pursue a third-party consultant to provide insight and direction of
272 staffing, but to rather bring forward what would be best for the department and the community going into
273 the future; this is staff's recommendation after consultation with internal and external stakeholders as
274 well as working with the IAFF for data analytics and national standard comparisons. This staffing
275 implementation would increase levy and overall City budget by approximately \$2-\$2.1 million dollars
276 annually. Fire Administration recommends having a partial year implementation in 2026 to ease into the
277 cost of the staffing enhancement, then take on the remaining cost of the enhancement in 2027. With a
278 hiring, on-boarding and academy process occurring after Labor Day 2026, this staffing enhancement will
279 cost approximately \$658,000 in 2026 with consideration of the September start timeframe. With
280 consideration of an approximate \$30.3 million dollar City tax levy, the staffing implementation in 2026
281 would be a 2.21% levy increase. In the total City budget of approximately \$74 million in 2026, the
282 enhancement would be less than 1% (.88) of the total. For consideration of the tax payer of Roseville,
283 based off of 2025 tax information, a median home is \$360,500. In 2026, the enhancement would cost
284 the median valued single-family homeowner approximately \$33.05.

285

286 In 2027, there would be changes to the median home value, but basing it off of 2025 numbers for
287 transparency and consistency, the staffing enhancement and implementation's increase over 2026
288 would be an increase of \$70 annually for the median valued home; approximately \$5.83/month. In 2027,
289 with the full year of the staffing enhancement, the tax levy increase would need to be approximately
290 4.5%.

291

292 **Staff Recommendations**

293 Staff recommends the Fire Department to pursue any and all staffing grant opportunities, including the
294 Staffing for Adequate Fire and Emergency Response (SAFER) grant during the entirety of the staffing
295 enhancement timeline.

296

297 Staff recommends City Council support the fire department implementing a staffing enhancement
298 beginning in mid to late 2026 and to coordinate implementation with the City Manager and the 2026
299 budget process.

300

301 **Requested Council Action**

302 Allow the Fire Department to seek any and all grants available to assist with the implementation of the
303 enhanced staffing model, including the FEMA SAFER Grant.

304

305 Support the Fire Department working with the City Manager and Council to develop a viable budgetary
306 and operational implementation plan for a department staffing enhancement in 2026.

307

308

Prepared by: David Brosnahan

Attachments:

1. Fire Department Future Staffing Plan Review
2. CC_Minutes_2024_0520
3. CC_Minutes_2024_0805
4. Equity and Inclusion Toolkit 2.0 Fire Department Staffing Enhancement
5. 2024_All_Incident_Type_Categories
6. 2024_Incidents_By_Property_Use_Category_ALL
7. 2024_Medical_Incidents_By_Location_Pie_Chart_Top10
8. 2024-incidents-by-complaint-r

9. 2024_All_Calls_Heatmap
10. 2023_All_Calls_Heat_map
11. 2023_Incident_Type_Categories_Pie-Chart
12. 2023_Incidents_By_Property_Use_Category
13. 2023_incidents-by-complaint-r
14. 2023-Incidents-by-location-type-EMS-ONLY
15. 2022_incidents-by-property-us
16. 2022_incident-type-categories
17. 2021-Incident by property
18. 2021-incident-type-categories
19. 2020_Incidents_By_Property_Use
20. 2020-incident-type-categories
21. 2019-incidents-by-property-us
22. 2019-incident-type-categories
23. 2019-Fire_Board_Report_Fire_Board_Report_with_Custom_Date_Span
24. 2020_Fire_Board_Report_Fire_Board_Report_Custom_Date
25. 2021-Fire_Board_Report_Fire_Board_Report_with_Custom_Date_Span
26. Council Data 1-27-2025

Fire Department Staffing Review

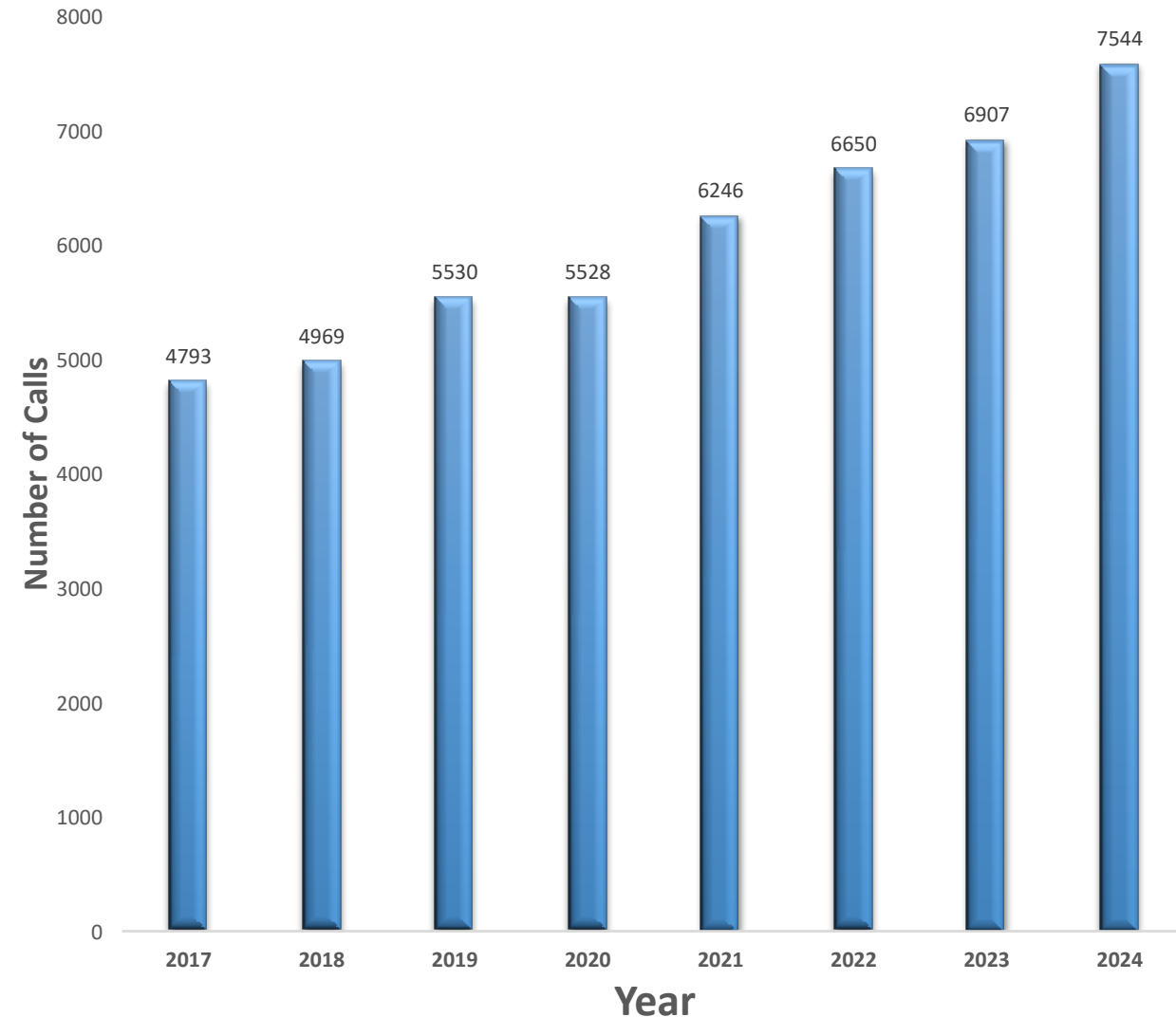
January 27th, 2025

City Council

Presentation Objectives

- Provide historical data and current call volume growth.
- Outline emergency response demand.
- Provide review of existing staffing model and shortcomings.
- Provide projected future call volume and continued demand based on trends.
- Propose a new operational staffing model.
- Outline the budget implications of new staffing model.
- Provide implementation options.

Current Staffing Model



Call Volume Continues to Increase

- 2018 to 2024 the department experienced a call volume increase of 2,001 total emergency incidents; an increase of **51.8%**
- Substantial Increase from 2018 to 2019; 11.3%
- Consistent call volume from 2019 to 2020
- A 13% increase from 2020 to 2021
- A 6.5% increase from 2021 to 2022
- Nearly 4% increase from 2022 to 2023
- 2024 was a 9.2% increase over 2023

Current Staffing Model



Engine-631
2-3 Firefighters (EMT or Paramedic)



Medic-610
2 Firefighters (EMT or Paramedic)



Medic-611
2 Firefighters (EMT or Paramedic)



Battalion Chief
0-1*
Shift Supervisor

Current Staffing Model in 2024
Minimum Staffing: 6 Firefighters
Maximum Staffing: 8 Firefighters

*Battalion Chief vehicle is staffed approximately 27% of the time.

Current Staffing Model

<u>Fire Department</u>	Total Shift Personnel	Minimum Staffing On-Duty	Maximum Staffing On-Duty	Staffed Response Units	2023 Call Volume		Calls Per Staffed Firefighter Position (Based on Minimum Staffing)	Calls Per Staffed Unit
Roseville Fire	24	6	8	3	6907		1151	2302
Maplewood Fire	33	9	11	4	7972		886	1993
Richfield Fire	27	6	9	3	4989		831	1663
Eagan Fire	42	11	14	4	6644		604	1661
Edina Fire	36	10	12	5	7220		722	1444
Oakdale Fire	21	5	7	3	3785		757	1262
South Metro Fire	40	10	14	5	7767		777	1553
<i>Roseville Fire 2018</i>	18	4	6	2	4969		1242	2485

Current Staffing Model

<u>Fire Department</u>	Total Shift Personnel	Minimum Staffing On-Duty	Maximum Staffing On-Duty	Staffed Response Units	2024 Call Volume	% Increase Over 2023	Calls Per Staffed Firefighter Position (Based on Minimum Staffing)	Calls Per Staffed Unit
Roseville Fire	24	6	8	3	7544	9.2	1257	2514
Maplewood Fire	33	9	11	4	8108	1.7	901	2027
Richfield Fire	28	6	9	3	5084	1.9	847	1695
Eagan Fire	42	11	14	4	6819	2.6	620	1705
Edina Fire	36	10	12	5	7339	1.6	734	1468
Oakdale Fire	21	5	7	3	4080	7.8	816	1360
South Metro Fire	48	11	16	5	8114	4.5	738	1623
<i>Roseville Fire 2018</i>	18	4	6	2	4969	--	1242	2485

Current Staffing Model

Response Challenges in 2023

- **Resource Utilization**
 - 6,907 total calls in 2023
 - 1,575 calls were a multi-unit response (23%)
 - Averages 4.7 calls per day are multi-unit responses
 - Our Response Standard requires multi-unit responses for proper personnel:
 - For Fire Call Types- 51 of 98 require multi-unit response – 52%
 - For Medical Call Types- 57 of 109 require multi-unit response – 52%
- 210 Instances of emergency calls resources were unavailable or inappropriate/modified response.

Response Challenges in 2024

- **Resource Utilization**
 - 7,544 total calls in 2024
 - 985 calls were a multi-unit response (13%)
 - Averages 2.7 calls per day are multi-unit responses
- In 2024: **235** Instances of emergency calls our resources were unavailable or provided an inappropriate/modified response.

Current Staffing Model

Response Challenges (2023)

- **Overlapping Calls**
 - 58% of our total call volume is multiple/overlapping calls.
 - 4034 of 6907 calls
 - We experienced 1,851 **occurrences** in which we experienced multiple/over-lapping calls.
 - Averages 5.1 times per day we have overlapping calls.

Calls in Progress	Occurrences	% of Call Volume
1 Emergency Call Responded To	2873 calls	41.6%
At Least 2 Calls in Progress at Same Time	1556 Occurrences resulting in: 3112 calls	45.1%
At least 3 Calls in Progress at Same Time	261 Occurrences resulting in: 783 calls	11.3%
At least 4 Calls in Progress at Same Time	31 Occurrences resulting in: 124 calls	1.8%
At least 5 Calls in Progress at Same Time	3 Occurrences resulting in: 15 calls	>1%
Total Calls	6907 Calls	100%

Current Staffing Model

Response Challenges (2024)

- **Overlapping Calls**
 - 60% of our total call volume is multiple/overlapping calls.
 - 4512 of 7544 calls
 - We experienced 2073 total **occurrences** in which we experienced multiple/over-lapping calls.
 - Averages 5.7 times per day we have overlapping calls.

Calls in Progress	Occurrences	% of Call Volume
1 Emergency Call Responded To	3032 Calls	40.2%
At Least 2 Calls in Progress at Same Time	1735 Occurrences Resulting In: 3,470 Calls	46%
At least 3 Calls in Progress at Same Time	314 Occurrences Resulting In: 942 Calls	12.5%
At least 4 Calls in Progress at Same Time	21 Occurrences Resulting In: 84 Calls	1.1%
At least 5 Calls in Progress at Same Time	3 Occurrences Resulting In: 16 Calls	>1%
Total Calls	7544 Calls	100%

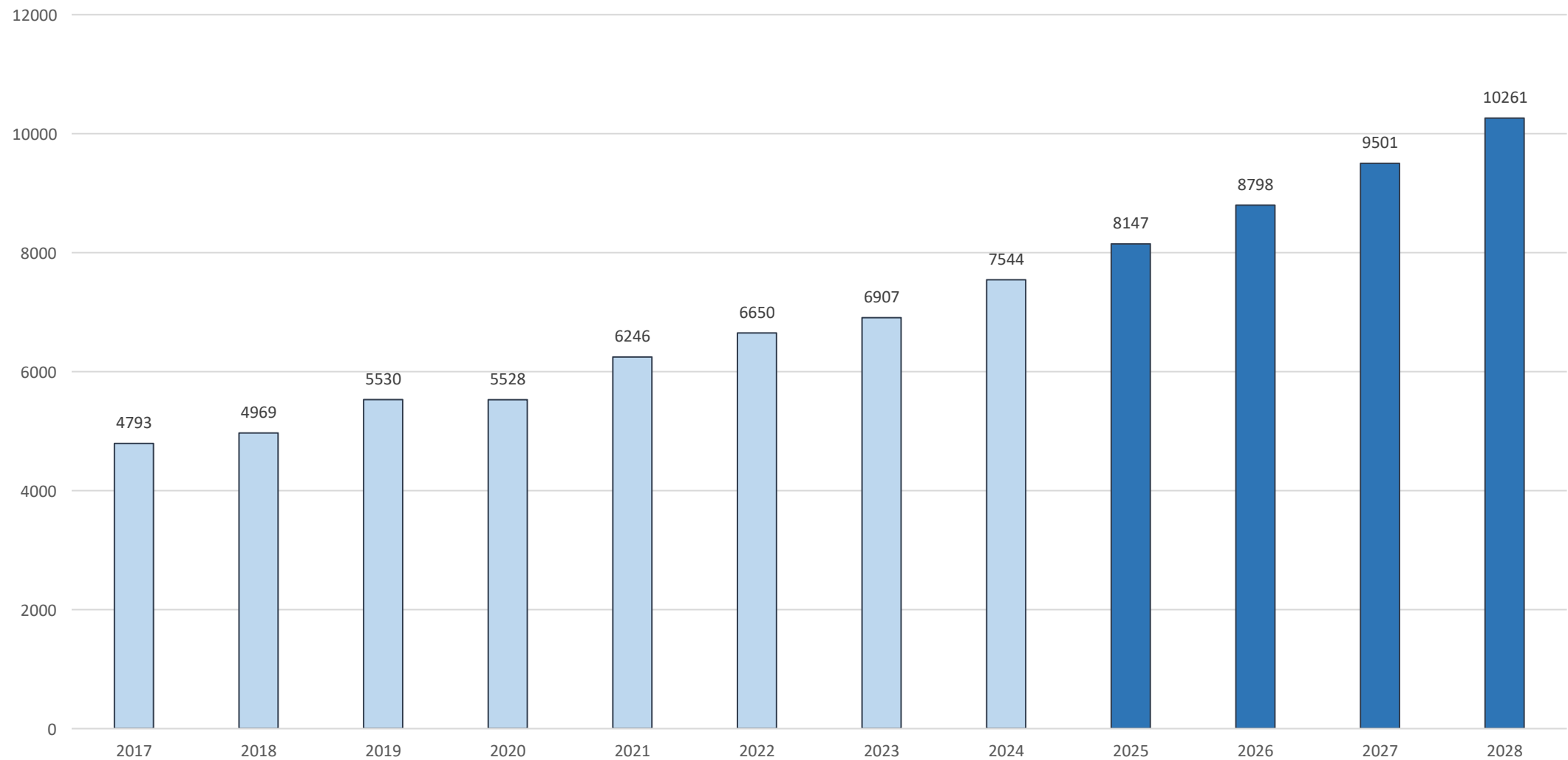
Current Staffing Model

The “unseen” (qualitative) shortcomings of our current staffing model:

- Reduced volume and quality of on-duty fire and EMS training.
- Reduced community outreach and engagement.
- Expedited on-scene time; hurrying to clear to get to the next emergency impacting service delivery.
- Unavailable or limited fire and rescue response due to multiple calls.
- Fatigue
 - Possible nexus to increased on-duty injuries.
 - Higher calls per on-duty firefighter than any of our peers.
 - Impact on critical decision-making abilities.
 - Sleep deprivation impacts on mental and physical wellness.

Proposed Staffing Model

Number of Emergency Calls in Roseville



Forecasted Call
Volume Growth
at 8% per year
(2017-2024
average growth
was 8% year over
year)

Proposed Staffing Model



Engine-631
3-4 Firefighters (EMT or Paramedic)



Medic-610
2 Firefighters (EMT or Paramedic)



Medic-611
2 Firefighters (EMT or Paramedic)



BC-606
0-1 Battalion Chief
Shift Supervisor



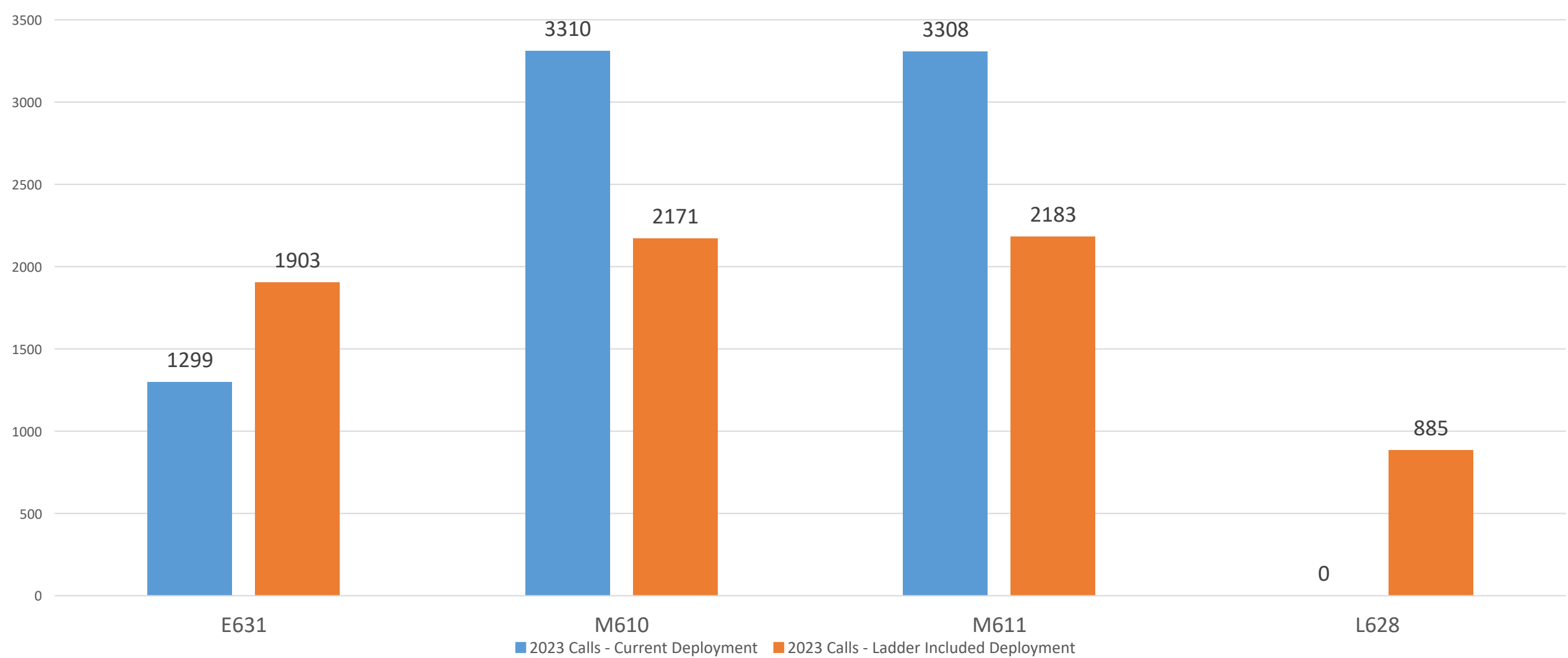
Ladder-628
3-4 Firefighters (EMT or Paramedic)

Proposed Staffing Model

Apparatus	Staffing (minimum-maximum)
Medic-610	2
Medic-611	2
Engine-631	3-4
Ladder-628	3-4
Battalion Chief 606	0-1
Proposed Total Daily Staffing	10-13
Current (2024) Daily Staffing	6-8

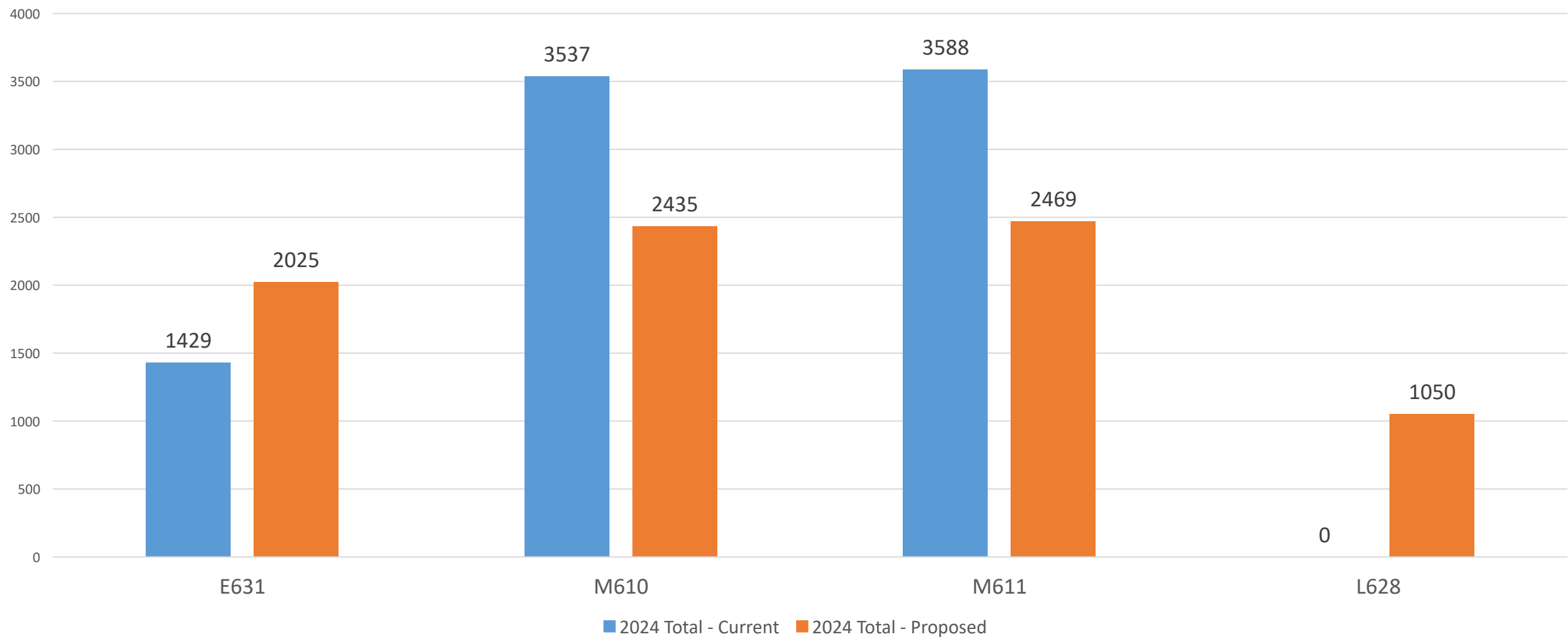
Proposed Staffing Model

2023 Calls for Service With New Model

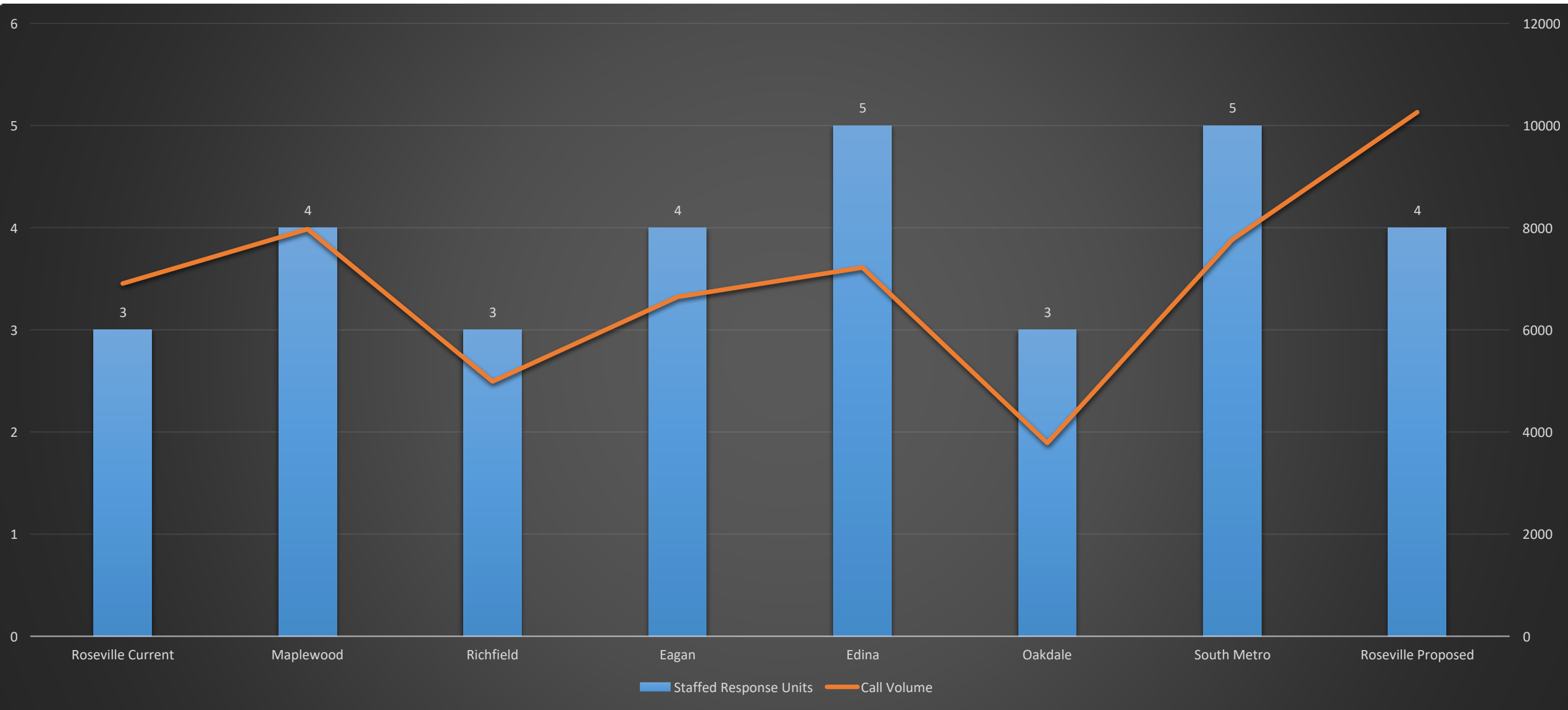


Proposed Staffing Model

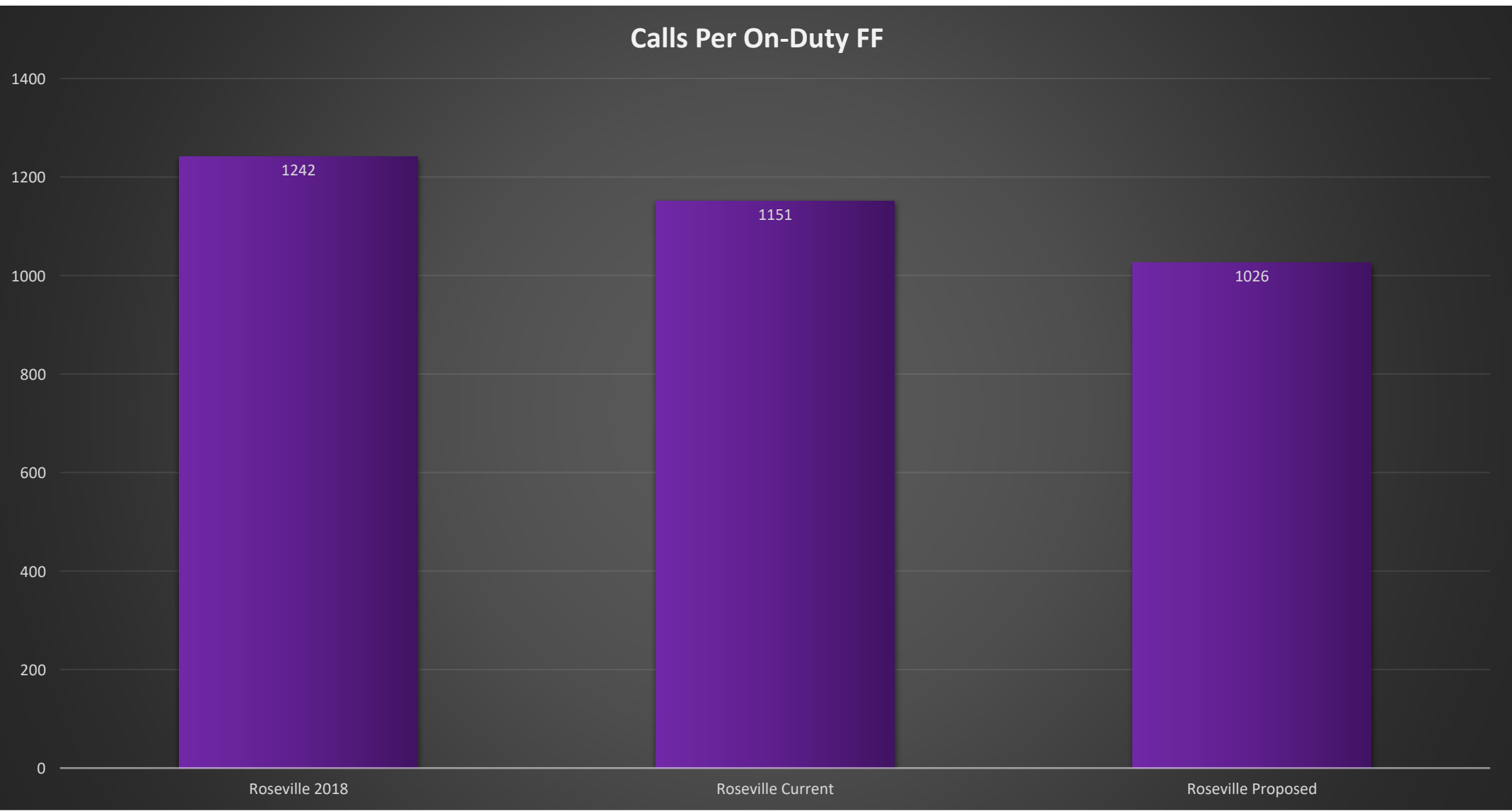
2024 Calls for Service with New Model



Proposed Staffing Model



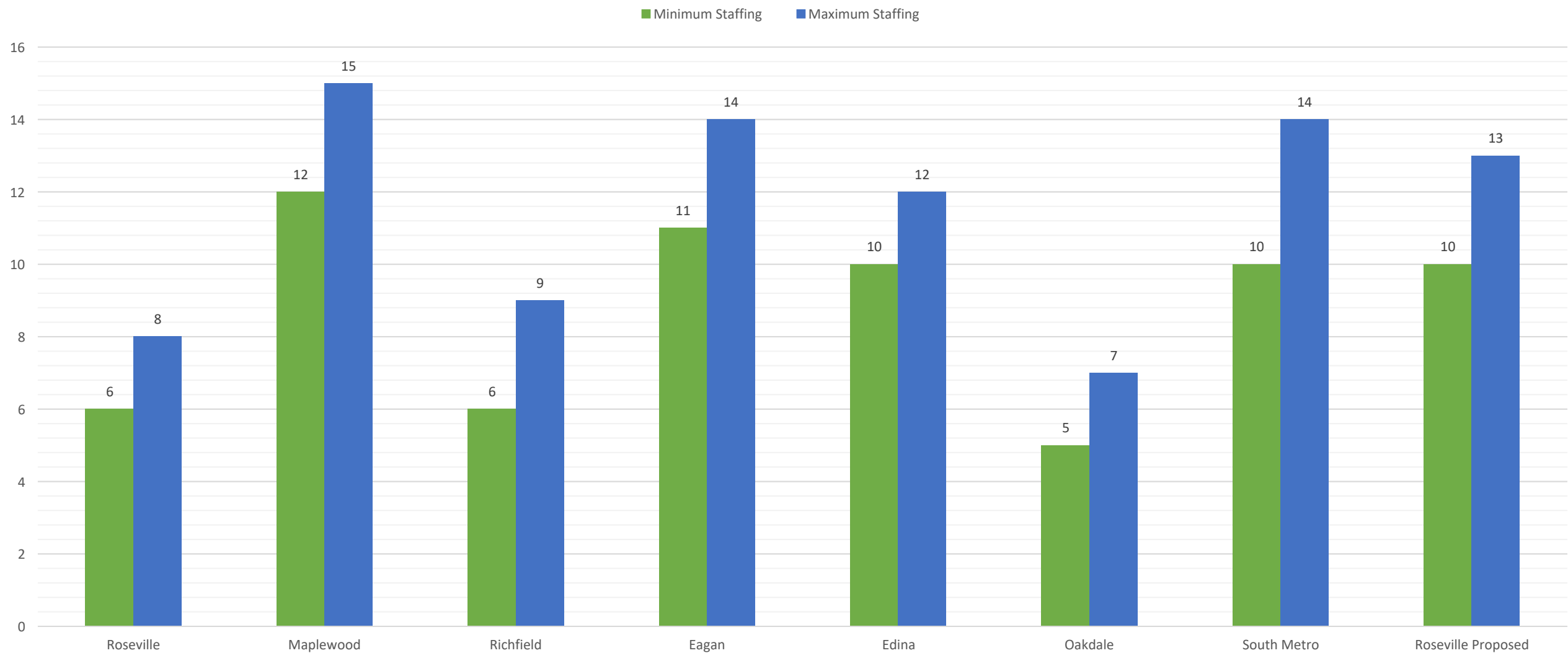
Proposed Staffing Model



Calls per on-duty firefighter (based off of minimum staffing).

Proposed Staffing Model

Minimum & Maximum Staffing Numbers



Proposed Staffing Model

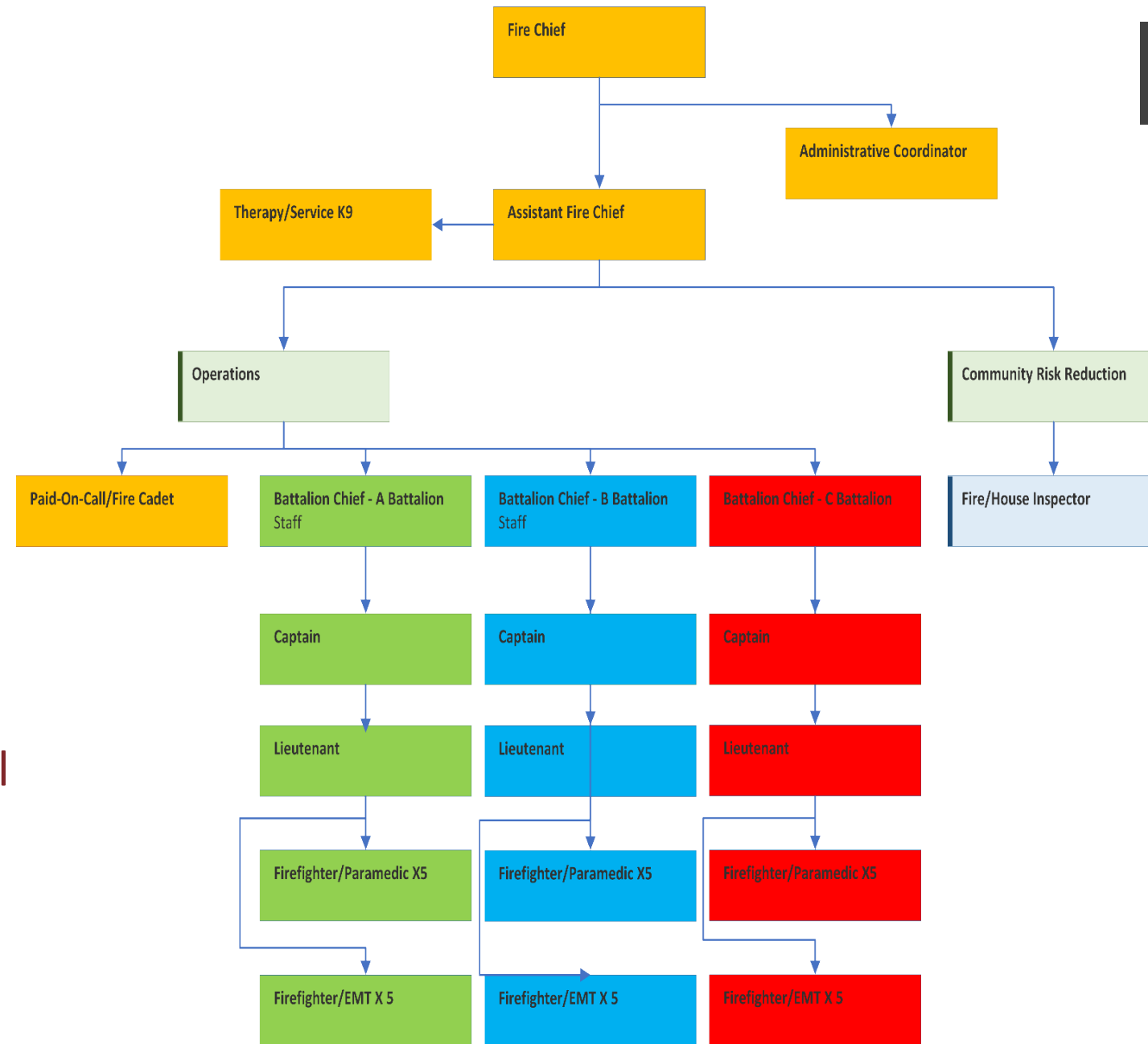
Staff Growth of Other Fire Departments Departments adding staff 2024-2026

• South Metro		8 Firefighters
• Bloomington		18 Firefighters
• Maplewood		6-10 Firefighters
• Lakeville		15 Firefighters
• Shakopee		8+ Firefighters

Proposed Staffing Model

Organizational Chart

- Allows for balance of paramedics and EMTs
 - Goal is to have at least one paramedic on each staffed apparatus.
- Additional supervision allows for:
 - Appropriate supervision
 - Increased emergency scene management
 - Supervisor coverage during time off
 - Completion of training & reports
- Provides development and promotional opportunities.
- Appropriate staffing model to assure proper training is conducted to meet required annual requirements.



Proposed Staffing Model

Captain Position

- With growth and expansion of personnel the need for an additional layer of supervision
 - Included in the proposed staffing expansion of 15 staff.
 - Assists with increasingly complex response demands.
 - Ability to assist with task management in addition to primary supervisor duties.
- Provides fill-in coverage in the absence of Battalion Chief (critical gap currently).
- Diverse range of responsibilities in addition to supervision including project and program support.
- Mentor and lead firefighters and Lieutenants.
- Ensures appropriate leadership/supervisor capacity for emergency response.

International Association of Firefighters GIS Study



Roseville Fire Department

Roseville, Minnesota

Roseville Firefighters Association, IAFF Local 5051



Current and Future Risks

International Association of Firefighters (IAFF) Staffing Report (2024)

Current

- Not able to respond to all 911 call volume demand

Future

US Census Bureau 5-Year Estimates

- 27.8% of Roseville's Population will be in a vulnerable category
 - 22.3% over the age of 65
 - 5.5% under the age of 5
- Almost 11% (10.9) of the population will have a disability or is uninsured.
 - 7% Disabled
 - 3.9% Uninsured
- Call volume growth continues to trend up with 4-10% annual growth.

Current and Future Risks

Roseville's Unique Dynamics and On-Going Risks:

- High Hazard Sites
- Increased Daytime Population
- Proximity to St. Paul & Minneapolis
- Growing Multi-Family & Population Density
- Older Population and Facilities in Roseville
 - 20-30 years response impact
- EMS Response and Transport
 - State and Local Level

Proposed Staffing Model

International Association of Firefighters (IAFF) Staffing Report (2024)

Report Recommendations:

- Staffing a Ladder Apparatus with Four Firefighters
 - Provides an additional apparatus that bolsters fire response while supporting EMS demand.
 - Works with the fire engine to be a primary fire and rescue response vehicle, helping to reduce demand of the medic vehicles.
- Increase Staffing on Fire Engine
 - Assists in better meeting NFPA 1710 and OSHA standards for fire response.
- Committed Incident Commander On-Duty
 - Allows for a Battalion Chief to be in a separate vehicle and able to provide command level coordination and control for any incident versus being tied to an apparatus.

Proposed Staffing Model

Benefits of the Staffing Enhancement

- Improved emergency response capacity to the City.
 - Reduction of missed and delayed calls.
 - Adds an additional staffed piece of apparatus to the deployment model.
 - Allows for a more versatile emergency response deployment: better availability of resources and response distribution
- Better allows for appropriate and predictable fire response.
- Improved call response distribution.
 - Internal: workload and response disbursement
 - Increased training
 - Decreased injuries on duty
 - External
 - Likely improved response times
 - More appropriate fire and EMS response to industry standards.
- Increases number of firefighters responding to an emergency
 - NFPA 1500 and 1710 Standards
 - OSHA 2in-2out Requirement
 - Insurance Services Office (ISO)
 - Increase in Firefighter Safety
- Better utilization of a significant and critical piece of apparatus in Ladder-628.
- Creation of supervisory positions, allowing for promotion and development.
- A 40% increase in the amount of time a Battalion Chief is able to be in their response vehicle (on-duty command).

Proposed Staffing Model

Cost for Staffing Enhancement

In total, the cost of implementation ranges between \$1.9-2.1 million dollars.

- An investment for readiness and response.
 - Essential Services to the community.
 - Partner agencies experiencing the same pressures challenging consistent interagency responses.

Options for timing of implementation:

- Full Hire at once
 - Full Year 2026
 - Partial Year 2026
- Phased in over two years



Proposed Staffing Model

2026				
<u>Hire 15 New Firefighters</u>	<u>Cost Per Firefighter (Salary & Benefits)</u>	<u>Salary</u>	<u>Benefits</u>	
New Hire #1	\$130,276.35	\$95,276.35	\$35,000.00	*Average salary of Firefighter/EMT and Firefighter/Paramedic and a 3% COLA from 2025
New Hire #2	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #3	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #4	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #5	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #6	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #7	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #8	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #9	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #10	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #11	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #12	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #13	\$137,437.40	\$102,437.40	\$35,000.00	Captain Position 116% FT FF Wage
New Hire #14	\$137,437.40	\$102,437.40	\$35,000.00	Captain Position 116% FT FF Wage
New Hire #15	\$137,437.40	\$102,437.40	\$35,000.00	Captain Position 116% FT FF Wage
	\$1,975,628.40			Total 2026 Cost

Proposed Staffing Model

2026 Mid Year Hire	September-December 31			
<u>Hire 15 New Firefighters</u>	<u>Cost Per Firefighter (Salary & Benefits)</u>	<u>Salary</u>	<u>Benefits</u>	
New Hire #1	\$43,426.49	\$31,758.79	\$11,667.70	*Average salary of Firefighter/EMT and Firefighter/Paramedic with FLSA and a 3% COLA from 2025
New Hire #2	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #3	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #4	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #5	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #6	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #7	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #8	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #9	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #10	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #11	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #12	\$43,426.49	\$31,758.79	\$11,667.70	
New Hire #13	\$45,813.50	\$34,145.80	\$11,667.70	Captain Position 116% FT FF Wage
New Hire #14	\$45,813.50	\$34,145.80	\$11,667.70	Captain Position 116% FT FF Wage
New Hire #15	\$45,813.50	\$34,145.80	\$11,667.70	Captain Position 116% FT FF Wage
	\$658,558.38			Total 2026 Cost
2027 Budget Costs				
	Firefighters x12	\$99,227.44	\$36,050.00	*1 yr step and a 3% COLA
	Captains x3	\$111,765.08	\$36,050.00	
	\$2,066,774.52			Total 2027 Budget Cost
	\$1,408,216.14			Total 2027 NEW Budget Dollars needed

Proposed Staffing Model

2026				
<u>Hire 8 New Firefighters</u>	<u>Cost Per Firefighter (Salary & Benefits)</u>	<u>Salary</u>	<u>Benefits</u>	
New Hire #1	\$130,276.35	\$95,276.35	\$35,000.00	*Average salary of Firefighter/EMT and Firefighter/Paramedic with FLSA and a 3% COLA from 2025
New Hire #2	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #3	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #4	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #5	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #6	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #7	\$130,276.35	\$95,276.35	\$35,000.00	
New Hire #8	\$130,276.35	\$95,276.35	\$35,000.00	
	\$1,042,210.80			Total 2026 Cost
				Impact on Median Home Tax Payer
2027				
<u>Hire 7 New Firefighters</u>	<u>Cost Per Firefighter (Salary & Benefits)</u>	<u>Salary</u>	<u>Benefits</u>	
New Hire #1	\$134,184.79	\$98,134.79	\$36,050.00	*Average salary of Firefighter/EMT and Firefighter/Paramedic with FLSA and a 3% COLA from 2026
New Hire #2	\$134,184.79	\$98,134.79	\$36,050.00	
New Hire #3	\$134,184.79	\$98,134.79	\$36,050.00	
New Hire #4	\$134,184.79	\$98,134.79	\$36,050.00	
New Hire #5	\$149,886.36	\$113,836.36	\$36,050.00	
New Hire #6	\$149,886.36	\$113,836.36	\$36,050.00	
New Hire #7	\$149,886.36	\$113,836.36	\$36,050.00	
	\$986,398.24			Total 2027 Cost
	\$2,028,609.04			Total 2026 and 2027 Budget Impact

Proposed Staffing Model

Potential Staffing Enhancement Impact to Residents (Partial Year 2026 & 2027)

Cost of Enhancement: \$1.9-2.1 Million(\$658,000 in 2026, additional 1.4 million 2027)

2026

- Median Home Value: \$360,500 (based on 2025 value)
- Tax Levy Cost of Enhancement: **\$658,000**
 - Existing Levy: Approximately **\$30.3 million**
 - Percent Increase on Levy: **2.2%**
 - Percent Increase of Total City Budget: **Less than 1% of total city budget of approximately 74 million**
- Impact on Median Home Value: **\$33.05 (partial year implementation)**

2027

- Median Home Value: \$360,500 (based on 2025 value)
- Tax Levy Cost Enhancement: **\$1.4 Million** Dollars (new money over 2026)
 - Existing Levy: **Approximately 31 million**
 - Percent Increase on Levy: **4.5%**
 - Percent Increase of Total City Budget: **Approximately 2% of total budget of 75 million**
- Impact on Median Home Value: **\$70 annually, \$5.83/month**

Proposed Staffing Model

Outside Agency Staffing Support (Stakeholders)

- IAFF Local #5051
- Roseville Police Department
- Allina Medical Transportation
- Regions EMS (Roseville Fire Medical Director)
- Neighboring Department Impacts

Community Engagement Plan

- Communications Team
- Presenting and Educating Civic Groups
- Handouts and Takeaways

Proposed Staffing Model

Staffing for Adequate Fire and Emergency Response (SAFER) Grant

- Previous Recipient of SAFER Grant
- Assisted with the “Phase II” staffing that added six firefighters in late 2020.
- Covered significant portion of the personnel cost for three years (2021, 2022, 2023); it ended January 30th, 2024.



FEMA

Approximately \$335,000,000 available through the grant.

250-350 Recipients

Highly Competitive: 5% success rate

Grant Opening Soon

Proposed Staffing Model

Seeking Council Direction

- To seek out and apply for staffing grants, specifically the Staffing for Adequate Emergency Response (SAFER) Grant through the Federal Emergency Management Administration (FEMA)
- To support Fire Administration continuing this enhancement plan with the City Manager and the 2026 budgeting process.



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, May 20, 2024

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:00 p.m. Voting and Seating Order: Etten, Schroeder, Groff, Strahan, and Roe. City Manager Patrick Trudgeon and City Attorney Rachel Tierney were also present.

2. Pledge of Allegiance

3. Approve Agenda

City Manager Trudgeon requested the removal of Item 10d (Approve Professional Services Agreement for Water Meter Vault Project) for staff to work more on the agreement before Council approval. This item will be brought back for consideration at the June 3rd meeting.

Strahan moved, Schroeder seconded, approval of the agenda as amended.

Roll Call

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

Nays: None.

4. Public Comment

Mayor Roe called for public comment by audience members on non-agenda items. No one came forward to address the City Council.

5. Recognitions, Donations, and Communications

a. Proclaim June LGBTQIA+ Pride Month

Mayor Roe read the LGBTQIA+ Pride Month Proclamation.

Etten moved, Groff seconded, proclaiming June 2024 LGBTQIA+ Pride Month.

Roll Call

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

Nays: None.

b. Proclaim June 7, 2024, and June 2024 National Gun Violence Awareness Day and Month

Mayor Roe read the June 7, 2024, and June 2024 National Gun Violence Awareness Day and Month Proclamation.

Strahan moved, Etten seconded, proclaiming June 7, 2024, and June 2024 National Gun Violence Awareness Day and Month.

Councilmember Strahan indicated she was glad to see this back again this year and sadly the City needs to update information every year because things change and there are new things to add to the list.

Mayor Roe thanked members of the community who continue to work in this area and are advocates, some of whom were at the meeting.

Roll Call

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

Nays: None.

6. Items Removed from the Consent Agenda

7. Business Items

a. Receive Visit Roseville Presentation Regarding National Travel and Tourism Week

Ms. Julie Wearn, the representative for Visit Roseville, gave a presentation to the City Council regarding National Travel and Tourism Week.

Mayor Roe indicated Visit Roseville is affiliated with the City and is funded by local lodging tax dollars to help promote Roseville to visitors. He thanks Ms. Wearn for her presentation.

b. Consider a Request to Perform an Abatement for Unresolved Violations of City Code at 3119 Mildred Drive

City Building Official David Englund summarized the request as detailed in the Request for Council Action of this date; and noted a bench handout incorporated into the Request for Council Action providing an extract of City Council meeting minutes of May 20, 2024.

Mayor Roe asked if the property owner or a representative for the property owner was at the meeting. No one came forward.

Public Comment

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

Groff moved, Etten seconded, directing Community Development staff to abate the public nuisance violations at 3119 Mildred Drive by notifying a towing company to remove the unlicensed and/or inoperable vehicles from the property.

Council Discussion

Councilmember Groff thought Mr. Englund had made multiple attempts to address this situation and felt the City needed to move forward with abatement.

Roll Call

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

Nays: None.

c. Public Hearing to Consider Adopting a Resolution Approving the Vacation of a Utility Easement at 571 Roselawn Avenue

Public Works Director Jesse Freihammer briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 20, 2024.

Mayor Roe noted the petition notes that it is primarily a paperwork matter to clean up the title and that working with the City has been a positive experience.

Mayor Roe reviewed public hearing protocol and opened and closed the public hearing at approximately 6:26 p.m. to receive public input on the above-referenced vacation of a utility easement at 571 Roselawn Avenue; with no one appearing for or against.

Schroeder moved, Etten seconded, adoption of Resolution No. 12068 entitled, "Resolution Vacating a Utility Easement that was Reserved by the City in a Previous Vacation of a Portion of Carlisle Avenue Lying North of the Properties Located at 615,577, and 571 Roselawn Avenue West and a Portion of Kent Street Lying East of 571 Roselawn Avenue West."

Council Discussion

Councilmember Schroeder thought this looked straightforward.

Roll Call

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

Nays: None

Mayor Roe noted there were a couple of people who missed the public comment at the beginning of the meeting and wanted to announce an upcoming event in the City. He reopened the public comment portion of the meeting.

Public Comment

Mr. Ettien Djevi and Mr. Keith Allen, representatives of the Roseville Juneteenth Celebration, presented the Juneteenth Celebration Committee events coming up on June 15, 2024, from 11:00 a.m. to 3:00 p.m. The representatives thanked the City for allowing this event to continue in the City.

Mayor Roe thanked Mr. Djevi and Mr. Allen for the presentation.

Councilmember Strahan thought it would be nice to take a moment to acknowledge one of the Board Members of the organization, Mr. Donald Eubanks, who passed away on March 17, 2024. She was sure his profound wisdom was felt and this continued but he was an important part of the planning of this event over the years.

Mayor Roe thanked Councilmember Strahan for pointing that out and stated it should be noted also that Mr. Eubanks was very active in the Imagine Roseville events shortly after the shooting of Philando Castile and was very instrumental in bringing people together for those efforts that were grassroots in the City at that time.

d. Fire Department Staffing Review

Fire Chief David Brosnahan briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 20, 2024.

Chief Brosnahan and Assistant Chief Sjostrom gave a presentation to the Council on Fire Department staffing.

Mayor Roe explained he wanted to talk about the increase in call volume because he thought at some point it has to plateau and cannot keep going up but then he heard about the demographics and regardless of whether the City has more senior housing, the City has more people in that demographic universally and that is not changing. He imagines that is a significant contributor to the call volume change.

Chief Brosnahan indicated that was correct.

Councilmember Etten asked where Allina fit into the Fire Department's sense of response to the number of calls.

Assistant Chief Sjostrom explained that there is a time piece of related to it but he was not prepared to give a precise average response time at this time. He thought Allina's average would be between ten and fourteen minutes to arrive. He noted Allina was going to be anywhere from five to ten minutes behind the Fire Department getting to the call.

Councilmember Etten asked what type of apparatus would be proposed to be most useful to add to the Fire Department.

Chief Brosnahan indicated it would be a cross-staffing situation where there would be a medic response vehicle and cross-staff with a fire apparatus such as the ladder truck to provide the fire support as well as the EMS support.

Councilmember Schroeder asked for a breakdown of the call volume in terms of what type of calls are the majority of the increases.

Chief Brosnahan indicated there is not any specific call type but he can get that information gathered to give to the Council. He noted it is a smattering of all call types. There is not a specific type of call. He thought the increase was being seen across the board.

Councilmember Shroeder wondered why there are more staff injuries and if it is because there is more staff or what is causing the increase in that area.

Chief Brosnahan indicated he did not have a specific answer to that but all of the injuries were on-call injuries. There are a few related to the training but the majority are all call response related.

Councilmember Strahan indicated she was curious about the low expectations of the ambulance response team and if there is a chance for higher expectations because it seems like the Fire Department is doing what it expected of the ambulance response team.

Chief Brosnahan indicated he would not say it is low expectations and he thought the ambulance response team is experiencing the same thing the Fire Department is experiencing with call volume increases and the struggles to keep up with it. He noted there is nothing right now that is telling him this is going to turn around. He thought call volumes were going to continue to grow throughout all of the communities in the area.

Councilmember Strahan explained over the last few years Chief Brosnahan has talked about his concern about growth having a lot to do with the multi-family housing and it sounds like Chief Brosnahan is indicating that it is playing out as more folks are moving into multi-family housing. She indicated she was curious as the City enters into a housing study and concerned that it may be a conflict to bring in more housing and impact further. She asked if there was a metric available that would give a ratio of people to call volume. She noted the City needs to consider that through the study.

Chief Brosnahan indicated the Fire Department is not against growth in Roseville but felt there should be commensurate services to meet that development or density. He noted the Fire Department does have a number that is a couple of years old so it may need to be refreshed. The figure is 1.1 calls per year per unit for nursing homes, .8 calls per year for assisted living, and .4 calls per year for multi-family housing units.

Councilmember Strahan thought one important thing in the information provided mentioned the interruptions to the inspections. She wondered if this was the time

to talk about whether inspections should remain in the Fire Department. At some point there was talk about having some type of safety person who is removed completely from that service and that is their full duty. She asked for more information about what that thought was.

Chief Brosnahan reviewed the inspection process with the Council. He explained over the last few years he has been in conversation with the City Manager and trying to work as a Fire Inspector Monday through Friday who would take care of the plan review, complaints, reactive inspections, permits, multi-family licensing, hotel/motel, and those types of things. He explained that is something he would like to get proposed in this next budget cycle as well.

Councilmember Groff thought it was good that the City had most of its housing built in an earlier period so the homes do not burn so fast.

Mayor Roe indicated as the City observes some of these trends, especially related to multiple calls with not having enough on-duty staffing, he wondered if it seemed to hit one shift more than others or one time of day more than others or if that would that be too optimistic.

Assistant Chief Sjostrom indicated there is not a difference between the shifts but there is a difference between the time of day so that does lend itself to certain options for implementation. There are some things that the Fire Department can do in the intermediary to get to the end that might bring some relief and help but there is not any one shift that is affected more than any other.

Mayor Roe asked if the Fire Department felt there was enough information to decide without having a staffing study.

Chief Brosnahan explained having a third party be able to provide that feedback is essential. He did not know if it was required but more of a standardized way of providing that view for the City to be able to take a look at.

Mayor Roe thought the Council needed to take a look at this further in greater detail.

Councilmember Groff concurred. He wondered how much a study like that would cost and how much information would the City get out of it. He indicated this information and discussion has convinced him that the Fire Department needs more firefighters.

Chief Brosnahan explained he cannot give an exact number, but he believed that because the Fire Department is not looking for a station location study and a lot of other things added to it, it is simply what is the appropriate level of staffing for a city like Roseville with the call volume and different dynamics. He believed that

number would be in the twenty-five-to-forty-thousand-dollar range for a study, but is an estimate.

Mayor Roe thought a separate thing from looking at the 2025 budget, as a separate item to look at is what the 2024 budget would be if the City was at a nine to ten minimum staffing level and the appropriate apparatus. He asked what that would cost because then the Council could talk about whether the City would want to transition the over time and look at other items to have some further conversations.

Councilmember Strahan thought there would be a transition regardless. She would think the City would have to look at building into that and maybe if the City had another opportunity to achieve another safer grant it would help the City grow into that and make it a lot easier on the budget.

Councilmember Groff indicated he could see that as a transition and he did not think the Fire Department staffing would jump up so quickly. But on the other hand, when he does talk to residents, he does not hear anyone say to cut the Fire Department. He thought the residents wanted the City to have delivery of services and the residents understand all of those things. It is just a matter of the City doing this in a way that makes sense.

Councilmember Schroeder asked if Maplewood's model seemed to make sense to the Fire Chief or if Maplewood just barely kept up by adding on.

Chief Brosnahan explained Maplewood is barely keeping up as well but one thing to note about Maplewood is that city does provide full transport so there will be one unit that will be out of service down at Regions where Roseville's crew gets to clear and come back when Allina takes over.

Mr. Trudgeon reviewed the thought behind the staffing study for the Fire Department.

Councilmember Etten explained he had some skepticism about how much new stuff the study is going to discover versus figuring out the City needs firefighters. He wondered if a study would be done every three to four years to make determinations and he did not know what that end point is versus looking at some of the data provided, which is quite clear showing there is an increased need.

Mayor Roe thought a longer-range look would be important to do at this point. Whether it is done as a study by a third party or whether the City takes a twenty-year look at where the Fire Department needs to be and tries to figure out if there is going to be a phase four so the City starts to know what that is already going to look like. He thought whether it is ten percent or five percent a year, it is somewhere in that range but does not necessarily see where that trend is going to start to fall. So, maybe for the foreseeable future, they are talking about a couple

of rounds of this and maybe it is good to start having those conversations and thinking about planning for that as a part of what the City is doing now.

Chief Brosnahan stated in his conversations with the City Manager, the Fire Department is leaning on more of a study since while all five current Councilmembers are warm to the idea of more firefighters, maybe not all five Councilmembers will be here next year or in two to three years from now. Staff felt that a study at least allows future councils to see that the Fire Department and staff have done the homework and have something in place that can be worked on for years in the future.

Councilmember Schroder indicated short-term needs are different from long-term needs and since the Council is talking about strategic planning, the 2040 plan, and the City has done studies on all of that, short-term needs, she thought the Council does a really good job. She thought strategic planning and long-term planning in the Council needed a little help. She did like the idea of a study if the Fire Department can find someone who can do it well. She did know that some studies were not worthwhile that the City had done in the past.

Mr. Trudgeon indicated staff will get some more deliverables and bring that to the Council to decide whether or not to move forward with a staffing study.

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

10. Approve Consent Agenda

At the request of Mayor Roe, City Manager Trudgeon briefly reviewed those items being considered under the Consent Agenda; and as detailed in specific Requests for Council Action dated May 20, 2024, and related attachments.

Groff moved, Strahan seconded, approval of the Consent Agenda including claims and payments as presented and detailed.

Roll Call

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

Nays: None.

a. Approve Payments

ACH Payments	\$756,745.90
109383-109498	874,199.88
TOTAL	\$1,630,945.78

b. Approve General Purchases or Sale of Surplus Items Exceeding \$10,000

c. Approve 2 Temporary Gambling Licenses

d. This item was removed from the agenda.

- e. **Award 2024 Pond Maintenance Program Agreement**
- f. **Memorandum of Understanding for the 2377 County Road B Temporary Construction Easement**
- g. **Adopt a Resolutions 12069 and 12070 Approving Amended Assessment Agreements with Roseville Leased Housing Associates I and II, LLLP**

11. Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager

City Manager Patrick Trudgeon reviewed the June 3, 2024, City Council meeting, June 17, 2024, City Council meeting, June 24, 2024, Rosefest Parade, July 8, 2024, City Council Meeting, and the July 15, 2024, EDA, and City Council Work Session meeting.

12. Adjourn to Closed Session

Mayor Roe explained the closed session is for the City Manager's Performance Review in accordance with Minnesota Statutes 13D.05 (the "Open Meeting Law"), which provides an exception to open meeting requirements for discussions of job performance of employees reporting to the City Council. City Manager Trudgeon is the only employee in that category at the City of Roseville. Mayor Roe also noted that the statute allows for the employee to request that the review be done in an open session and asked Mr. Trudgeon if he wished to make that request. City Manager Trudgeon indicated that he did not wish to do so. The City Council meeting will reconvene, but not on camera once the closed session is completed.

Schroeder moved, Etten seconded, adjournment of the meeting to a closed session at approximately 8:03 p.m.

Roll Call

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

Nays: None.

Mayor Roe convened the City Council in closed session for the purpose of reviewing the City Manager's job performance. In addition to the City Council, the City Attorney and, later, the City Manager, were present.

13. Reconvene Open Session

Etten moved, Groff seconded, to reconvene from Closed Session to Open Session at 9:00 p.m.

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

Nays: None.

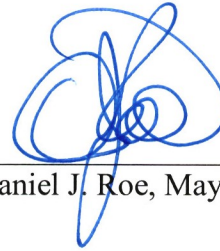
14. Adjournment

Schroeder moved, Strahan seconded, adjournment of the meeting at approximately 9:01 p.m.

Roll Call

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

Nays: None.

A handwritten signature in blue ink, consisting of several loops and a final flourish, positioned above a horizontal line.

Daniel J. Roe, Mayor

ATTEST:

A handwritten signature in blue ink, appearing as a stylized, flowing line, positioned above a horizontal line.

Patrick J. Trudgeon, City Manager



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, August 5, 2024

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:00 p.m. Voting and Seating Order: Etten, Schroeder, Groff, Strahan, and Roe. City Manager Patrick Trudgeon and City Attorney Rachel Tierney were also present.

2. Pledge of Allegiance

3. Approve Agenda

Groff moved, Schroeder seconded, approval of the agenda as presented.

Roll Call

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

Nays: None.

4. Public Comment

Mayor Roe called for public comment by audience members on non-agenda items. No one came forward to speak.

5. Recognitions, Donations, and Communications

6. Items Removed from the Consent Agenda

7. Business Items

a. Accept Proposal from Inspiring Sight for Strategic Planning

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request For Council Action and related attachments dated August 5, 2024.

Councilmember Etten appreciated all of the work the subcommittee and proposer did. He would like to hear more from the subcommittee or staff on how this is going to be different and takes into account that the proposer not having any municipal experience.

Councilmember Schroeder explained it is not who the clients are, it is how the approach is and she thought that was more important. Every one of the firms have something to offer. She stated this particular firm's approach seemed to be better for Roseville and what the City is trying to do since it has never been done before. The subcommittee felt their approach and facilitating, the ability to do that, and also the different approaches, made more sense than what has been done in the past.

Mayor Roe added that it seemed in both the interview process as well as analyzing proposals, that a couple of the firms had a lot of municipal experience. It almost seemed as if their own experience in municipal government as well as their experience with other clients going through this process was steering the process more than the City might like to have.

Ms. Mary Kay Delvo, Inspiring Sight, addressed the City Council and thanked them for the opportunity to work with the City of Roseville. She reviewed the work Inspiring Sight will perform.

Groff moved, Strahan, seconded, accepting a proposal from Inspiring Sight for services related to Strategic Planning.

Council Discussion

Councilmember Groff explained there were a bunch of things in this that helped him decide in favor of Inspiring Sight. He indicated this is going to be some work but he thought the end could be very profitable.

Councilmember Strahan appreciated all of the ideas brought forward as well as Councilmember Etten's questions presented. She appreciated the forward thinking and thanked Ms. Delvo.

Councilmember Schroeder thanked the Council for letting her be on the subcommittee. She thought the facilitation piece of this was important and would be hard work. The person leading this process needs to be strong yet gentle at the same time and be able to get this process to work because it will take time and be uncomfortable at times, but the City should end up with a great product.

Mayor Roe noted it is important to acknowledge the great starting point the City received from the community because of the Envision Roseville process that updated the community aspirations and described how the community would measure success in these various areas.

Roll Call

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

Nays: None.

b. Fire Department Staffing Study-Consultant Deliverables

Fire Chief David Brosnahan briefly highlighted this item as detailed in the Request For Council Action and related attachments dated August 5, 2024.

Councilmember Strahan wondered if there are other consultants that would be available in the price range in the information.

Chief Brosnahan did not believe so. He indicated he reached out to the fire chiefs in Edina, Hopkins, and South Metro and all said that they ran into similar experiences that he has had. They all paid the same amount or more for the work. He did not believe the Fire Department could get a much lower cost.

Councilmember Schroeder thanked Chief Brosnahan for putting the information together to give them an idea of the cost. She wondered what the City would be getting for the money and when she looked at the proposals, all of the data discussed the City already has and the City would need to feed that to them. The City has already analyzed much of that in-house as well and she wondered what more could these consultants do that the City is not already doing in-house. She also wondered if it made sense to go back and have the fire department/City do this work because the City already has so much information and has done so much without a consultant. She was not convinced that spending eighty thousand dollars was going to get the City much more than what the City already has in-house.

Chief Brosnahan did not think the City would be missing anything, but he thought the biggest thing with a consultant is more of the validation, a third-party unbiased validation, outside of the City that helps them. He also liked the fact that a consultant can provide a road map for future planning.

Councilmember Etten agreed that eighty thousand dollars is a lot for validation. He did not see that the City was getting anything near what the City needed to do and he would rather trust this group to make these decisions. He indicated it is not a surprise that the Fire Department is understaffed because the City has added a lot of high-density housing for seniors, resulting in more medical calls. He did not see that a consultant was worthwhile, and he would rather see the money go to delivering something for the community, delivering services to the community.

Councilmember Groff thought the eighty thousand dollars could be a start to adding more firefighters and this could be a template for down the road and more of a plan without a consultant. He suggested doing this in-house.

Mayor Roe commented on the last two or three major changes the City has made in the department, except the fire station location, which the City did with recommendations that came from the internal analysis and dialogue with the Council. He appreciated the success the City has had with that model of approaching things before. He thought that the check-in was to make sure the City was not off base in that perspective. The concern he wanted to check in with staff on is if this is done in-house, the City is not sacrificing something else that needs to be done.

Chief Brosnahan indicated the fire department already uses and mines that data almost daily through the records management system. He thought of rebuilding a program and getting an idea of call volume versus the number of firefighters that

are appropriate daily and providing the Council with a strategic road map. He stated staff could do that, it would be a huge project, incredibly important for the fire department, and would be prioritized to make sure it is done correctly.

Councilmember Strahan indicated the first thing she thought is if the fire department had a .5 person, a newbie, that would be covered in the sixty-eight thousand dollars and may be able to free up the time that the admin would use on this project and at the same time, the fire department would be developing and growing someone new. She appreciated the thought of using the funds for the City's staff rather than for someone else. She felt like the City knew what was needed and wanted.

The Council discussed with Chief Brosnahan ways that City staff could use the money for consultants for additional staffing for the fire department.

8. Council Direction on Councilmember Initiated Agenda Items

9. Approve Minutes

Comments and corrections to draft minutes had been submitted by the City Council prior to tonight's meeting and those revisions were incorporated into the draft presented in the Council packet.

a. Approve July 8, 2024 City Council Meeting Minutes

Etten moved, Schroeder seconded, approval of the July 8, 2024, City Council Meeting Minutes as presented.

Roll Call

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

Nays: None.

b. Approve July 15, 2024, City Council Meeting Minutes

Groff moved, Etten seconded, approval of the July 15, 2024, EDA and City Council Meeting Minutes as presented.

Roll Call

Ayes: Etten, Schroeder, Groff, and Strahan.

Nays: None.

Abstain: Roe

10. Approve Consent Agenda

At the request of Mayor Roe, City Manager Trudgeon briefly reviewed those items being considered under the Consent Agenda; and as detailed in specific Requests for Council Action dated August 5, 2024, and related attachments.

Strahan moved, Etten seconded, approval of the Consent Agenda including claims and payments as presented and detailed.

Roll Call

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

Nays: None.

a. Approve Payments

ACH Payments	\$661,828.15
110113-110262	572,214.93
TOTAL	\$1,234,043.08

b. Approve 3 Temporary Liquor Licenses

c. Approve General Purchases or Sale of Surplus Items Exceeding \$10,000

d. Receive 2024 Second Quarter Financial Report

e. Approve Issuance of Request for Proposal for Recreation Management Software

f. Approve Arvig Utility Easement

g. Approve Roseville Area Schools Resource Officers Agreement for the 2024-2025 School Year

h. Authorize the Mayor and City Manager to Execute the Fourth Amendment to the Joint Cooperation Agreement with Ramsey County Housing and Redevelopment Authority

i. Accept Tareen Dermatology Donation to the Fire Department

11. Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager

City Manager Patrick Trudgeon reviewed the August 16, 2024, City Council meeting, August 19, 2024, City Council meeting, the August 20, 2024, Joint School District/City Council meeting, and the August 21 & 22 (Tentative), 2024, Commission Interviews.

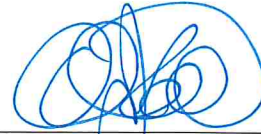
12. Adjourn

Groff moved, Strahan seconded, adjournment of the meeting at approximately 6:56 p.m.

Roll Call

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

Nays: None.



Daniel J. Roe, Mayor

ATTEST:



Patrick J. Trudgeon, City Manager



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:

Fire Department Staffing Enhancement

Brief Description:

The fire department is facing significant challenges in managing the growing demand for emergency services. This is a serious issue, as emergency response times and the ability to provide adequate and equitable care are critical to the safety and well-being of the community. The annual call volume has ballooned over 30% in the last four years, stressing the existing staffing and response model. The fire department presented to Council in 2024 the struggles this is causing towards response times as well as stressed services across the community. The Council suggested exploring a staffing study which was later declined in August and the direction from Council was to have the fire department present in the future a staffing enhancement recommendation. This recommendation requests the additional staffing of a ladder apparatus, allowing us to have a more committed incident commander/shift supervisor (Battalion Chief), and working to better meet the needs and emergency demands of the community now and into the future.

Meeting Date(s):

January 27th,
2025

Prepared by:

David
Brosnahan

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?

One of the stark issues the department is struggling with is equitable emergency services to the community. Due to our call volume demand we are experiencing increased response times as well as situations in which we are significantly delayed to respond or find ourselves UNABLE to respond due to our staffed units being out on multiple other emergencies and unable to equitably balance the 911 demand.

In addition we are experiencing some fatigue and burnout from staff that is impacting them mentally and physically. Over the last couple of years we have had increased workplace injuries. I have concerns that the continued demand and increase in call volume will only get worse, negatively impacting the health, safety, and well-being of our community. In relation, our department will have firefighter retention issues due to firefighters having a higher call volume demand than almost every other fire department in the Twin Cities metro.

Who will benefit from or be burdened by this decision?

The community as a whole will experience a benefit of improved emergency response and a more available and responsive fire department. The fire department will be in a better position to provide appropriate resources to the emergency calls we receive and deploy the appropriate and professional resources necessary for every incident type.

The firefighters and fire administration will benefit from a better disbursement of workload, an improved response model and plan, and a more consistent level of staffing to meet the needs of the community.

There will be burden to property and business owners of Roseville. An addition of firefighters will bring an increase to the tax levy. However, there is an expectation this increase will have a significant return on the investment with a more responsive fire department meeting the needs of all in the community. I anticipate an improved readiness, improved response times, and a better total complement of staff responding to emergencies in the community. There is an appropriate return on this investment.

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

There is a potential that increases in property taxes could stress the income of property owners and business owners. There is also a potential that multi-family property owners may increase rent to pass along the increase onto the tenants and renters.

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

Informally the fire department has worked to engage the community on this topic at community events like Night to Unite, our Annual Open House, and Friday's with Firefighters. With Council allowed and supported progress with this enhancement the fire department would plan to engage the City's communications team with handouts and newsletter material. The goal would be to print information in multiple newsletters to better reach the community. As well as to create handouts for our community events and outreach in an effort to better educate citizens and business owners.

In addition, the fire department would make it a priority to engage with civic organizations like the Rotary, Lions Club, and other community stakeholders. This may involve presentations and/or meetings.

It is important to have community involvement with this enhancement. The fire department would look to have a community member be a part of our hiring process in an effort to have more community buy-in to who their firefighters are.

Once we get staffing levels to meet our day to day demands, I would love to explore additional positions for community engagement and positions that address high utilization of services. We have had discussions in the past about hiring and utilizing community health workers that focus on high utilizers and EMS call follow up in an effort to help stabilize some of the EMS demand.

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 Fire Department aspires to meet the needs and demands of all members of the Roseville community; residents, guests, and business owners. It is our goal to provide high level fire and EMS response and care on every call, as well as provide quality and inclusive community outreach. Currently the fire department is unable to fully meet the 911 and emergency demands of the community. This impacts response times, on-scene care, community outreach, and expected and equitable service levels. The department is in need of adding and enhancing the current staffing level to better meet the needs of the community. This service and staffing enhancement would allow for more readiness and responsiveness to serve all in our community. One area of our community that has a high need is seniors, especially those living alone or on fixed income. Nearly 25% (22.3) of our population is over the age of 65. Our department's response is a huge asset to these residents who depend on us for prompt and professional service and will continue to well into the future. In addition, this enhancement will allow for better overall preparedness and readiness to support our community for emergency response, public education, and community outreach. Overall this staffing enhancement would better meet the emergency demand of the community as well as improve our retention of critical staff.

There will be a tax levy impact to this decision. This impact will effect property and business owners in the City. However, the return on this investment is a more responsive fire department that better meets the needs and demands of the community. It is expected we will improve our overall response time to emergencies, as well as have an improved response model that does not force apparatus delays to emergencies. This is a substantial improvement to our overall capacity and is an appropriate, expected, and professional return on this investment.

With Council allowed progress with this enhancement the fire department would plan to engage the City's communications team with handouts, a staffing enhancement page on our website, and newsletter material. It is vital to get this type of enhancement, its benefits and its consequences out into the public for review and feedback. In addition, the fire department would make it a priority to engage with civic organizations like the Rotary, Lions Club, and other community stakeholders about the staffing enhancement. On the IAP2 Spectrum of Public Participation fire administration believes this outreach would be an inform goal, with some level of consult as well. We will provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions. But, in addition, I believe to a certain degree there will be some consulting as we will be open and available to receive feedback on our staffing enhancement which will be beneficial for us to best determine if it is appropriate for our community.

It is important to have community involvement with this staffing enhancement as well. The fire department would look to have a community member be a part of our hiring process to assist in the type of people we hire onto our department. Once we get staffing levels to meet our day to day demands, I would love to explore additional positions for community engagement and positions that address high utilization of services. We have had discussions in the past about hiring and utilizing community health workers that focus on high utilizers and EMS call follow up in an effort to help stabilize some of the EMS demand.

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.

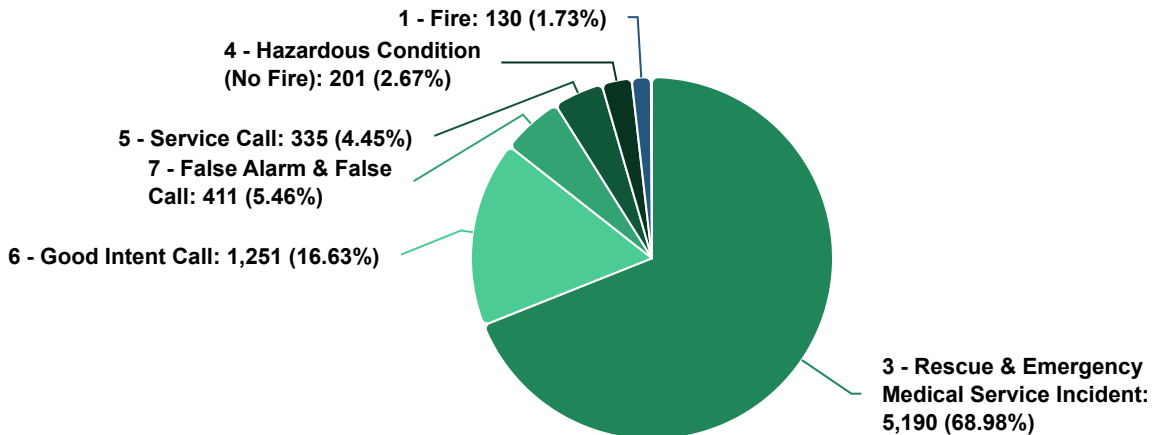
[Google Scholar](#) – Publicly available scholarly literature which may contain relevant data.

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

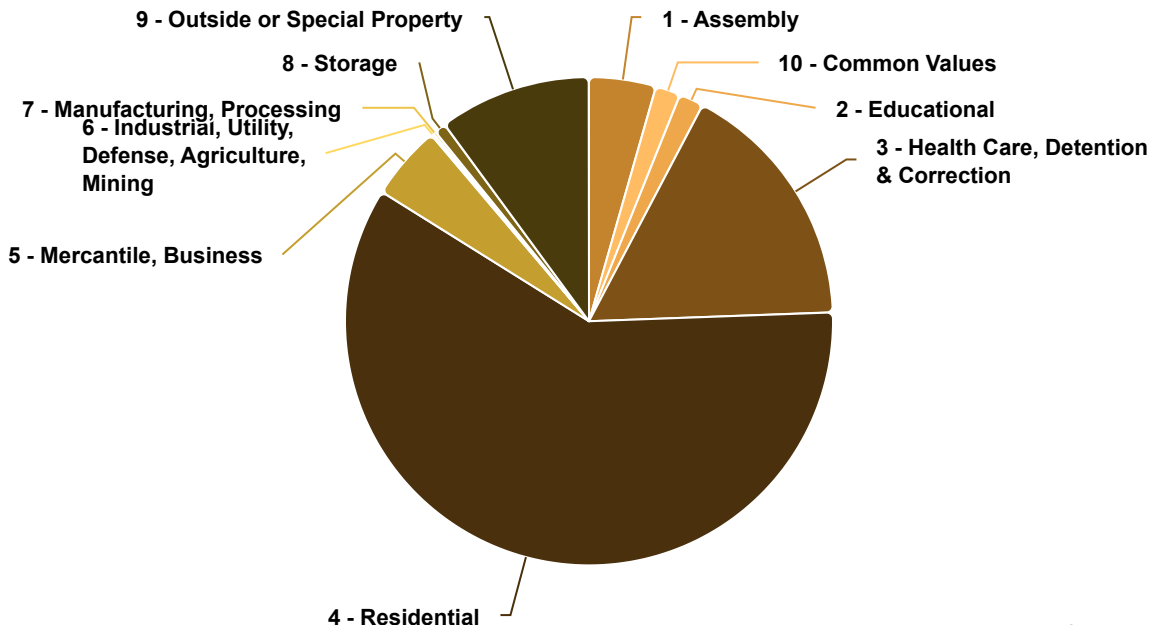
Incident Type Categories

Jan 01, 2024 to Dec 31, 2024



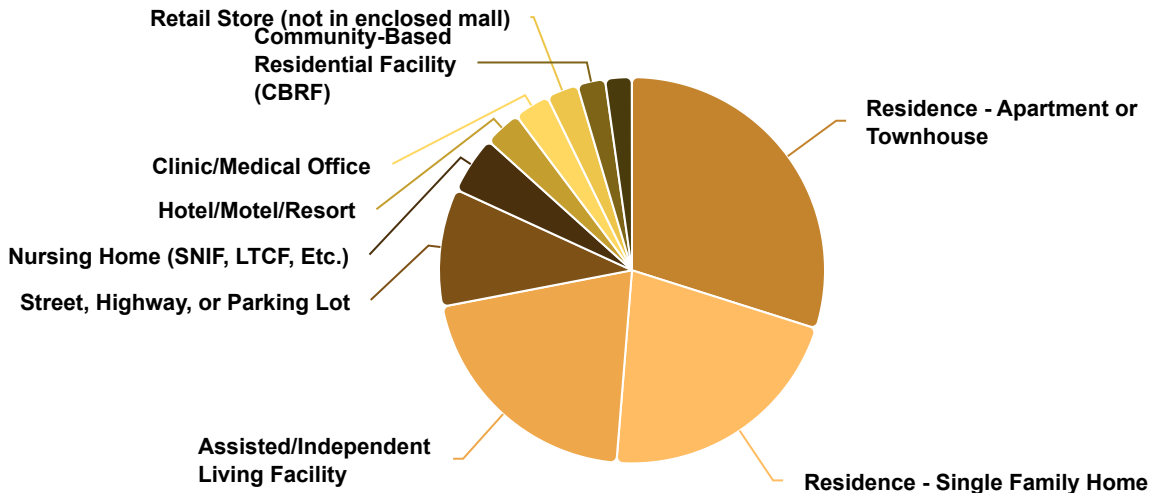
Incidents by Property Use Category

Jan 01, 2024 to Dec 31, 2024



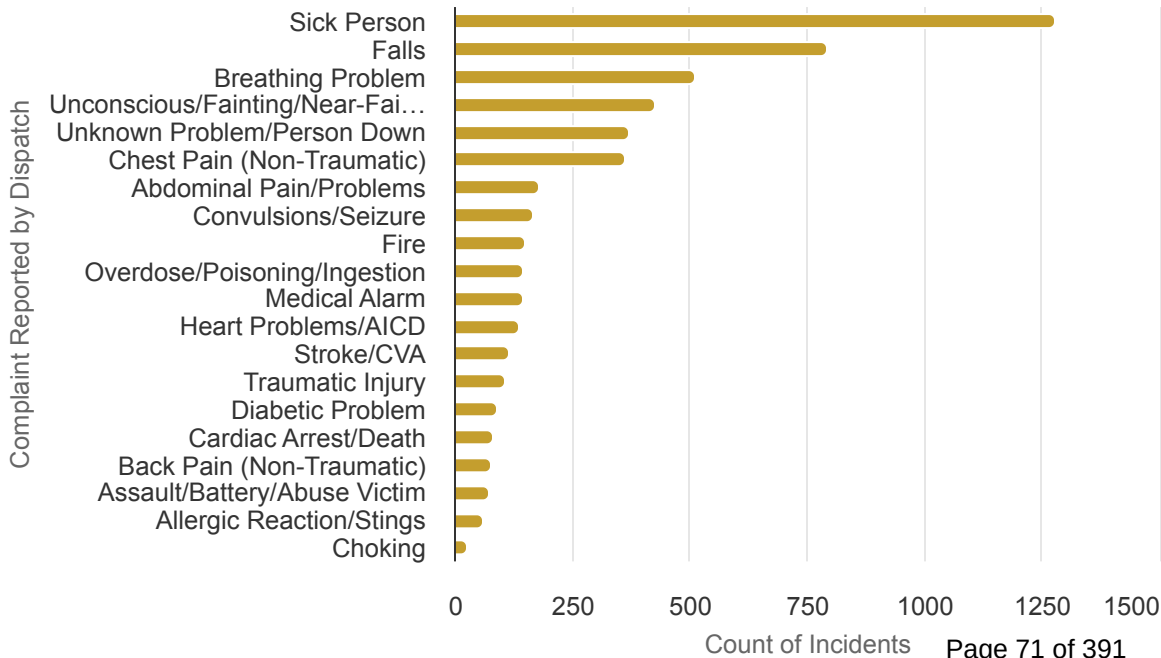
Incidents by Location Type (Top 10)

Jan 01, 2024 to Dec 31, 2024



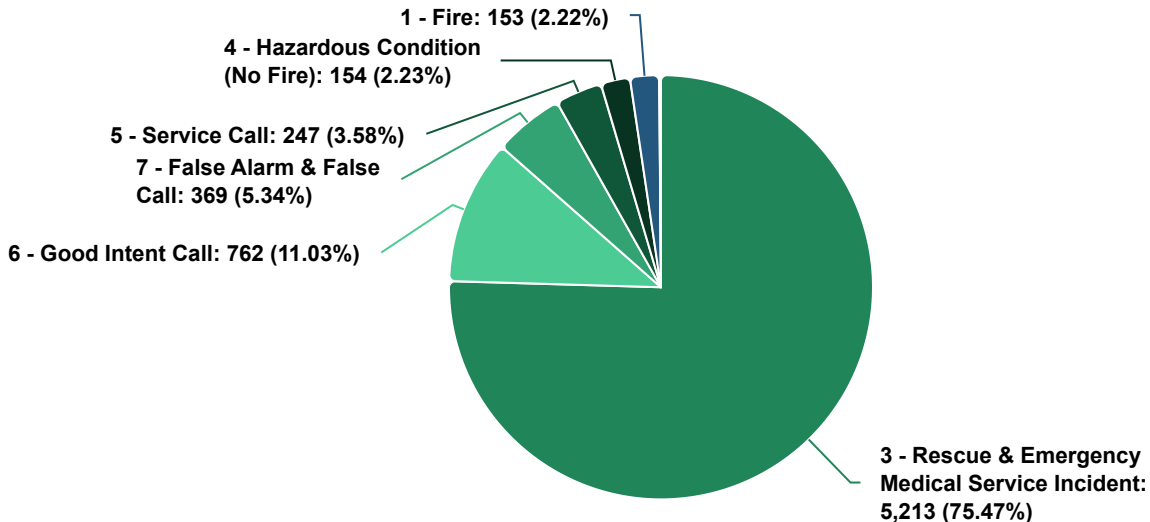
Incidents by Complaint Reported to Dispatch (Top 20)

Jan 01, 2024 12:00 AM to Dec 31, 2024 11:59 PM



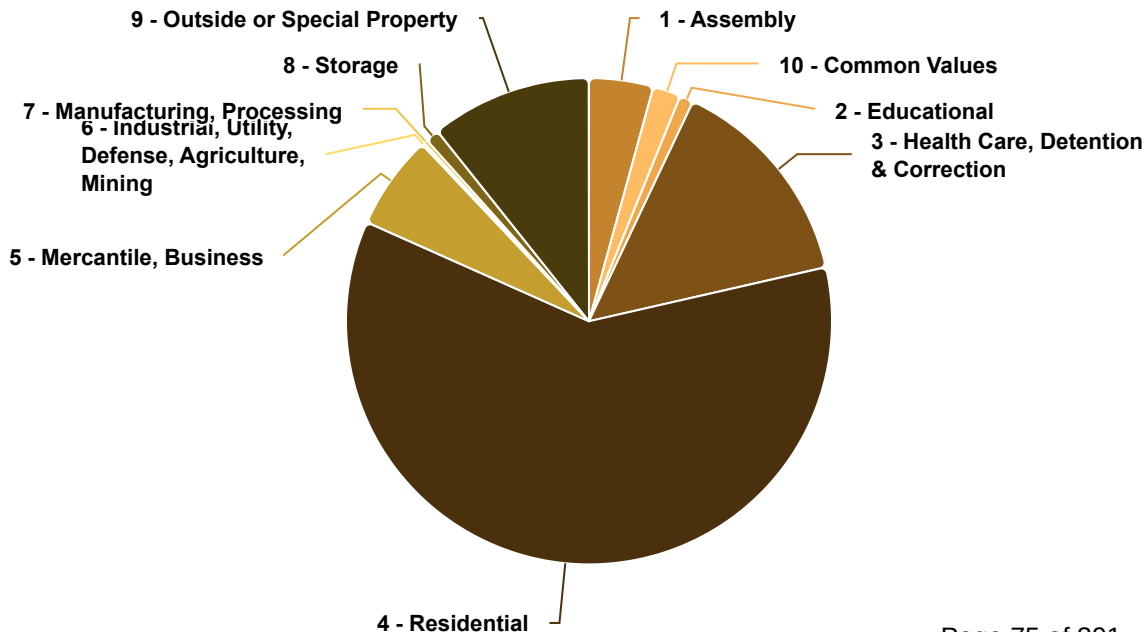
Incident Type Categories

Jan 01, 2023 to Dec 31, 2023



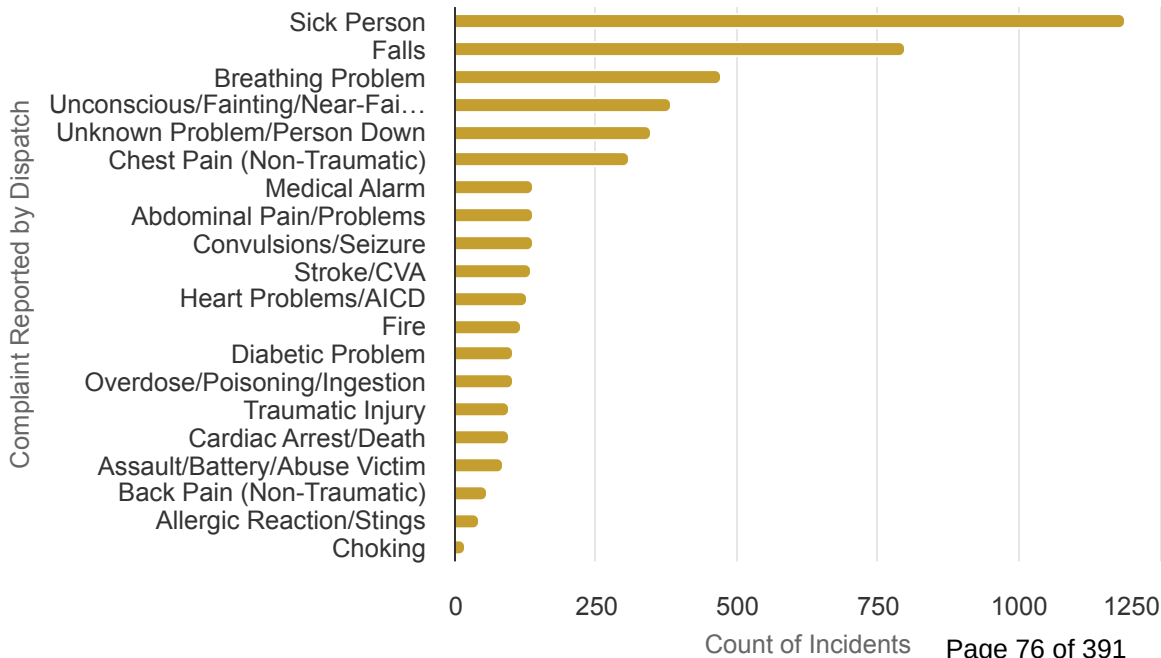
Incidents by Property Use Category

Jan 01, 2023 to Dec 31, 2023



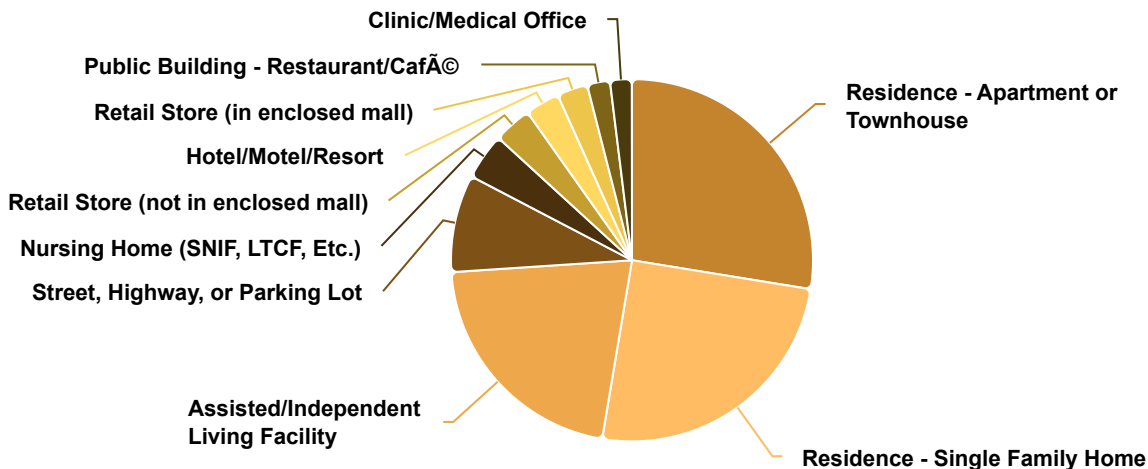
Incidents by Complaint Reported to Dispatch (Top 20)

Jan 01, 2023 12:00 AM to Dec 31, 2023 11:59 PM



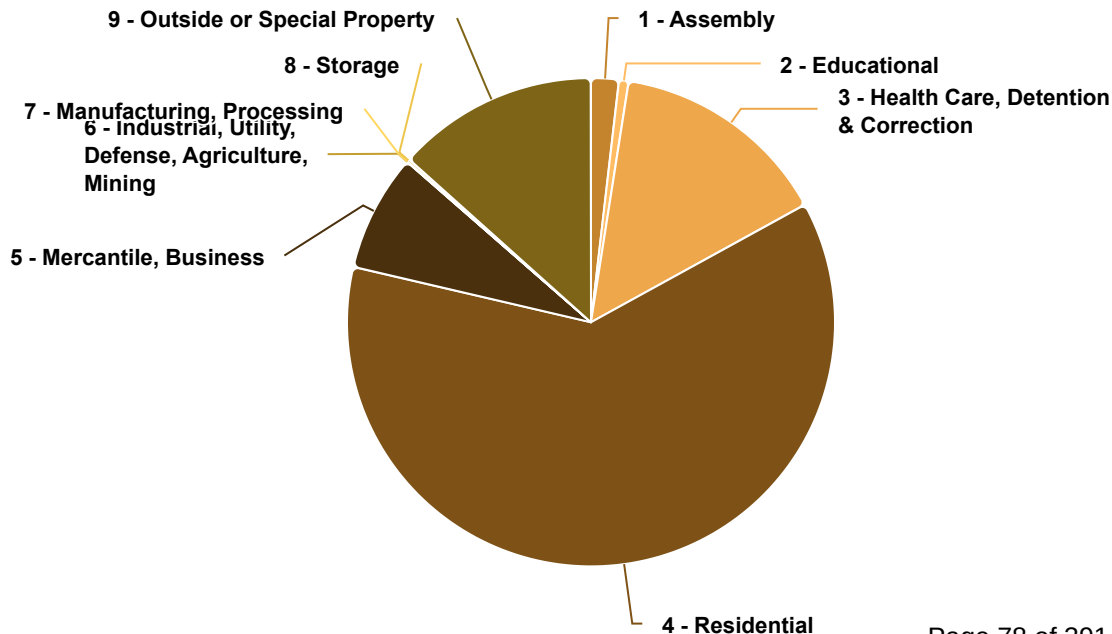
Incidents by Location Type (Top 10)

Jan 01, 2023 12:00 AM to Dec 31, 2023 11:59 PM



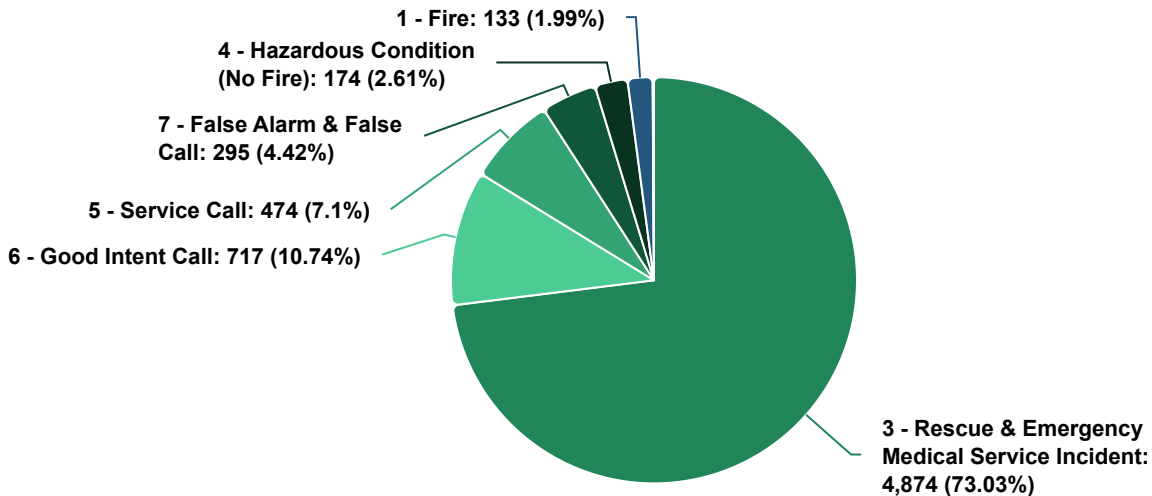
Incidents by Property Use Category

Jan 01, 2021 to Dec 31, 2021



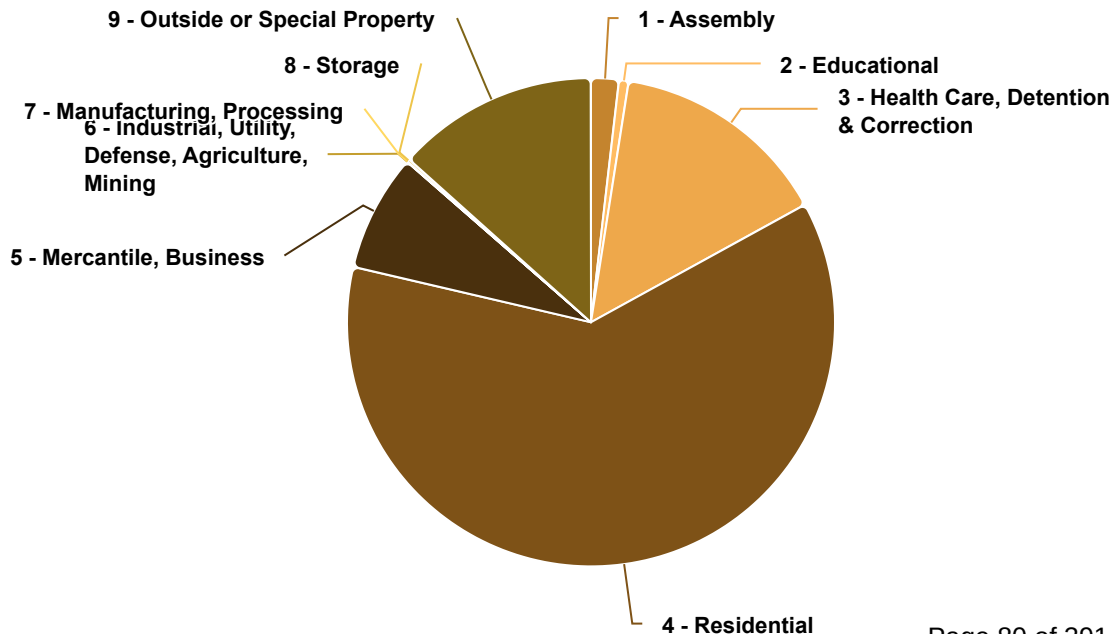
Incident Type Categories

Jan 01, 2022 to Dec 31, 2022



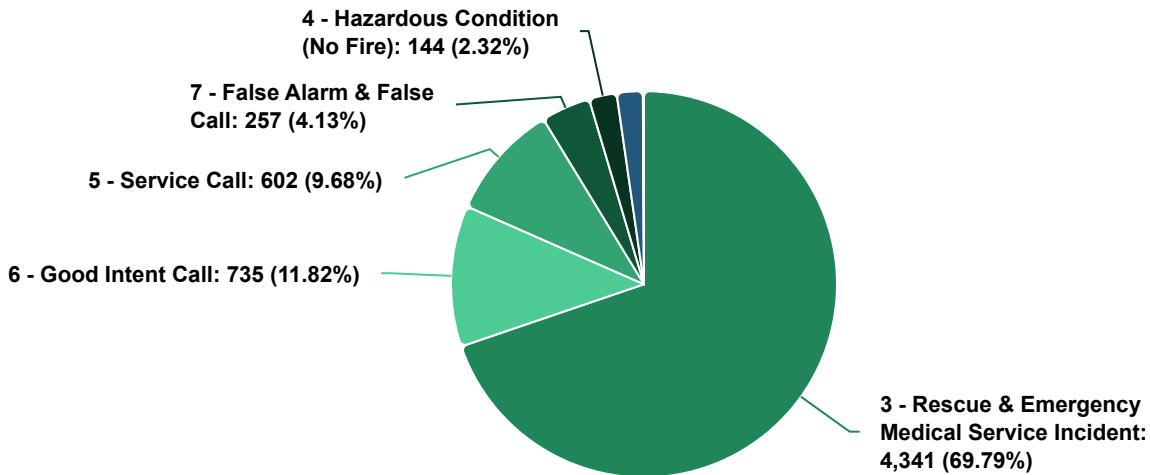
Incidents by Property Use Category

Jan 01, 2021 to Dec 31, 2021



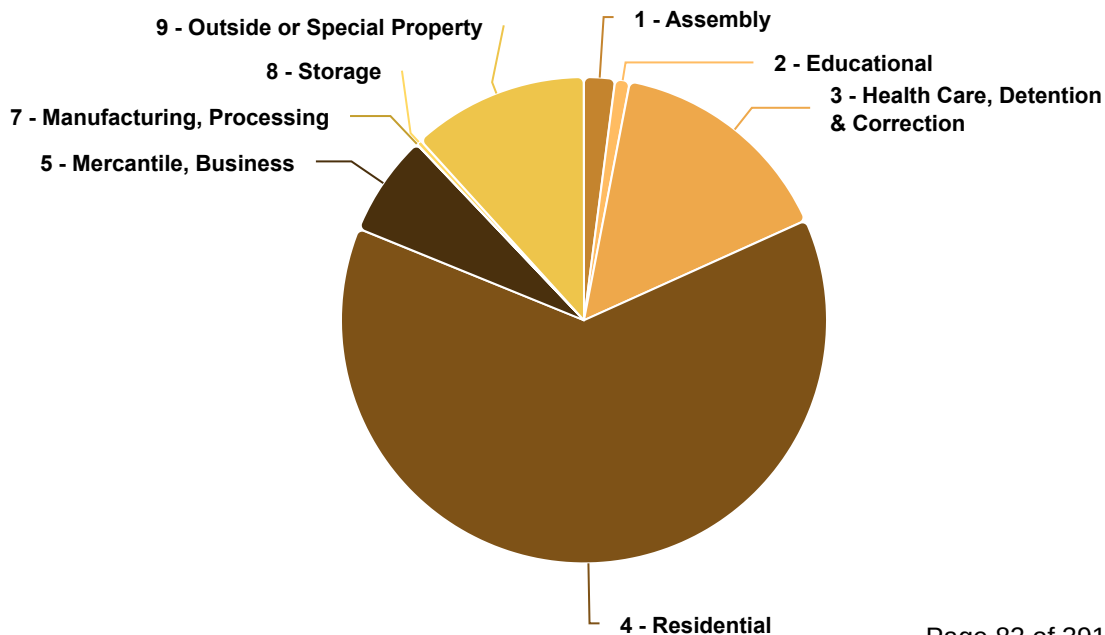
Incident Type Categories

Jan 01, 2021 to Dec 31, 2021



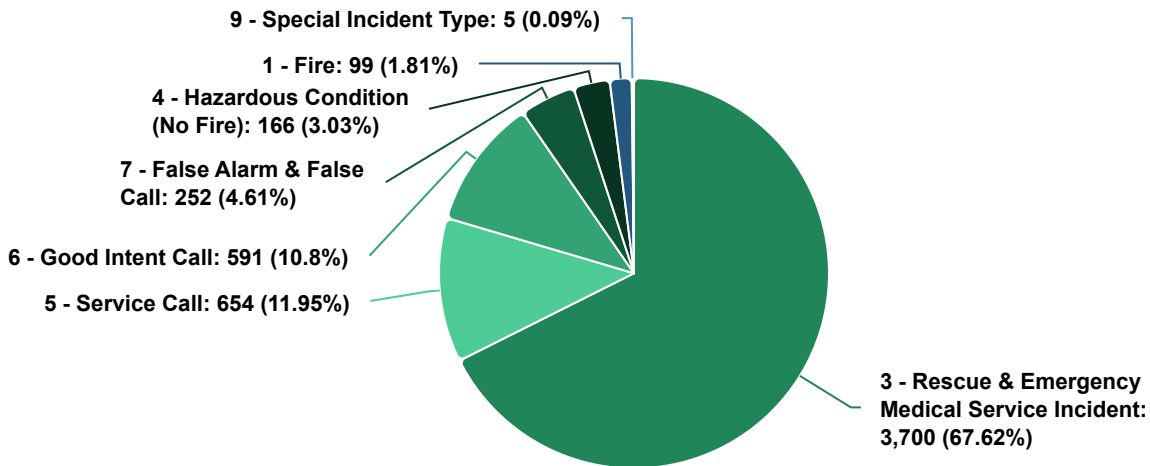
Incidents by Property Use Category

Jan 01, 2020 to Dec 31, 2020



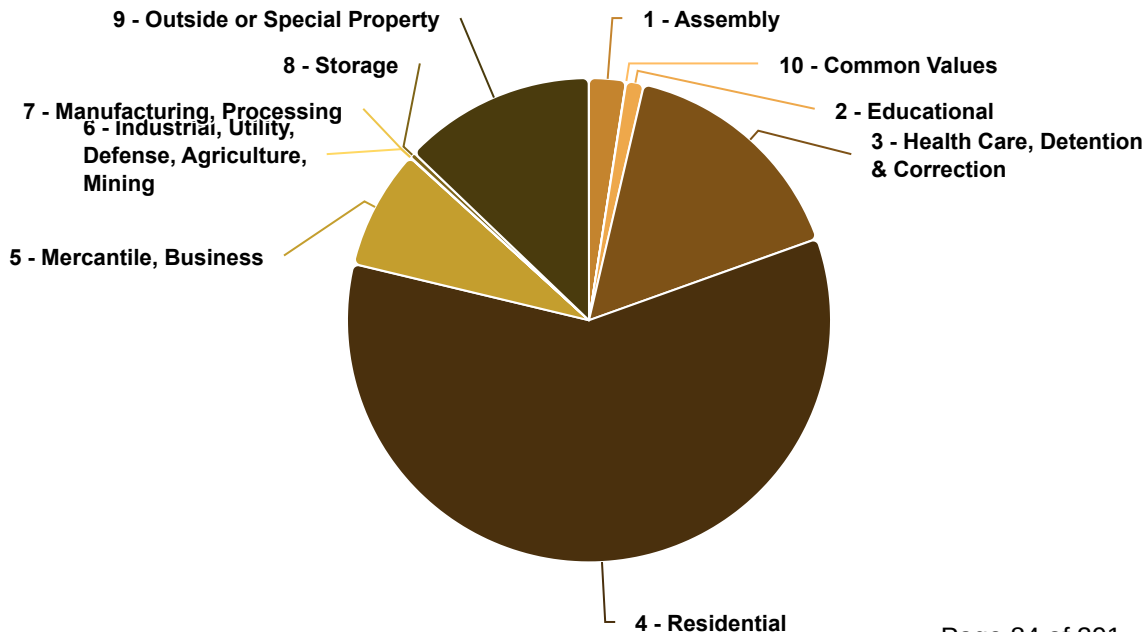
Incident Type Categories

Jan 01, 2020 to Dec 31, 2020



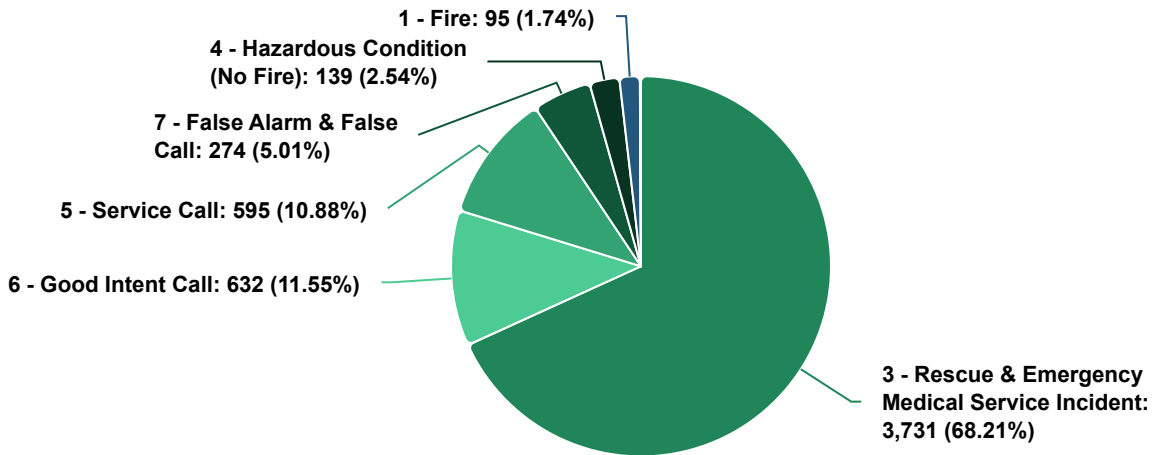
Incidents by Property Use Category

Jan 01, 2019 to Dec 31, 2019



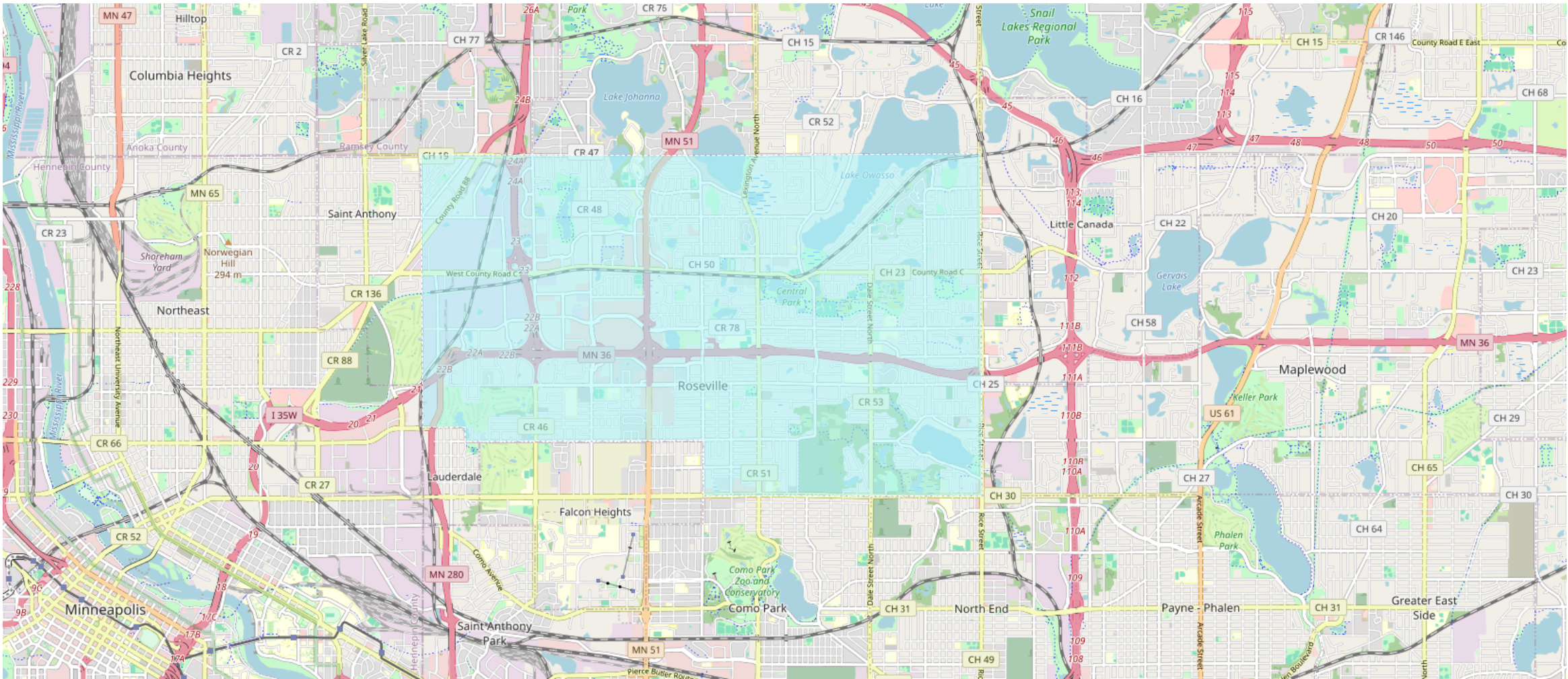
Incident Type Categories

Jan 01, 2019 to Dec 31, 2019



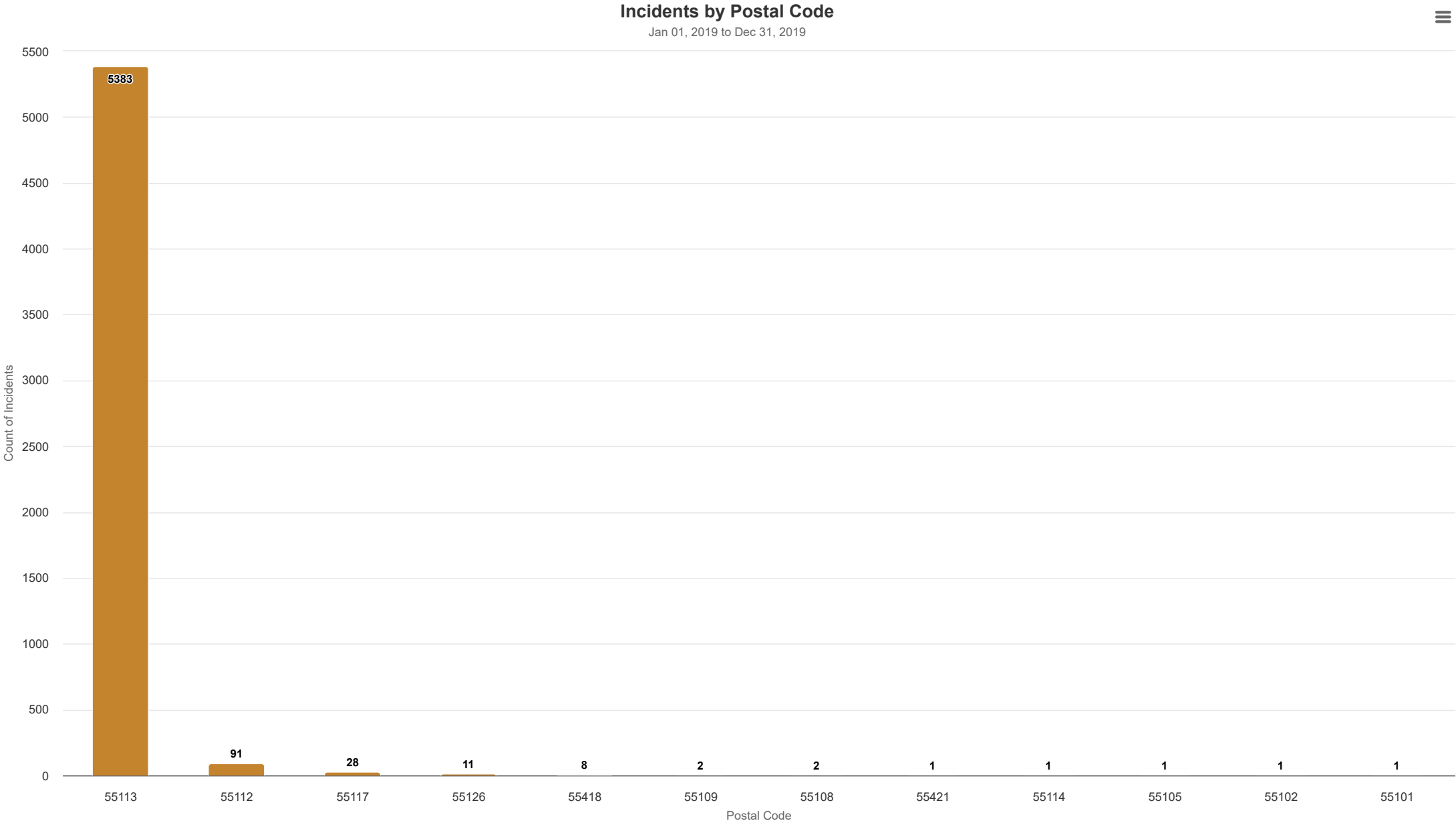
Scene Locations of Fire Incidents

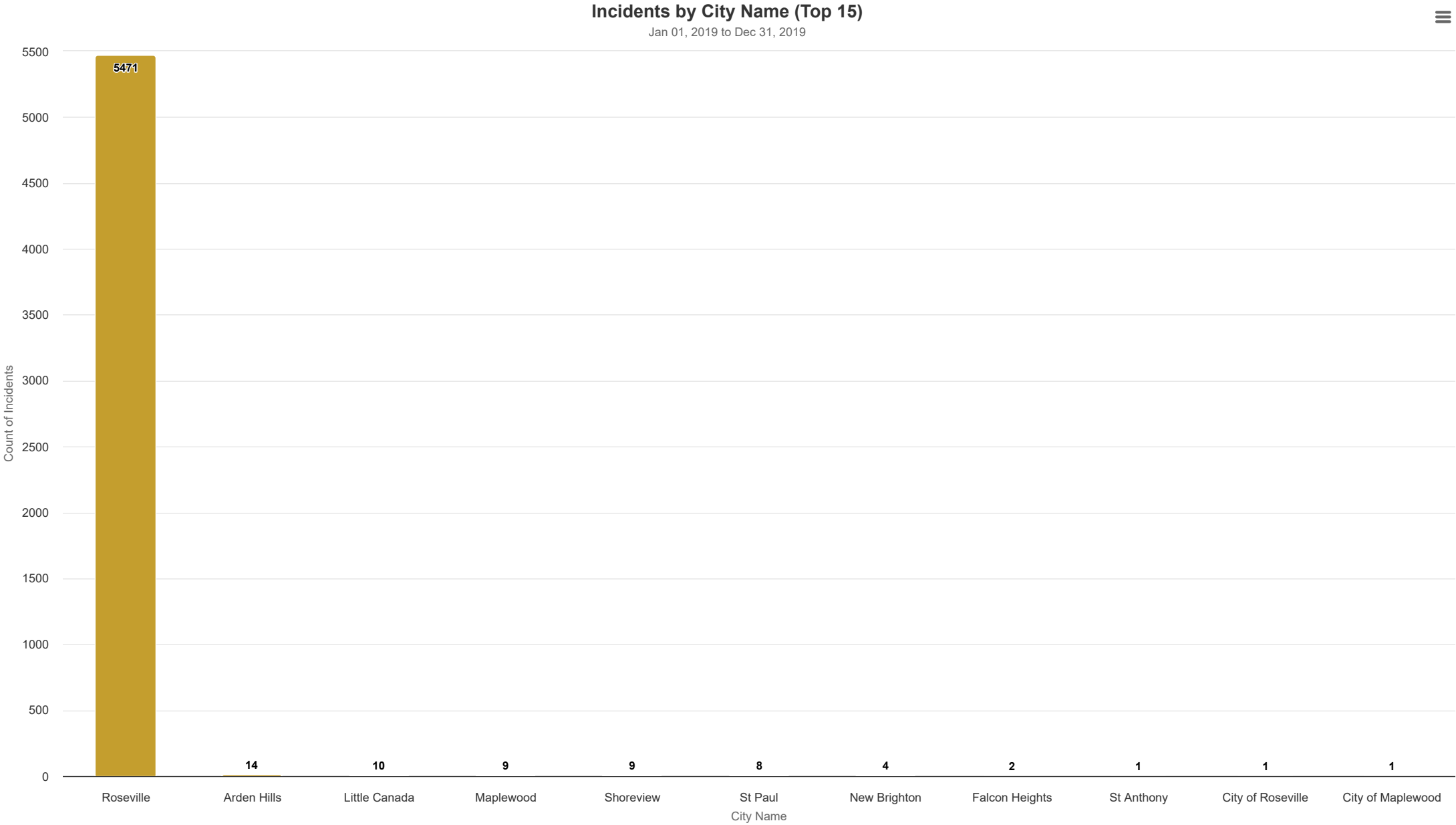
Jan 01, 2019 to Dec 31, 2019

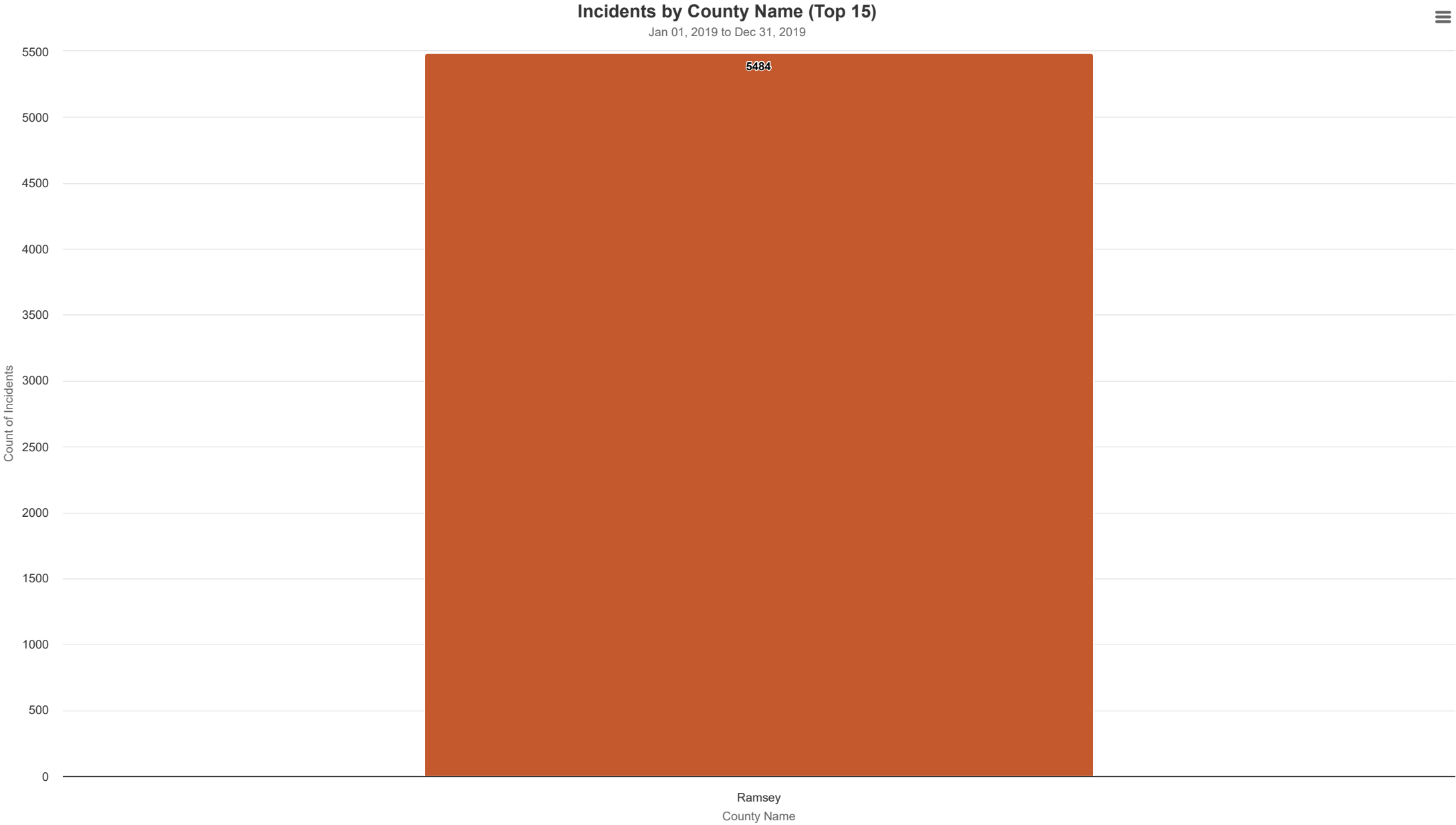


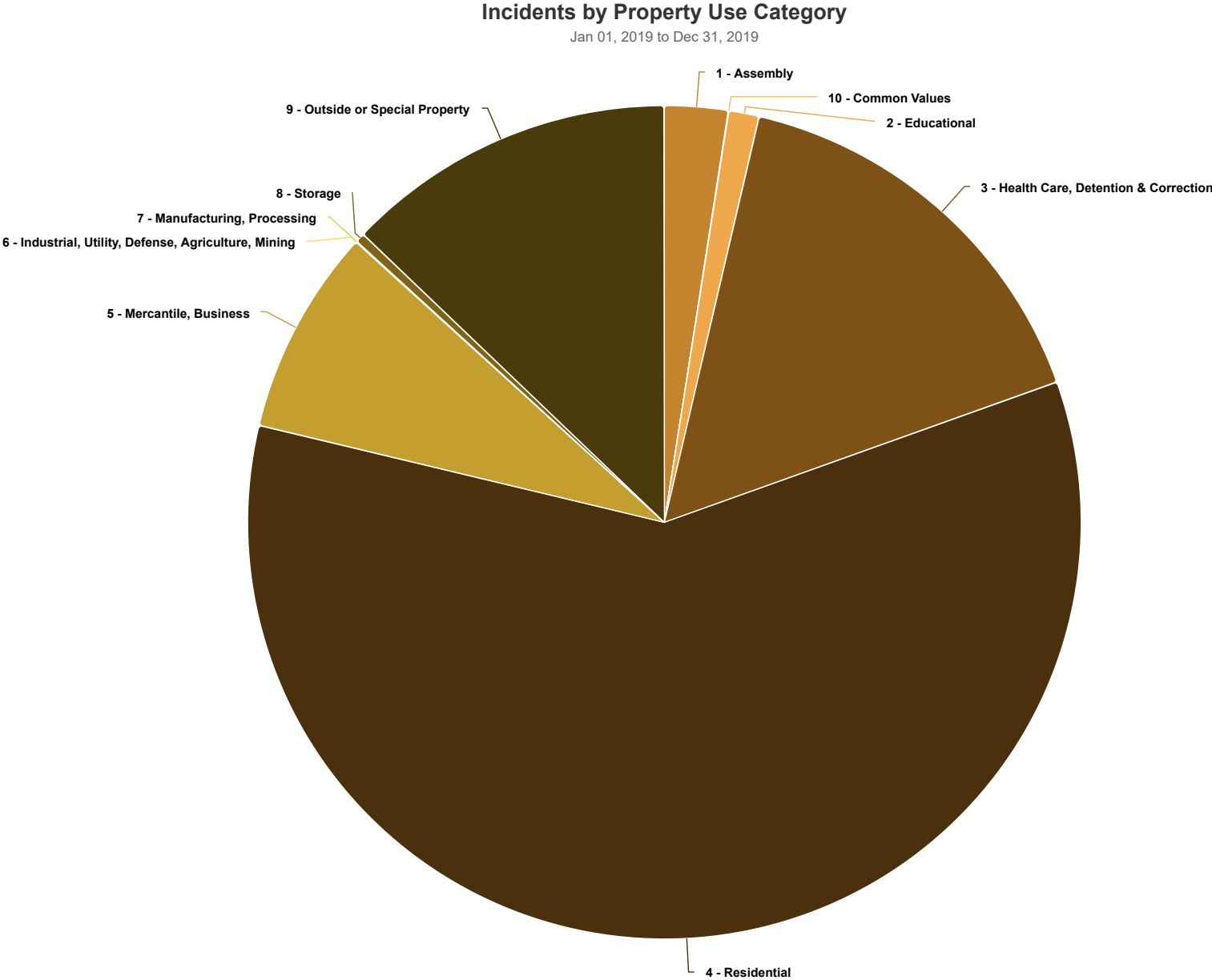
Map Layer:

City of Roseville Boundaries : Boundaries for the City of Roseville









Incidents by Response Mode To Scene

Jan 01, 2019 to Dec 31, 2019



There are no results to display

Values

Incidents by District/Zone

Jan 01, 2019 to Dec 31, 2019



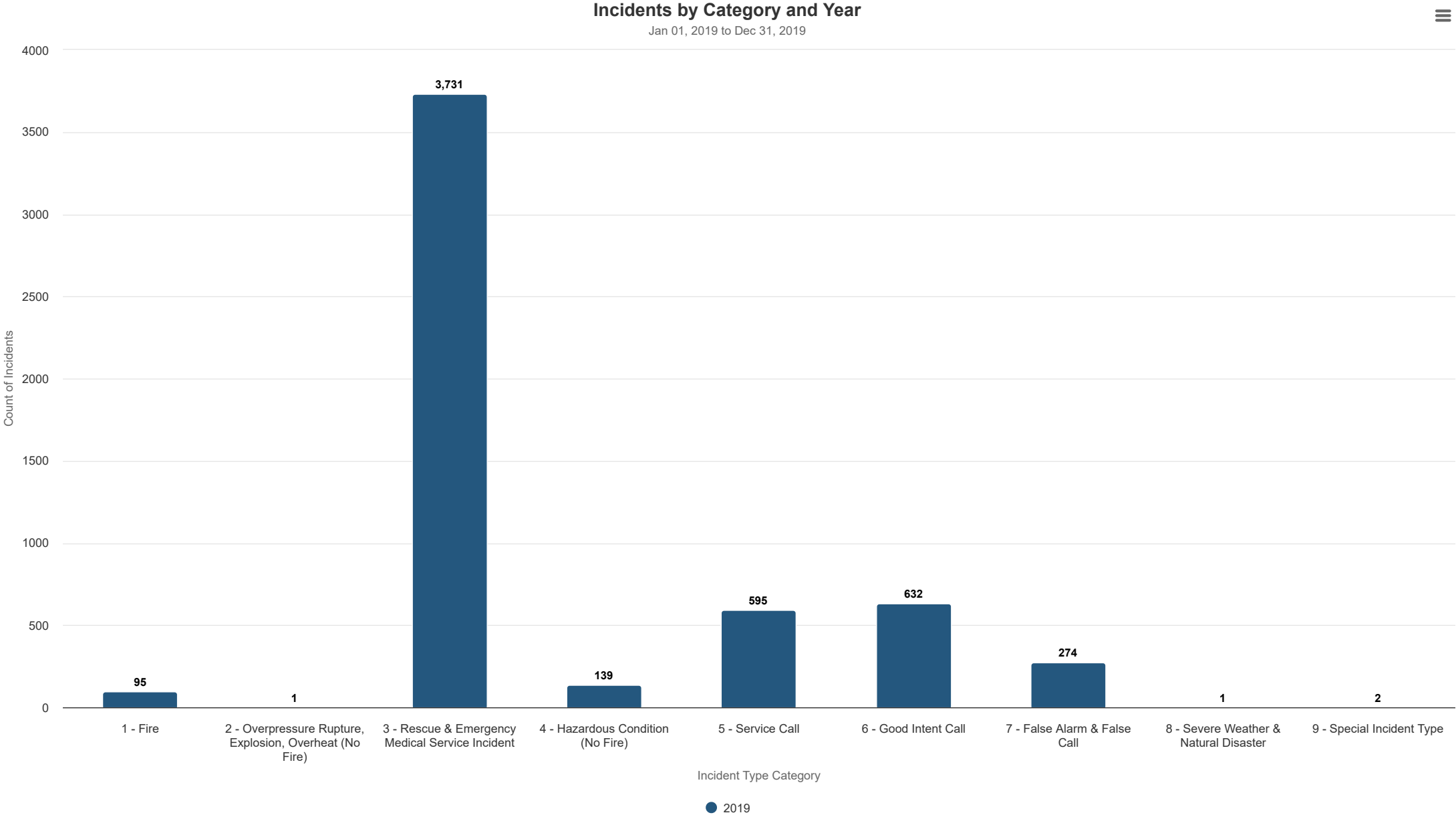
There are no results to display

Values

Incidents by District/Zone

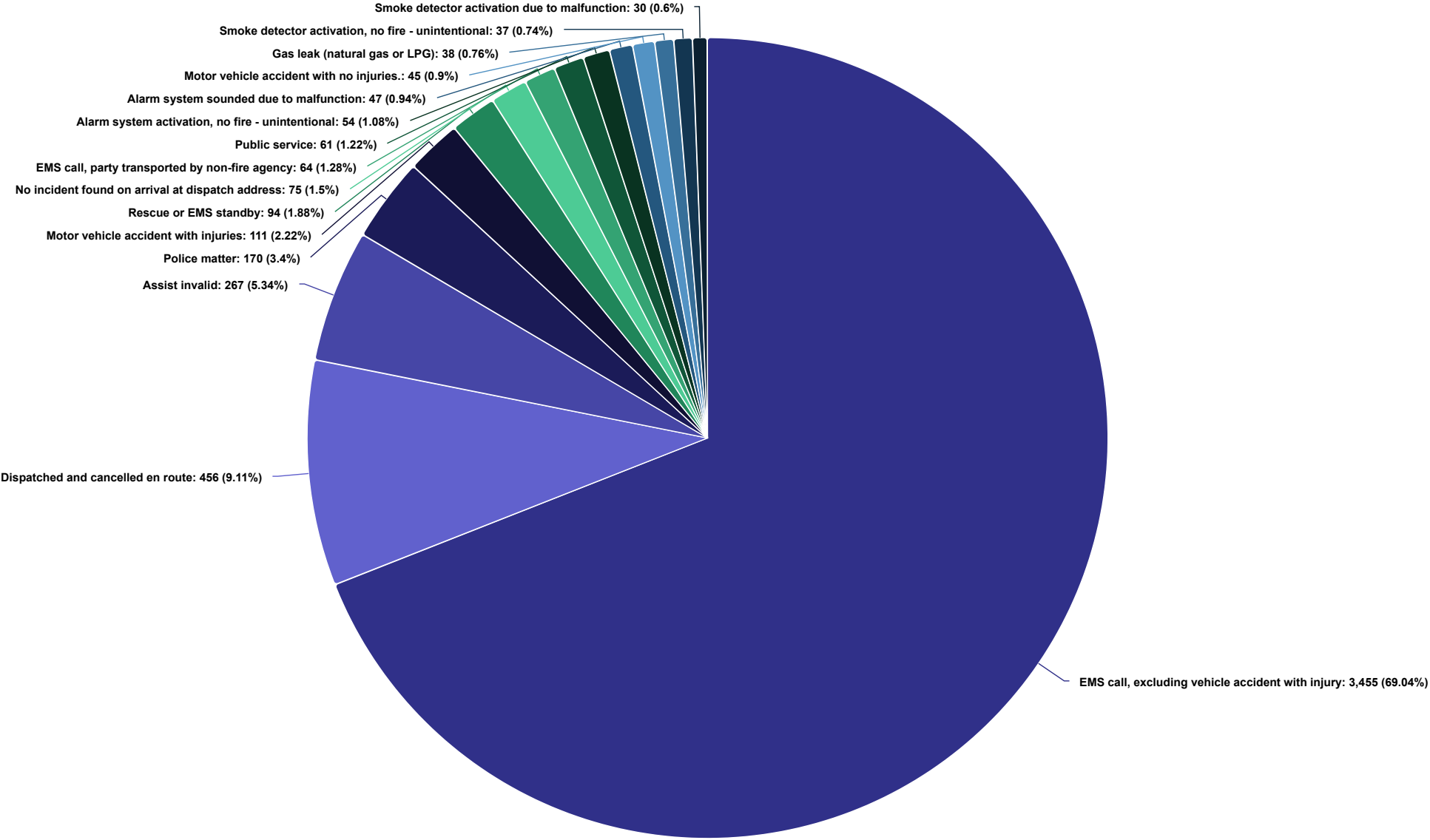
Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

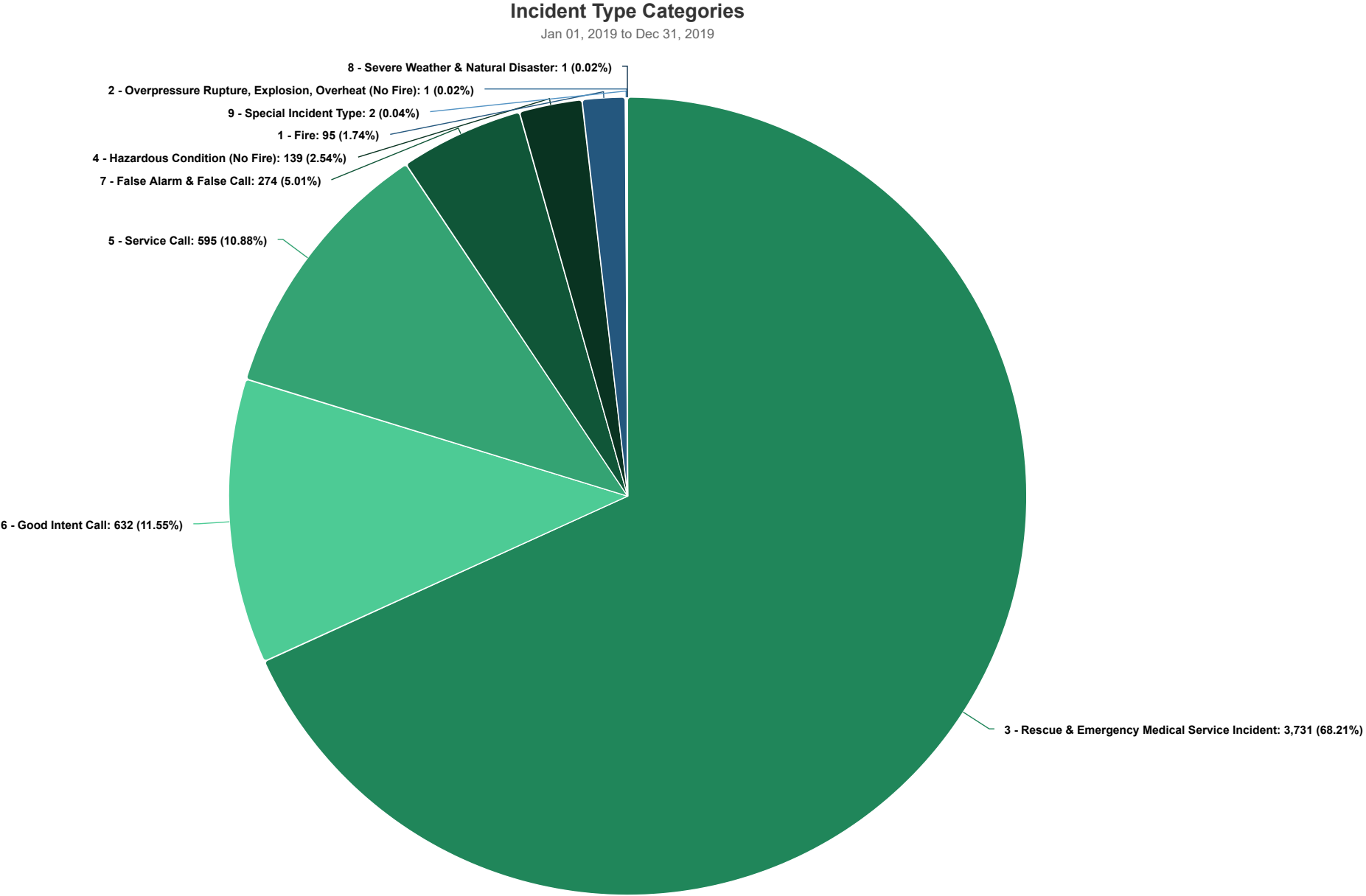
District/Zone	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
Zone 1	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	128	7.00%	-100.00%
Zone 2	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	507	26.00%	-100.00%
Zone 3	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	612	32.00%	-100.00%
Zone 4	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	370	19.00%	-100.00%
Zone 5	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	310	16.00%	-100.00%
Grand Total	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	1,927	100.00%	-100.00%



Incident Types (Top 15)

Jan 01, 2019 to Dec 31, 2019

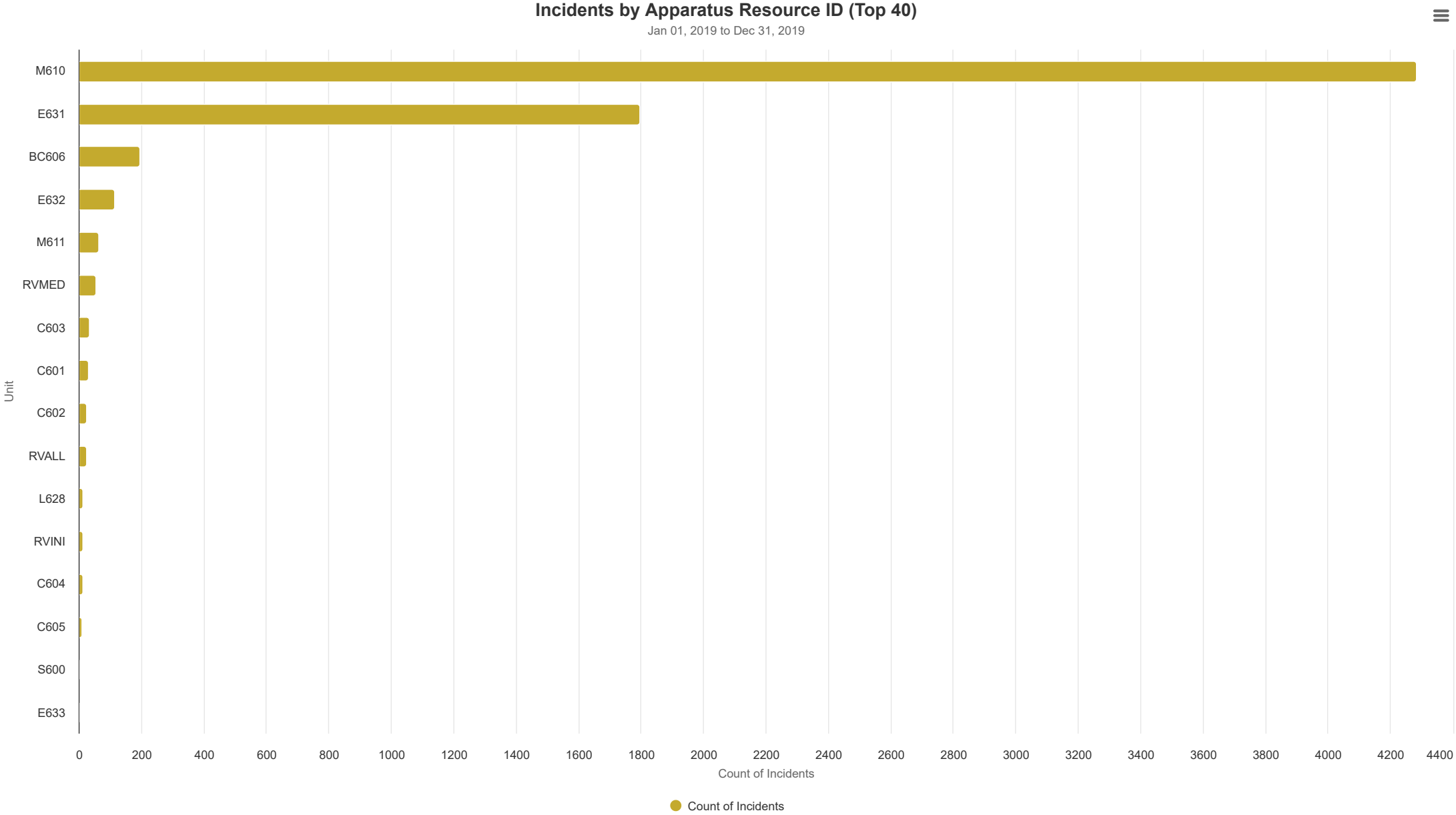


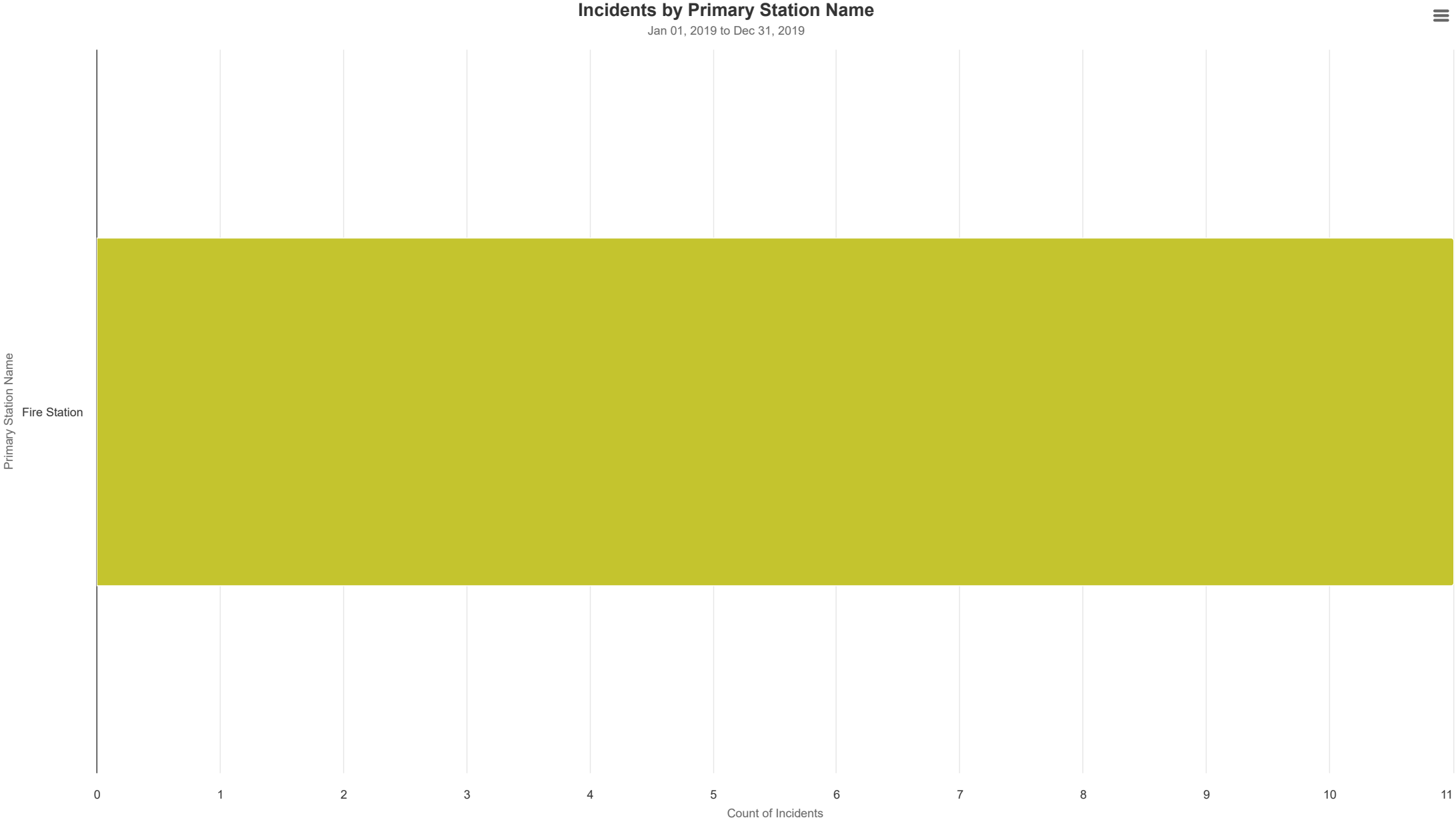


Incidents by Category and Month

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

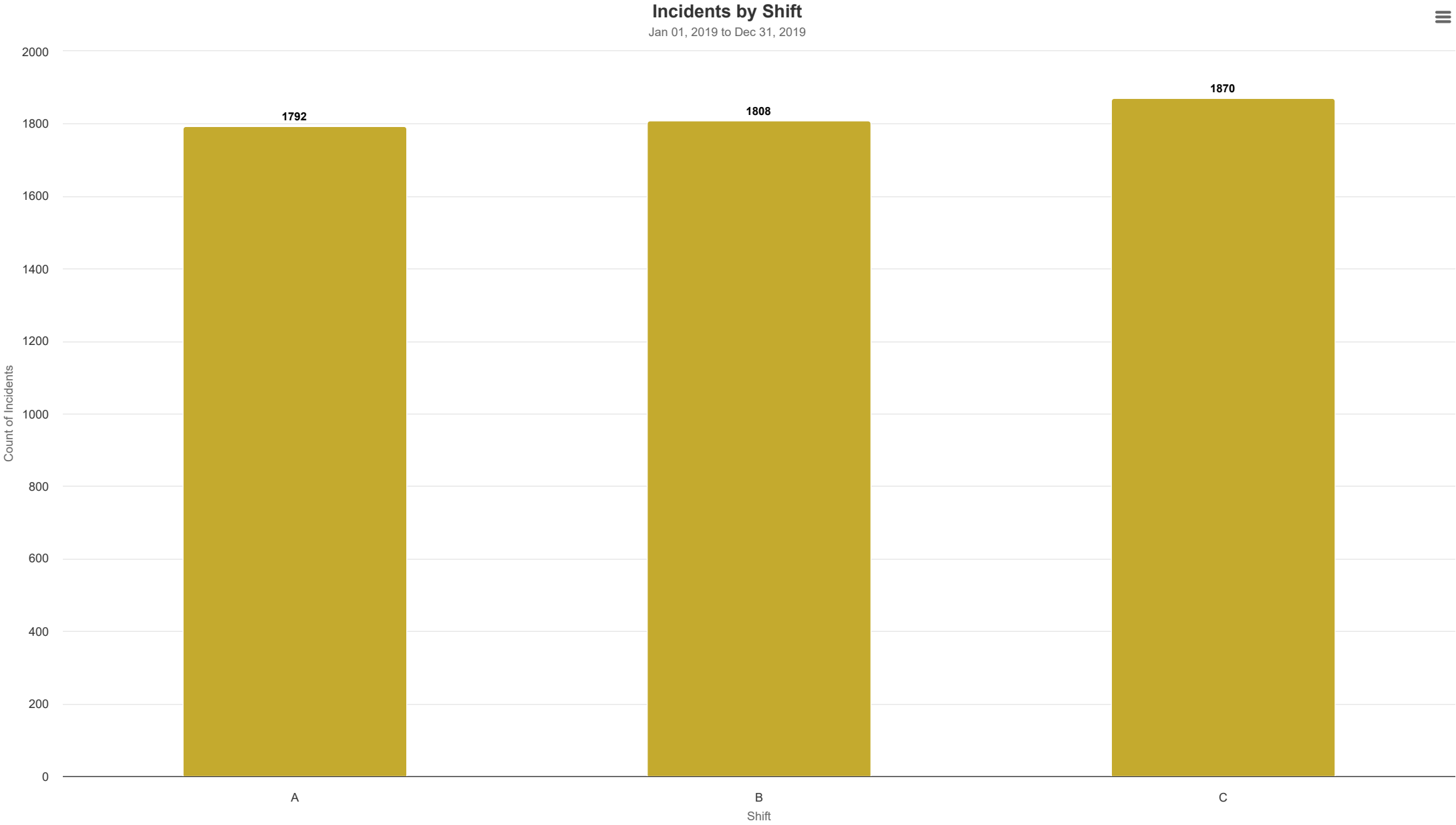
Incident Type Category	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	5	6	6	11	4	14	9	11	4	11	6	8	95	2.00%	73	1.00%	30.14%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	1	1	0.00%	3	0.00%	-66.67%
3 - Rescue & Emergency Medical Service Incident	326	282	329	278	320	348	292	300	308	290	327	331	3,731	68.00%	3,566	72.00%	4.63%
4 - Hazardous Condition (No Fire)	6	5	8	16	17	11	26	9	9	15	6	11	139	3.00%	142	3.00%	-2.11%
5 - Service Call	47	40	45	40	64	41	64	50	55	50	49	50	595	11.00%	413	8.00%	44.07%
6 - Good Intent Call	56	44	49	41	48	51	66	59	48	61	60	49	632	12.00%	476	10.00%	32.77%
7 - False Alarm & False Call	31	29	19	15	18	24	27	26	28	21	14	22	274	5.00%	288	6.00%	-4.86%
8 - Severe Weather & Natural Disaster	0	0	0	0	0	0	0	1	0	0	0	0	1	0.00%	0	0.00%	N/A
9 - Special Incident Type	0	0	0	0	0	1	0	0	1	0	0	0	2	0.00%	4	0.00%	-50.00%
Grand Total	471	406	456	401	471	490	484	456	453	448	462	472	5,470	100.00%	4,965	100.00%	10.17%

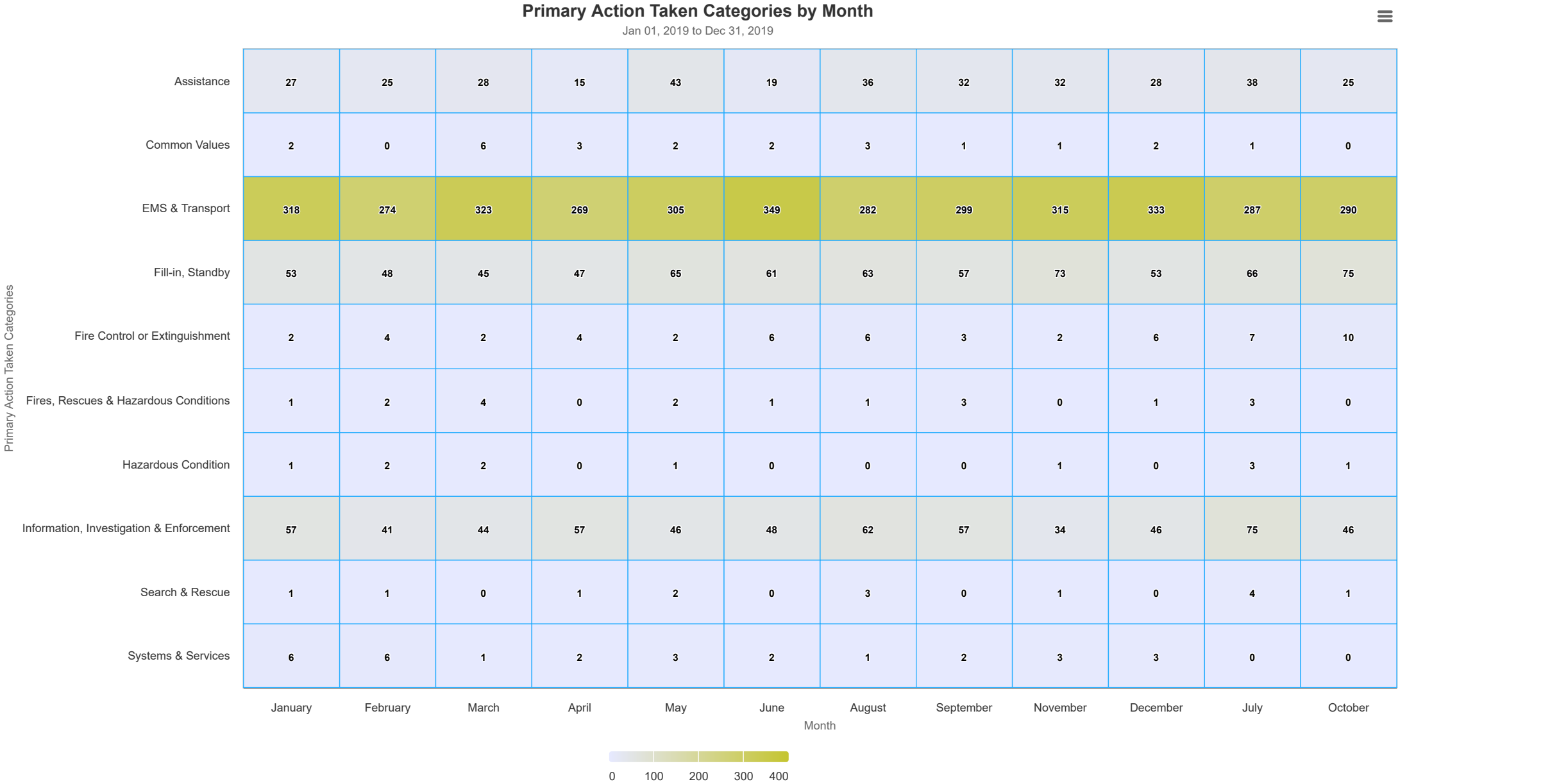


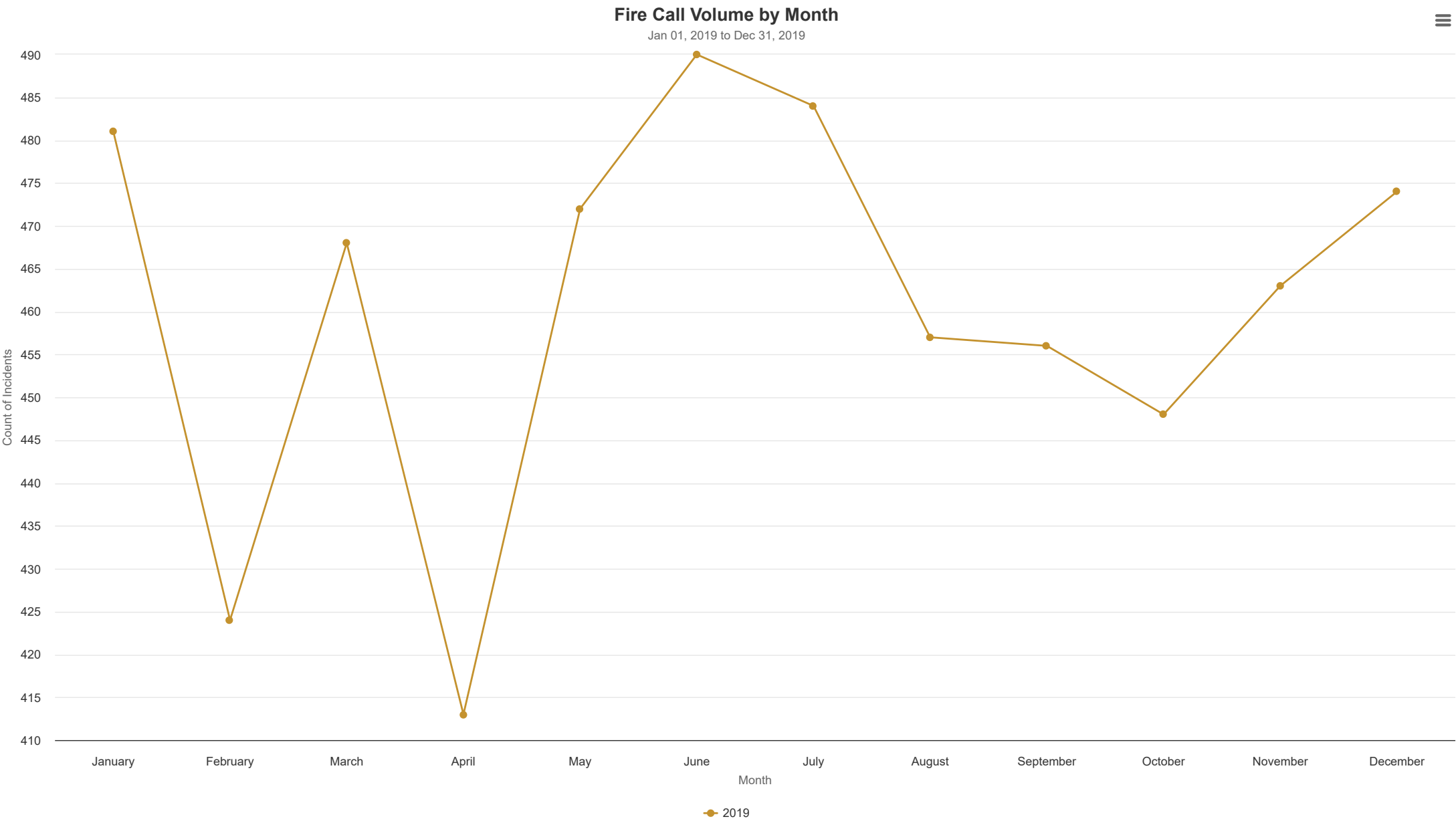


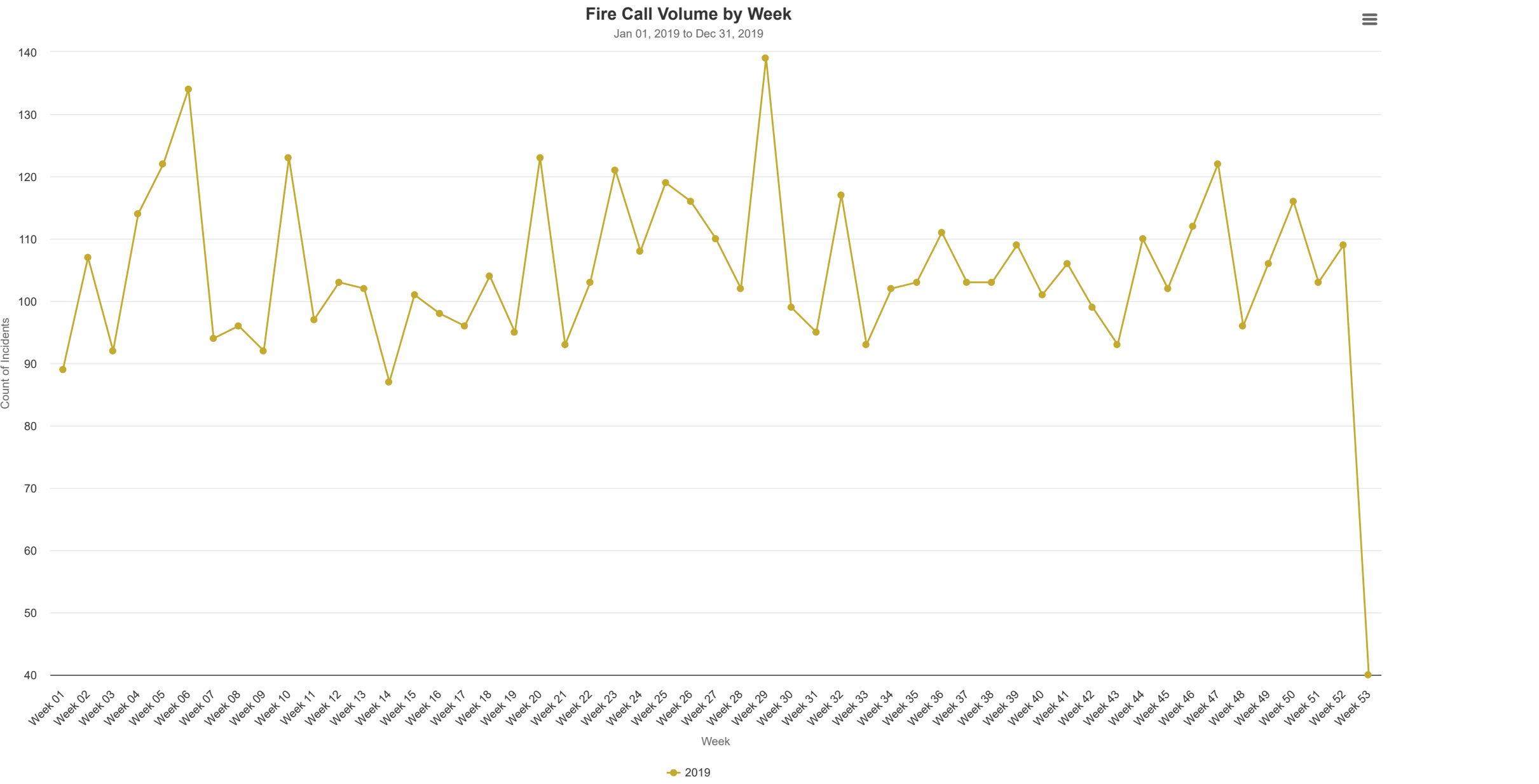


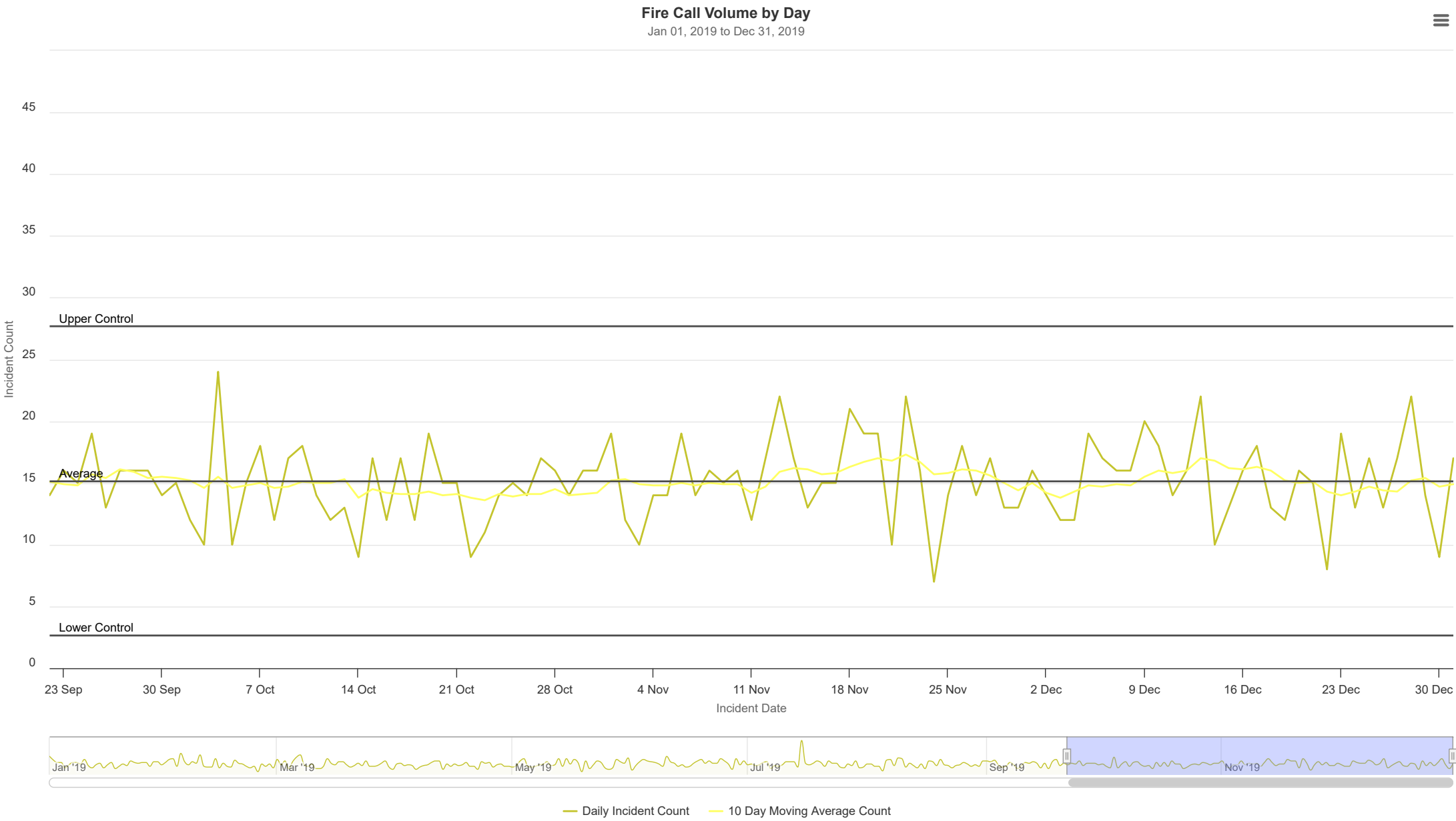
There are no results to display











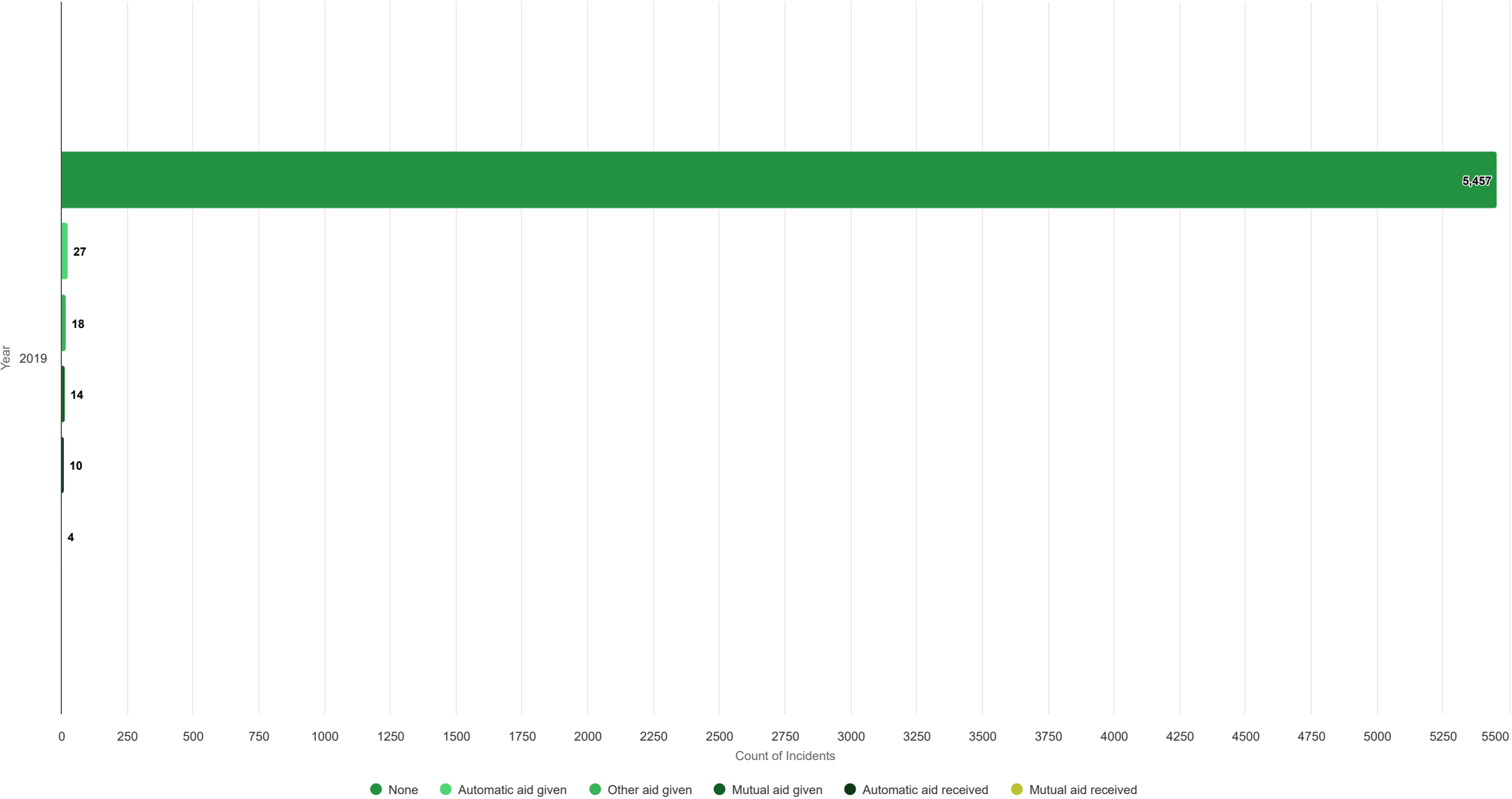
Aid Given and Received Summary

Jan 01, 2019 to Dec 31, 2019

Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Lake Johanna Fire Department	17	65.38%	0	0.00%	2	18.18%	0	0.00%
Little Canada Fire Department	4	15.38%	0	0.00%	3	27.27%	0	0.00%
Maplewood FD	3	11.54%	0	0.00%	3	27.27%	0	0.00%
New Brighton Fire	2	7.69%	0	0.00%	1	9.09%	0	0.00%
SPFD	0	0.00%	0	0.00%	1	9.09%	0	0.00%
St. Anthony Fire	0	0.00%	0	0.00%	1	9.09%	0	0.00%
Overall	26	100.00%	0	0.00%	11	100.00%	0	0.00%

Aid Given and Received by Year

Jan 01, 2019 to Dec 31, 2019



Mutual Aid Given by Incident Type Category

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

Incident Type Category	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	0	0	0	1	0	1	1	0	0	0	0	2	5	36.00%	2	29.00%	150.00%
3 - Rescue & Emergency Medical Service Incident	0	0	0	0	0	0	0	0	1	0	0	0	1	7.00%	2	29.00%	-50.00%
4 - Hazardous Condition (No Fire)	0	0	0	0	0	0	0	0	0	0	1	0	1	7.00%	1	14.00%	0.00%
6 - Good Intent Call	1	1	0	0	1	0	0	3	0	0	1	0	7	50.00%	1	14.00%	600.00%
7 - False Alarm & False Call	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	14.00%	-100.00%
Grand Total	1	1	0	1	1	1	1	3	1	0	2	2	14	100.00%	7	100.00%	100.00%

Automatic Aid Given by Incident Type Category

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM



Incident Type Category	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	1	0	0	2	0	4	1	0	0	3	0	0	11	41.00%	7	54.00%	57.14%
3 - Rescue & Emergency Medical Service Incident	0	1	0	0	1	1	0	0	1	0	1	1	6	22.00%	3	23.00%	100.00%
4 - Hazardous Condition (No Fire)	0	0	0	0	0	0	0	1	0	0	0	0	1	4.00%	0	0.00%	N/A
6 - Good Intent Call	0	0	1	1	0	0	2	1	0	1	1	1	8	30.00%	3	23.00%	166.67%
7 - False Alarm & False Call	1	0	0	0	0	0	0	0	0	0	0	0	1	4.00%	0	0.00%	N/A
Grand Total	2	1	1	3	1	5	3	2	1	4	2	2	27	100.00%	13	100.00%	1.08%

Mutual Aid Received by Incident Type Category

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

Incident Type Category	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	0	0	0	0	0	1	0	0	0	0	0	0	1	25.00%	2	20.00%	-50.00%
3 - Rescue & Emergency Medical Service Incident	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	3	30.00%	-100.00%
6 - Good Intent Call	1	0	0	0	0	0	0	0	0	0	2	0	3	75.00%	4	40.00%	-25.00%
7 - False Alarm & False Call	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	10.00%	-100.00%
Grand Total	1	0	0	0	0	1	0	0	0	0	2	0	4	100.00%	10	100.00%	-60.00%

Automatic Aid Received by Incident Type Category

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

Incident Type Category	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	0	1	0	3	1	0	0	0	0	0	1	2	8	80.00%	8	67.00%	0.00%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	8.00%	-100.00%
3 - Rescue & Emergency Medical Service Incident	0	0	0	0	0	0	0	0	1	0	1	0	2	20.00%	2	17.00%	0.00%
7 - False Alarm & False Call	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	8.00%	-100.00%
Grand Total	0	1	0	3	1	0	0	0	1	0	2	2	10	100.00%	12	100.00%	-16.67%

Mutual Aid Given by Fire Department Given Aid

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM



Fire Department	FDID	2019												2019		2018		YTD % Change
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
		1	0	0	0	0	1	0	1	0	0	0	0	3	21.00%	5	71.00%	-40.00%
Lake Johanna Fire Department	62113	0	0	0	0	1	0	0	1	0	0	0	0	2	14.00%	2	29.00%	0.00%
Little Canada Fire Department	62103	0	0	0	0	0	0	0	1	0	0	1	1	3	21.00%	0	0.00%	N/A
Maplewood FD	62118	0	0	0	1	0	0	0	0	1	0	1	0	3	21.00%	0	0.00%	N/A
New Brighton Fire	62107	0	0	0	0	0	0	0	0	0	0	0	1	1	7.00%	0	0.00%	N/A
SPFD	62210	0	1	0	0	0	0	0	0	0	0	0	0	1	7.00%	0	0.00%	N/A
St. Anthony Fire	27327	0	0	0	0	0	0	1	0	0	0	0	0	1	7.00%	0	0.00%	N/A
Grand Total		1	1	0	1	1	1	1	3	1	0	2	2	14	100.00%	7	100.00%	100.00%

Automatic Aid Given by Fire Department Given Aid

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

Fire Department	FDID	2019												2019		2018		YTD % Change
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
		0	0	0	0	0	0	1	0	0	0	0	0	1	4.00%	6	46.00%	-83.33%
Lake Johanna Fire Department	62113	2	1	0	3	0	3	0	1	1	3	2	1	17	63.00%	6	46.00%	183.33%
Little Canada Fire Department	62103	0	0	1	0	0	1	1	1	0	0	0	0	4	15.00%	0	0.00%	N/A
Maplewood FD	62118	0	0	0	0	1	1	0	0	0	0	0	1	3	11.00%	0	0.00%	N/A
New Brighton Fire	62107	0	0	0	0	0	0	1	0	0	1	0	0	2	7.00%	0	0.00%	N/A
SPFD	62210	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	8.00%	-100.00%
Grand Total		2	1	1	3	1	5	3	2	1	4	2	2	27	100.00%	13	100.00%	1.08%

Mutual Aid Received by Fire Department

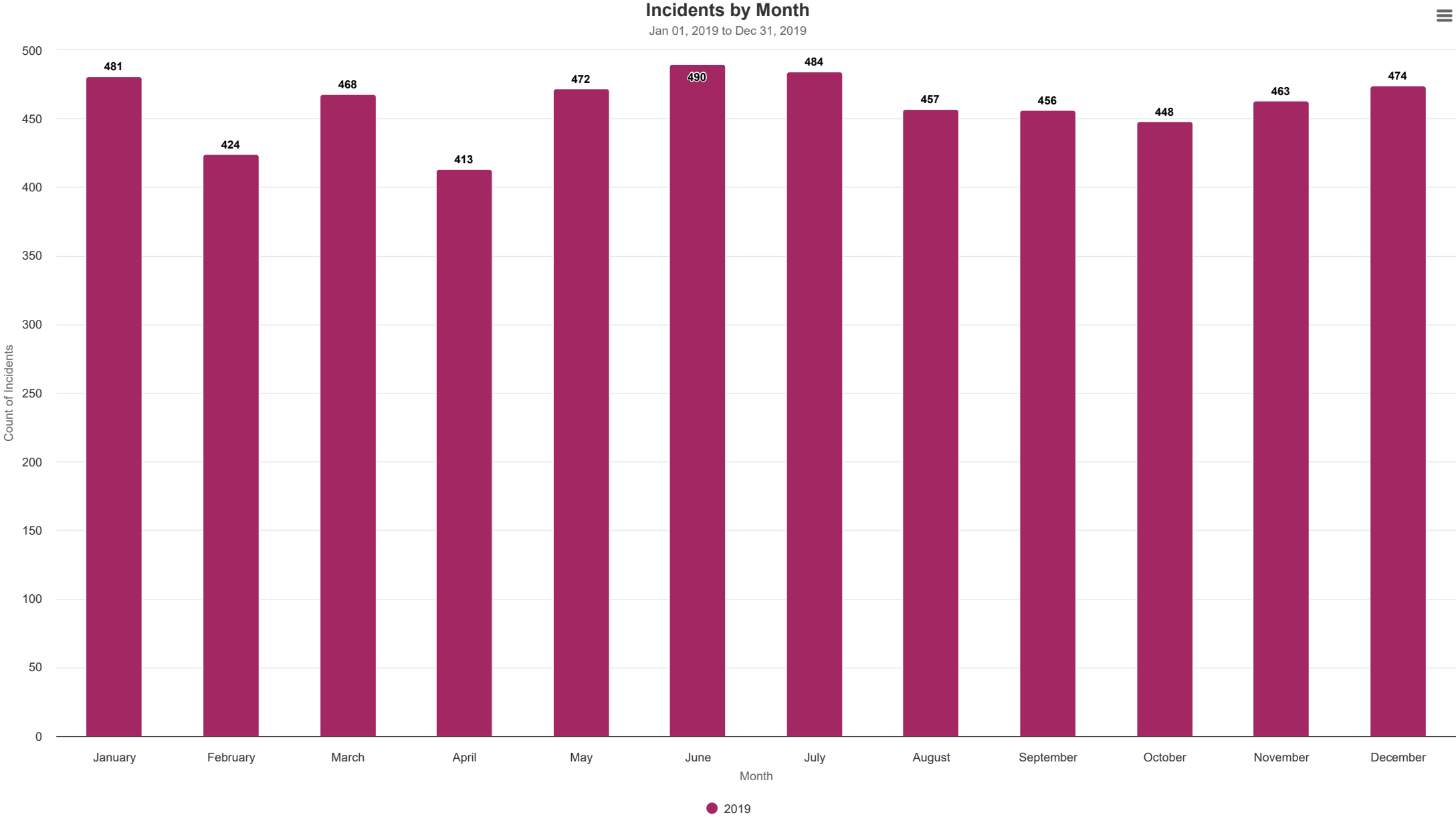
Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

Fire Department	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	

Automatic Aid Received by Fire Department

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM

Fire Department	2019												2019		2018		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	



Incidents by Day and Hour

Jan 01, 2019 to Dec 31, 2019



Day of Week

Sunday	26	21	27	21	18	16	21	23	32	35	38	37	28	33	32	32	34	33	34	38	30	34	22	21
Monday	23	21	19	17	12	17	17	24	44	39	53	38	57	42	56	55	46	45	46	43	28	37	24	20
Tuesday	20	21	16	10	18	22	17	22	54	40	50	52	48	40	54	46	46	44	56	35	33	27	19	23
Wednesday	13	17	14	16	16	20	17	34	41	49	45	43	49	48	50	39	51	66	27	42	36	30	25	18
Thursday	17	13	19	16	14	13	25	24	34	38	43	57	44	45	54	45	53	38	54	37	36	26	28	22
Friday	16	12	22	18	19	19	21	34	36	38	47	53	52	53	47	39	51	50	44	46	32	40	32	26
Saturday	27	16	10	21	19	13	25	27	37	27	40	46	48	48	34	45	45	38	40	38	33	32	26	25
	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300

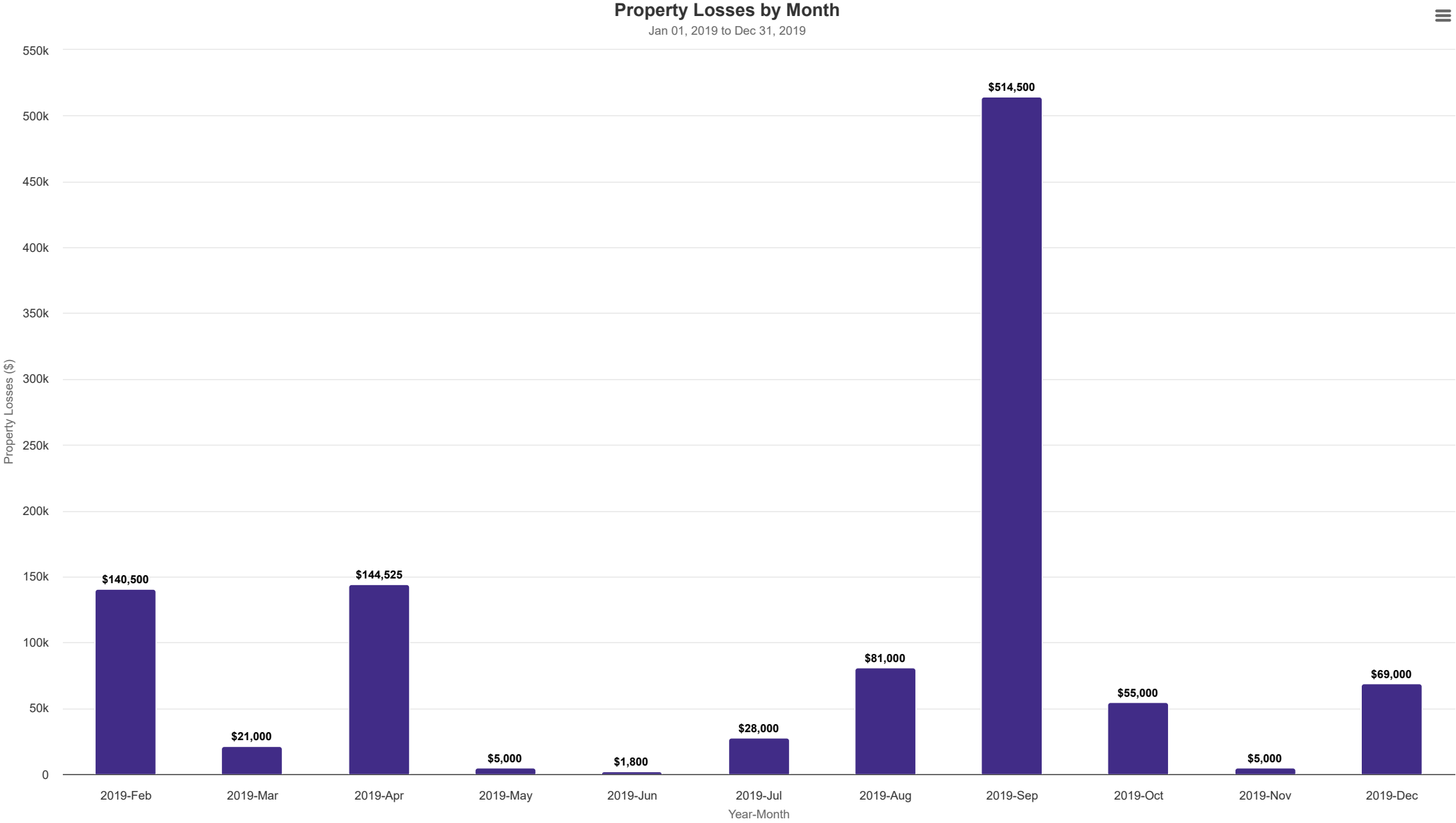
Hour of Day

Monthly Call Volume Year over Year

Jan 01, 2018 12:00 AM to Dec 31, 2019 11:59 PM



Month Name	2019		2018		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	481	9.00%	404	8.00%	19.06%
February	424	8.00%	405	8.00%	4.69%
March	468	8.00%	386	8.00%	21.24%
April	413	7.00%	377	8.00%	9.55%
May	472	9.00%	422	8.00%	11.85%
June	490	9.00%	438	9.00%	11.87%
July	484	9.00%	423	9.00%	14.42%
August	457	8.00%	412	8.00%	10.92%
September	456	8.00%	410	8.00%	11.22%
October	448	8.00%	436	9.00%	2.75%
November	463	8.00%	422	8.00%	9.72%
December	474	9.00%	434	9.00%	9.22%
Grand Total	5,530	100.00%	4,969	100.00%	11.29%



Property Loss Incidents (Top 20)

Jan 01, 2019 to Dec 31, 2019

Agency Name	Incident Date Time	Incident Number	Property Use	Street Number	Street Name	City	State	Postal Code	Property Pre-Incident Value	Property Loss
Roseville Fire Department	09/14/2019 06:36 PM	194016	Highway or divided highway	(blank)	Interstate 35w	Roseville	MN	55113	\$250,000	\$250,000
Roseville Fire Department	02/10/2019 06:00 AM	190666	Street or road in commercial area	(blank)	Long Lake	Roseville	MN	55113	\$350,000	\$100,000
Roseville Fire Department	04/23/2019 04:34 PM	191698	1 or 2 family dwelling	1398	County Road C2	Roseville	MN	55113	\$250,000	\$70,000
Roseville Fire Department	04/28/2019 08:58 AM	191766	Multifamily dwelling	2680	Oxford	Roseville	MN	55113	\$200,000	\$70,000
Roseville Fire Department	08/09/2019 03:20 PM	193436	Multifamily dwelling	160	Elmer	Roseville	MN	55113	\$350,000	\$65,000
Roseville Fire Department	10/01/2019 04:20 PM	194278	Street or road in commercial area	1641	County Road B2	Roseville	MN	55113	\$40,000	\$40,000
Roseville Fire Department	12/23/2019 12:50 PM	195539	1 or 2 family dwelling	2788	Dellwood	Roseville	MN	55113	\$35,000	\$35,000
Roseville Fire Department	02/02/2019 07:52 PM	190529	Vehicle parking area	720	County Road B	Roseville	MN	55113	\$30,000	\$30,000
Roseville Fire Department	12/14/2019 10:10 AM	195407	Vehicle parking area	2075	West Snelling	Roseville	MN	55113	\$15,000	\$15,000
Roseville Fire Department	12/16/2019 10:53 PM	195441	1 or 2 family dwelling	1378	County Road B	Roseville	MN	55113	\$250,000	\$15,000
Roseville Fire Department	09/27/2019 05:39 AM	194205	Vehicle parking area	(blank)	County Road B2	Roseville	MN	55113	\$225,000	\$14,500
Roseville Fire Department	03/20/2019 11:57 AM	191226	Highway or divided highway	(blank)	Highway 36	Roseville	MN	55113	\$12,000	\$12,000
Roseville Fire Department	08/12/2019 07:10 AM	193478	Highway or divided highway	(blank)	Highway 36	Roseville	MN	55113	\$12,000	\$12,000
Roseville Fire Department	07/01/2019 02:44 AM	192782	Residential street, road or residential driveway	(blank)	Marion	Roseville	MN	55117	\$11,000	\$11,000
Roseville Fire Department	10/24/2019 11:42 AM	194604	Service station, gas station	2295	Rice	Roseville	MN	55113	\$10,000	\$10,000
Roseville Fire Department	03/06/2019 04:44 PM	191016	Street or road in commercial area	(blank)	Fairview	Roseville	MN	55113	\$9,000	\$9,000
Roseville Fire Department	07/05/2019 10:14 AM	192845	Highway or divided highway	(blank)	Highway 36	Roseville	MN	55113	\$9,000	\$9,000
Roseville Fire Department	02/02/2019 12:29 AM	190508	Vehicle parking area	2978	Mildred	Roseville	MN	55113	\$8,500	\$8,500
Roseville Fire Department	07/13/2019 06:51 PM	192976	Street or road in commercial area	(blank)	County Road C	Roseville	MN	55113	\$8,000	\$8,000
Roseville Fire Department	05/16/2019 06:11 AM	192039	1 or 2 family dwelling	343	Maple Lane	Roseville	MN	55113	\$35,000	\$5,000

Firefighter Casualty Summary

Jan 01, 2019 to Dec 31, 2019



There are no results to display

Values

Overlapping Calls and Hours

Jan 01, 2019 12:00 AM to Dec 31, 2019 11:59 PM

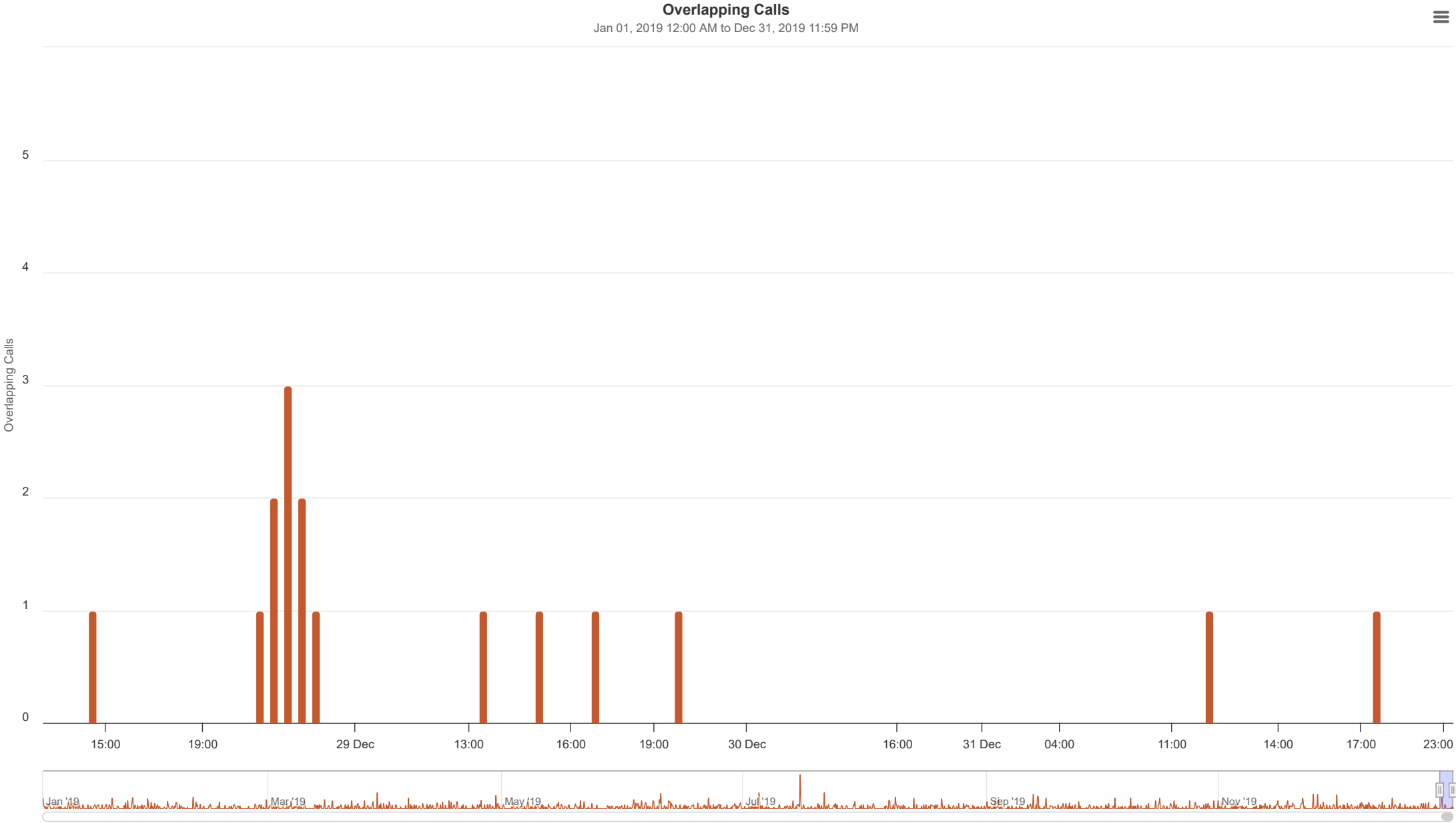


Overlapping Calls	Occurrences	% of Occurrences	Hours	% of Hours
0 Overlapping Calls	9,707	88.02%	8,571	97.84%
1 Overlapping Call	1,169	10.60%	178	2.03%
2 Overlapping Calls	128	1.16%	11	0.12%
3 Overlapping Calls	16	0.15%	1	0.01%
4 Overlapping Calls	4	0.04%	0	0.00%
5 Overlapping Calls	3	0.03%	0	0.00%
6 Overlapping Calls	1	0.01%	0	0.00%
Totals	11,028	100.00%	8,760	100.00%

Calls in Progress

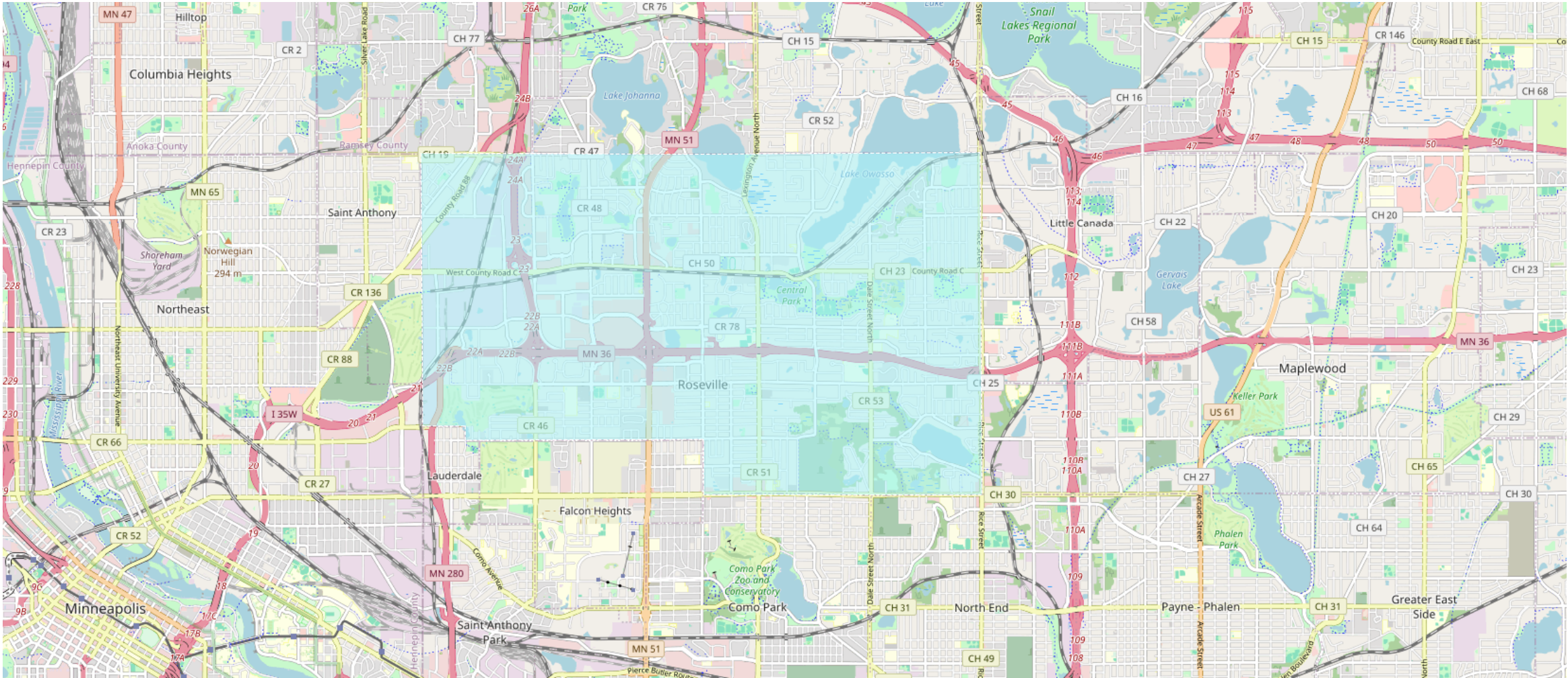
Jan 01, 2019 12:00 AM to Dec 31, 2019 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	4,326	39.23%	7,099	81.04%
1 Call In Progress	5,381	48.79%	1,472	16.81%
2 Calls In Progress	1,169	10.60%	178	2.03%
3 Calls In Progress	128	1.16%	11	0.12%
4 Calls In Progress	16	0.15%	1	0.01%
5 Calls In Progress	4	0.04%	0	0.00%
6 Calls In Progress	3	0.03%	0	0.00%
7 Calls In Progress	1	0.01%	0	0.00%
Totals	11,028	100.00%	8,760	100.00%



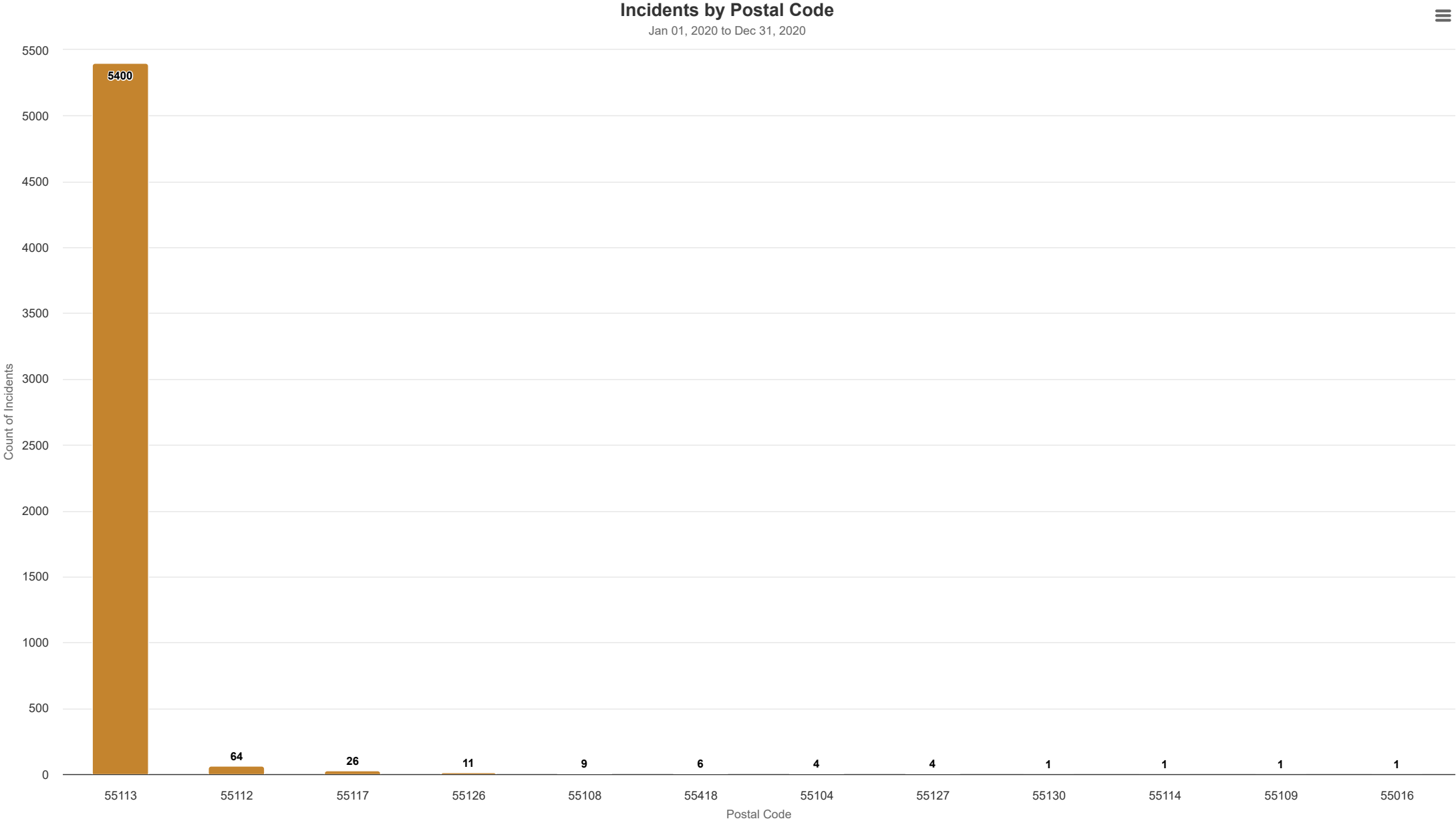
Scene Locations of Fire Incidents

Jan 01, 2020 to Dec 31, 2020



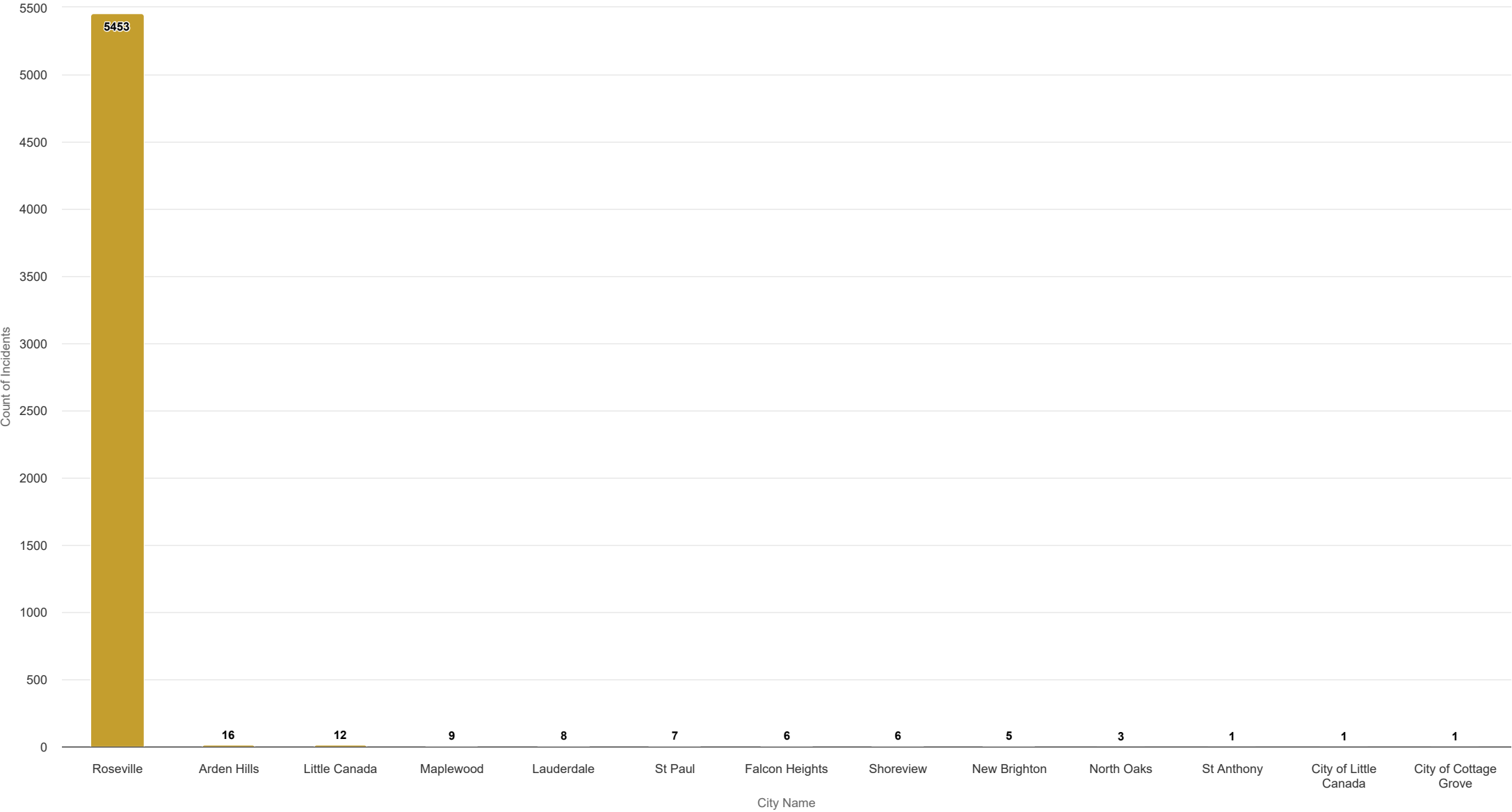
Map Layer:

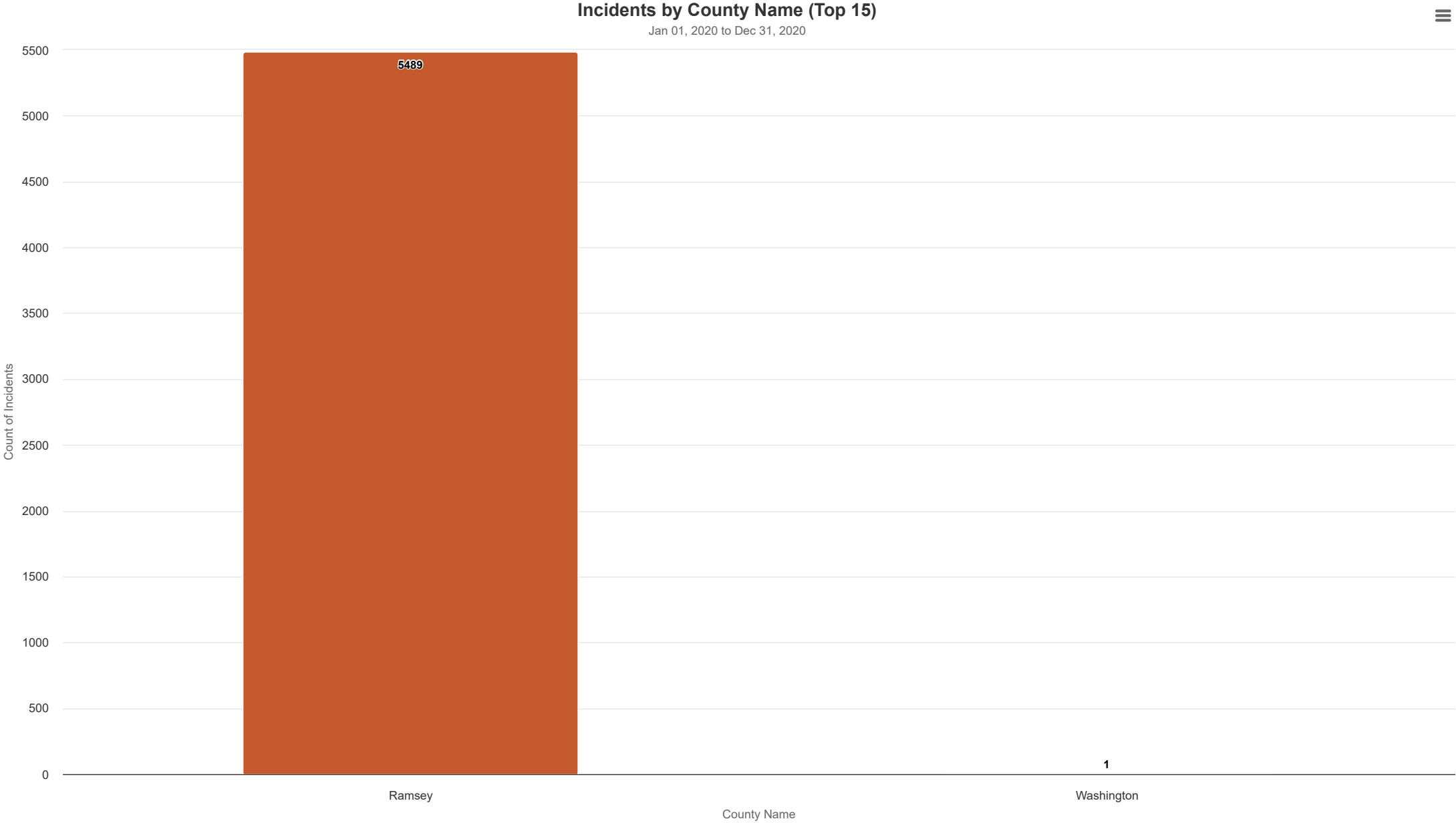
City of Roseville Boundaries : Boundaries for the City of Roseville



Incidents by City Name (Top 15)

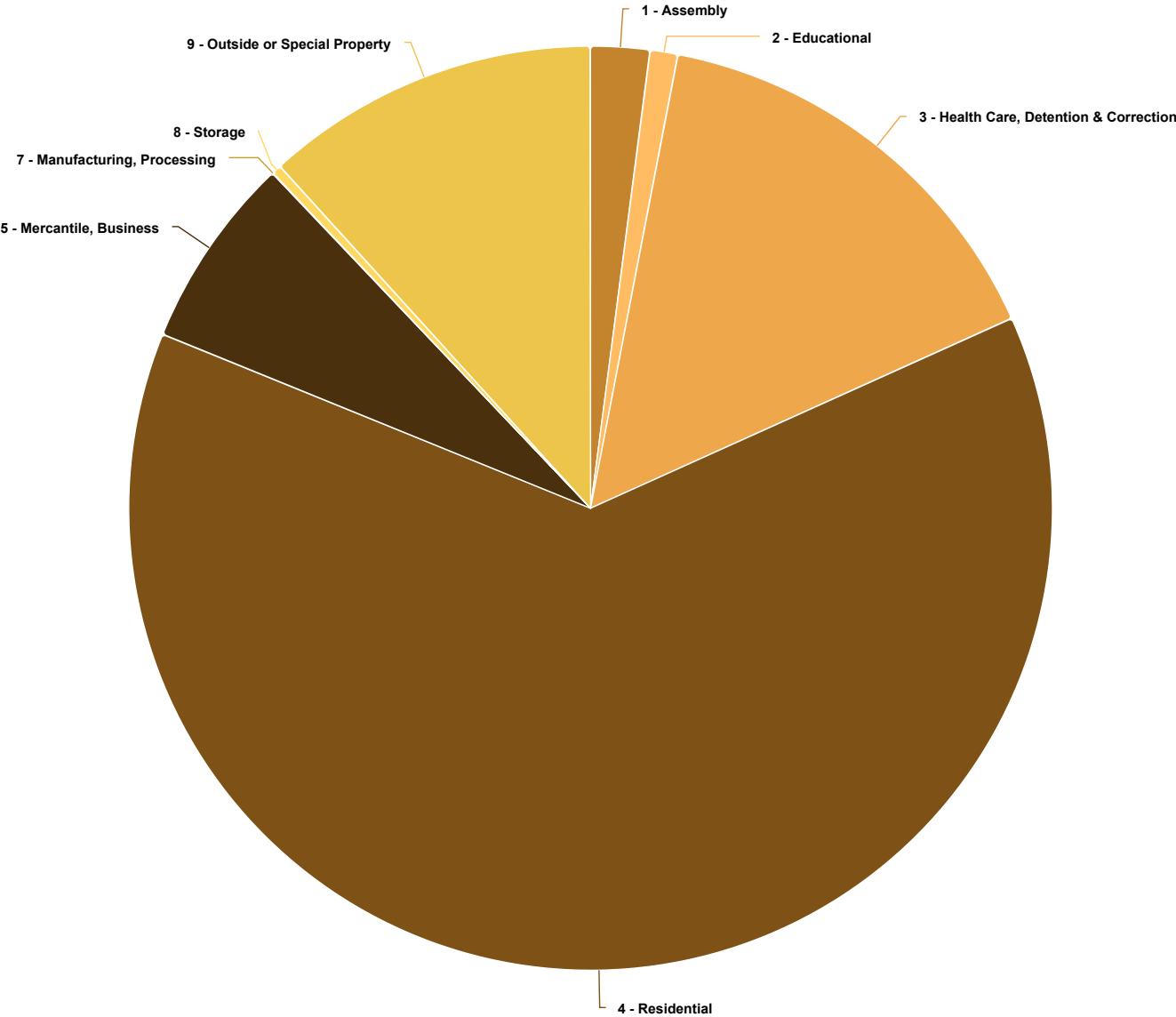
Jan 01, 2020 to Dec 31, 2020





Incidents by Property Use Category

Jan 01, 2020 to Dec 31, 2020



Incidents by Response Mode To Scene

Jan 01, 2020 to Dec 31, 2020



There are no results to display

Values

Incidents by District/Zone

Jan 01, 2020 to Dec 31, 2020



There are no results to display

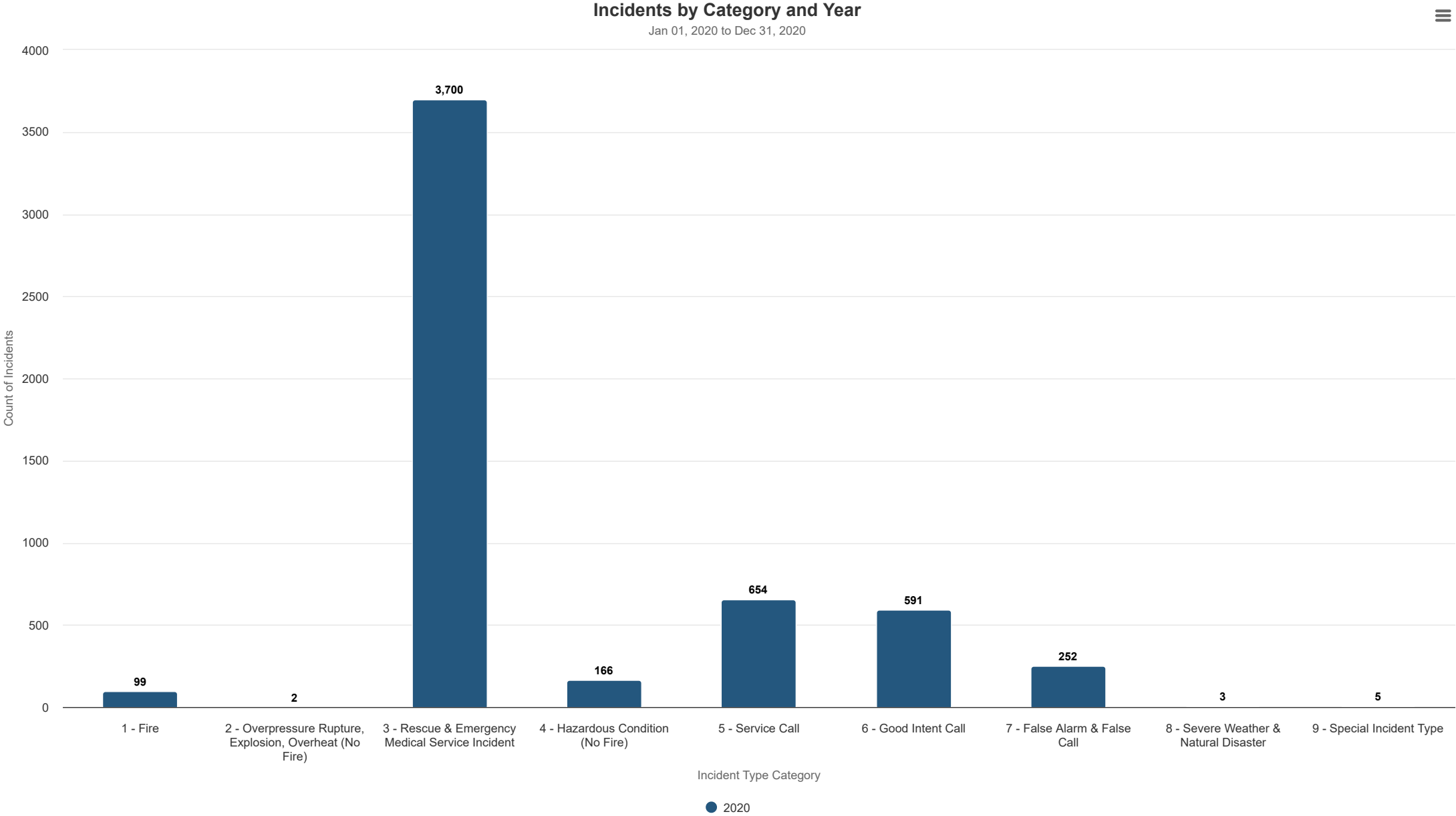
Values

Incidents by District/Zone



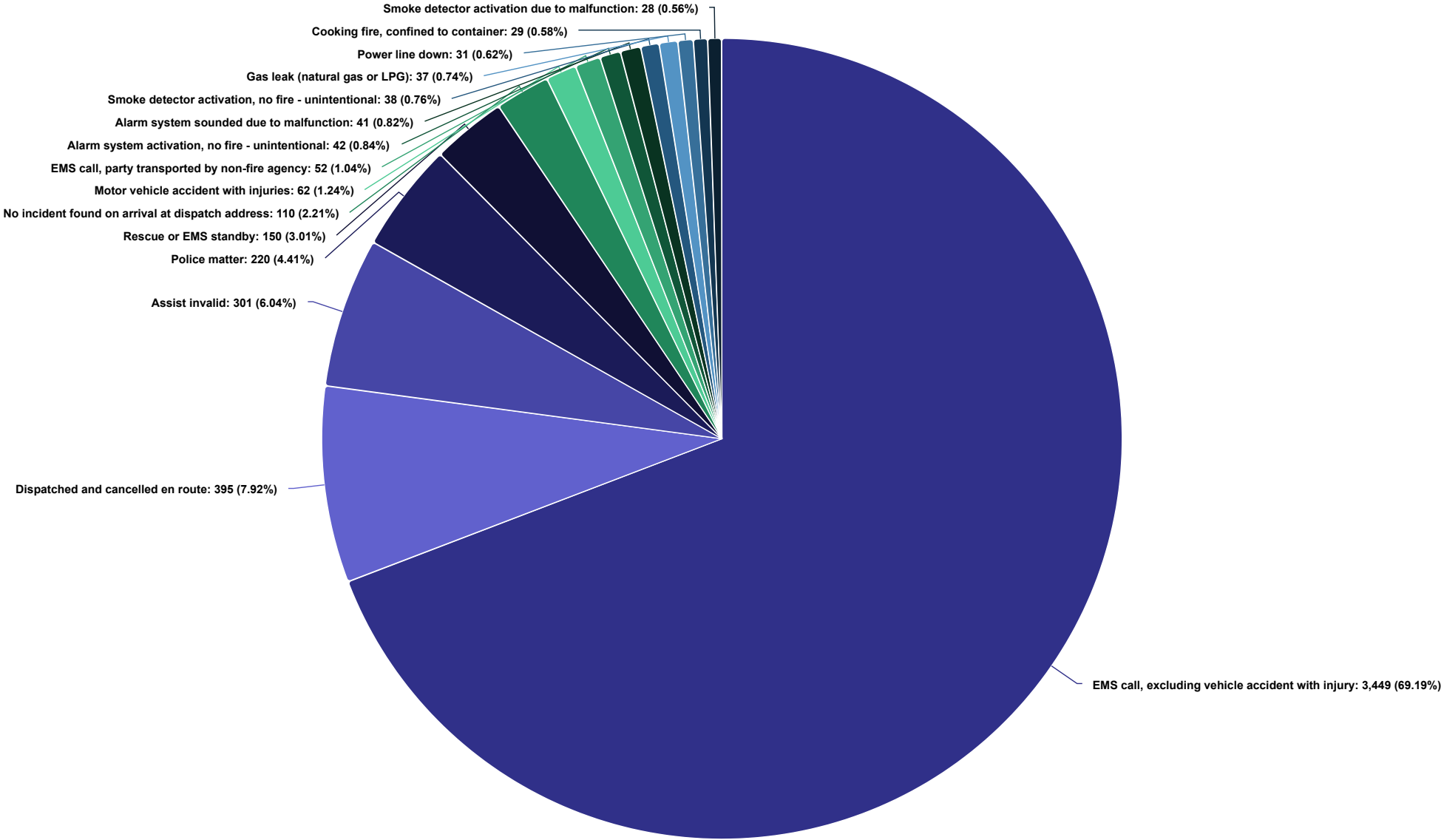
Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

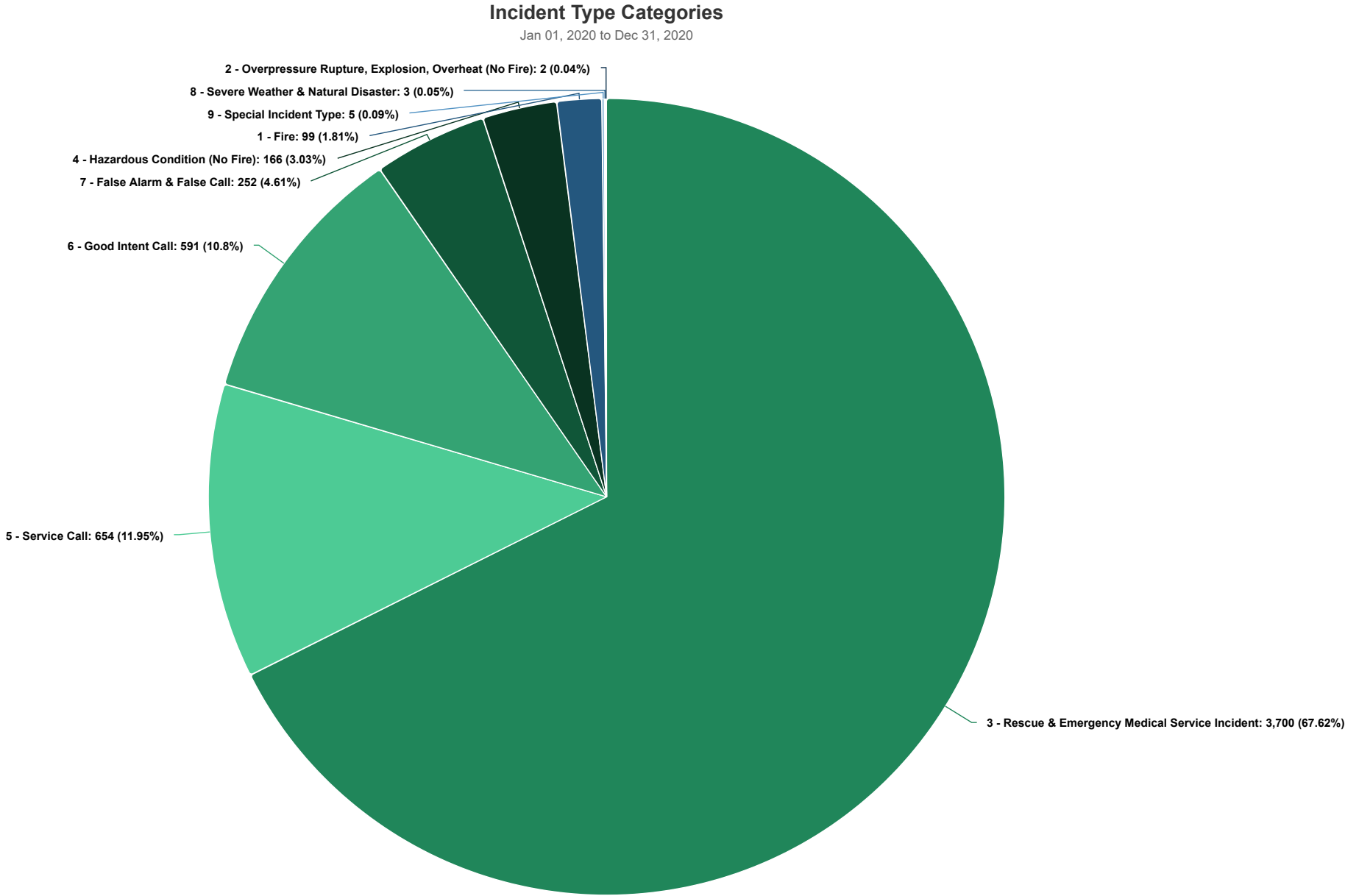
District/Zone	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	



Incident Types (Top 15)

Jan 01, 2020 to Dec 31, 2020

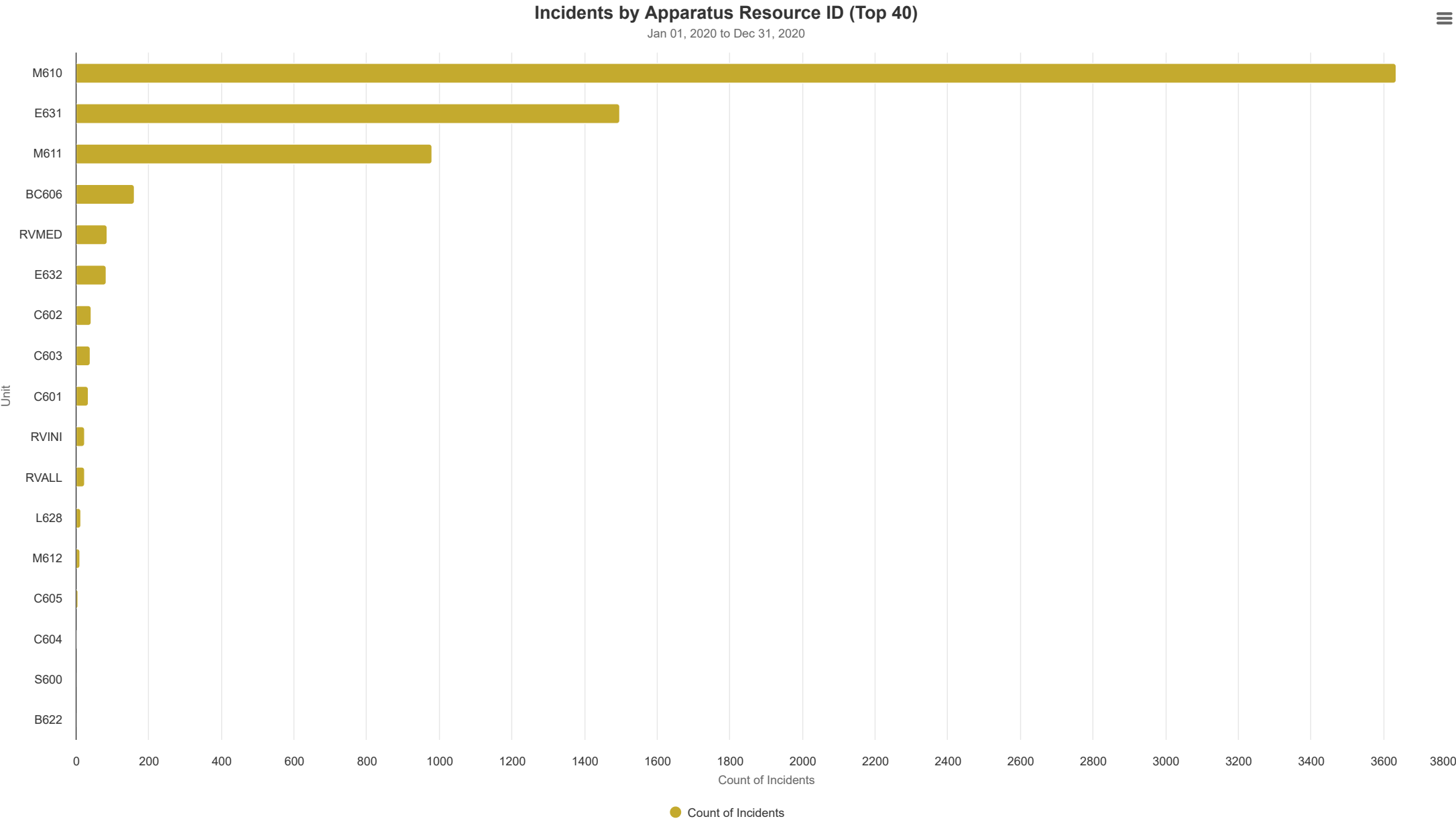


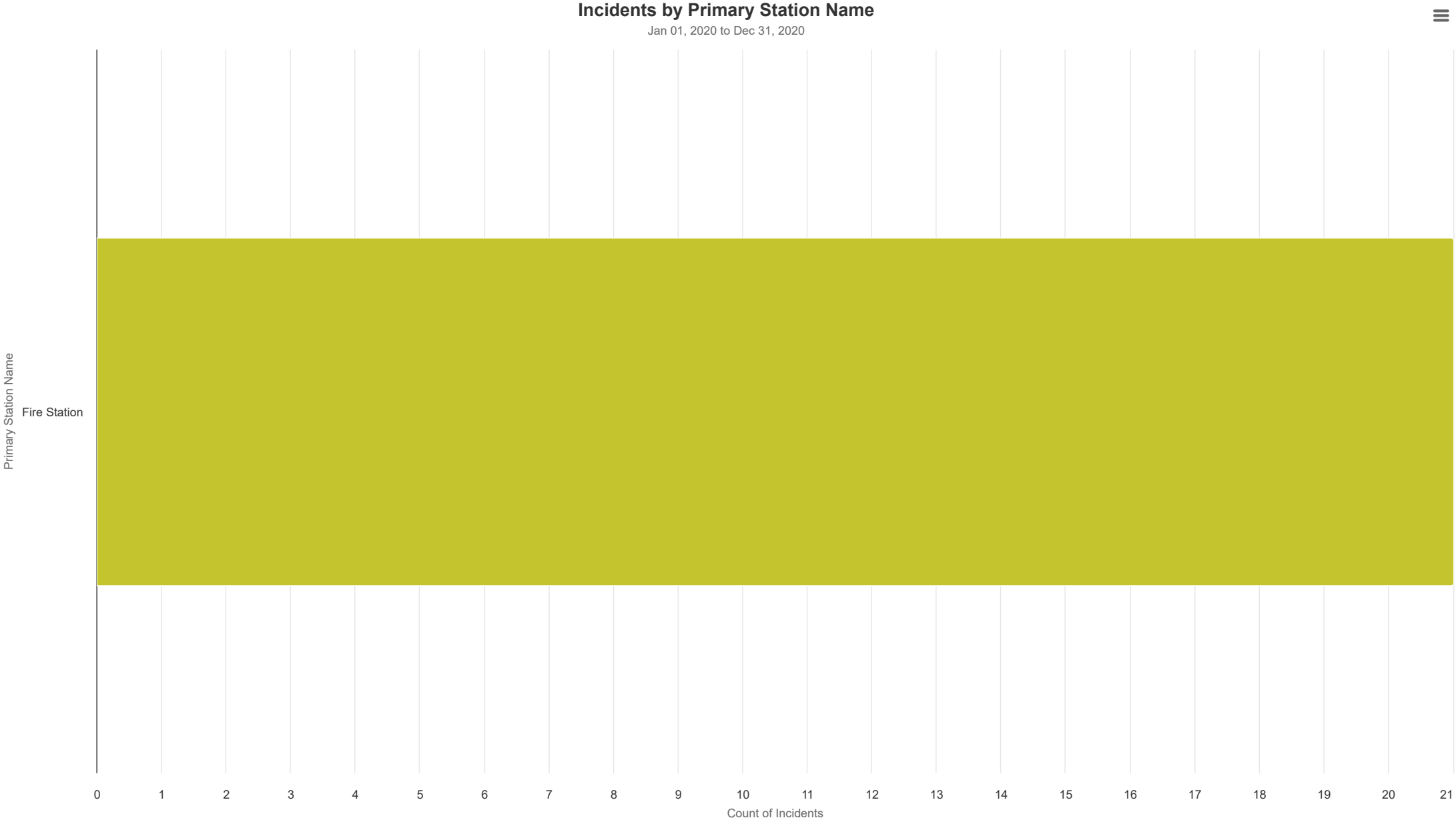


Incidents by Category and Month

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

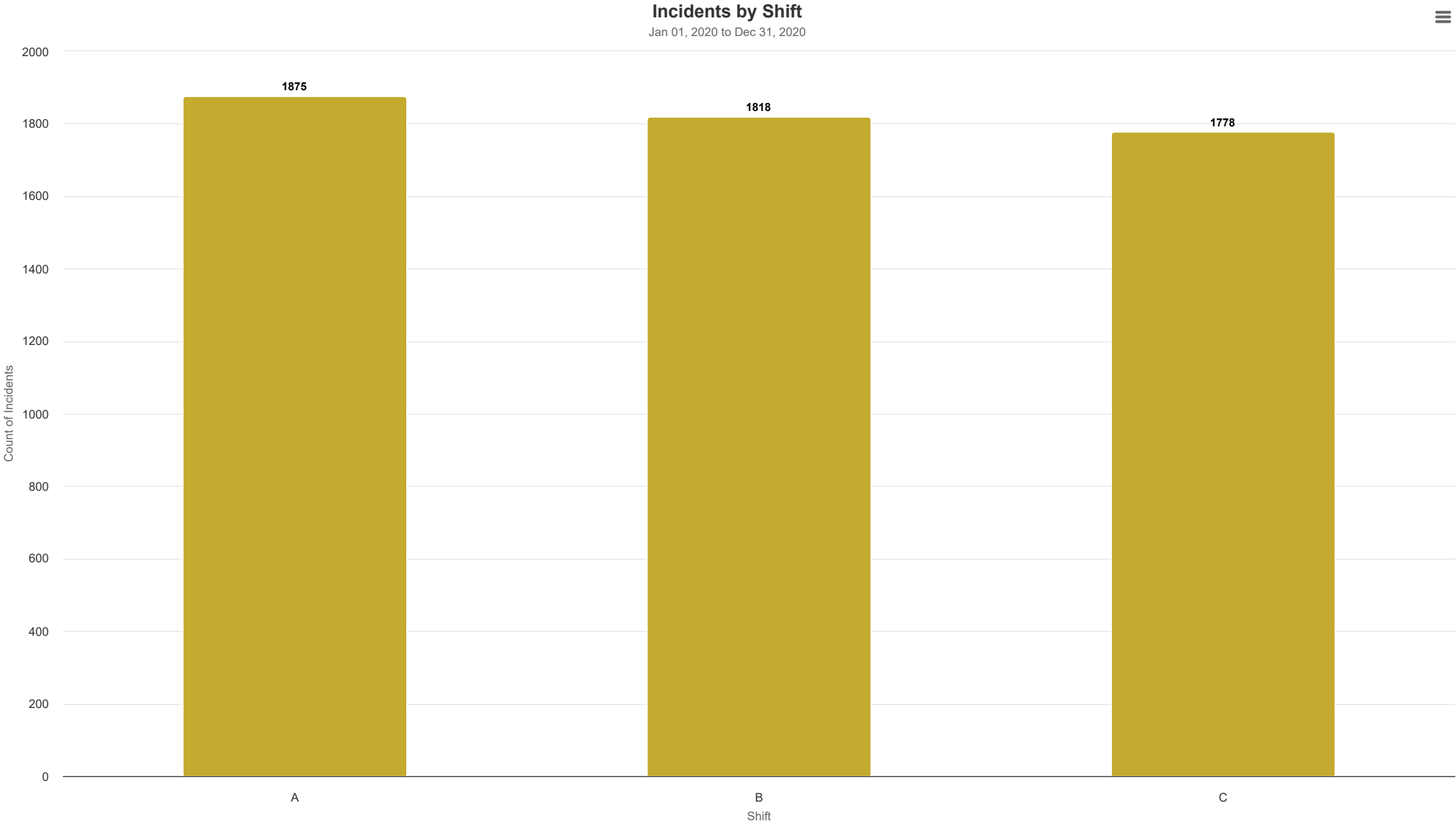
Incident Type Category	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	4	6	4	19	17	4	6	5	7	8	11	8	99	2.00%	95	2.00%	4.21%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	1	0	0	0	0	1	0	0	0	0	2	0.00%	1	0.00%	100.00%
3 - Rescue & Emergency Medical Service Incident	347	295	294	269	254	314	346	317	340	297	308	319	3,700	68.00%	3,731	68.00%	-0.83%
4 - Hazardous Condition (No Fire)	10	3	5	10	16	18	21	22	13	19	17	12	166	3.00%	139	3.00%	19.42%
5 - Service Call	41	43	49	53	48	66	54	62	59	49	61	69	654	12.00%	595	11.00%	9.92%
6 - Good Intent Call	50	51	45	26	30	56	50	58	55	57	57	56	591	11.00%	632	12.00%	-6.49%
7 - False Alarm & False Call	22	21	16	15	22	20	21	32	26	25	15	17	252	5.00%	274	5.00%	-8.03%
8 - Severe Weather & Natural Disaster	2	0	0	0	0	0	0	1	0	0	0	0	3	0.00%	1	0.00%	200.00%
9 - Special Incident Type	0	1	0	0	0	1	0	0	0	2	0	1	5	0.00%	2	0.00%	150.00%
Grand Total	476	420	414	392	387	479	498	498	500	457	469	482	5,472	100.00%	5,470	100.00%	0.04%







There are no results to display

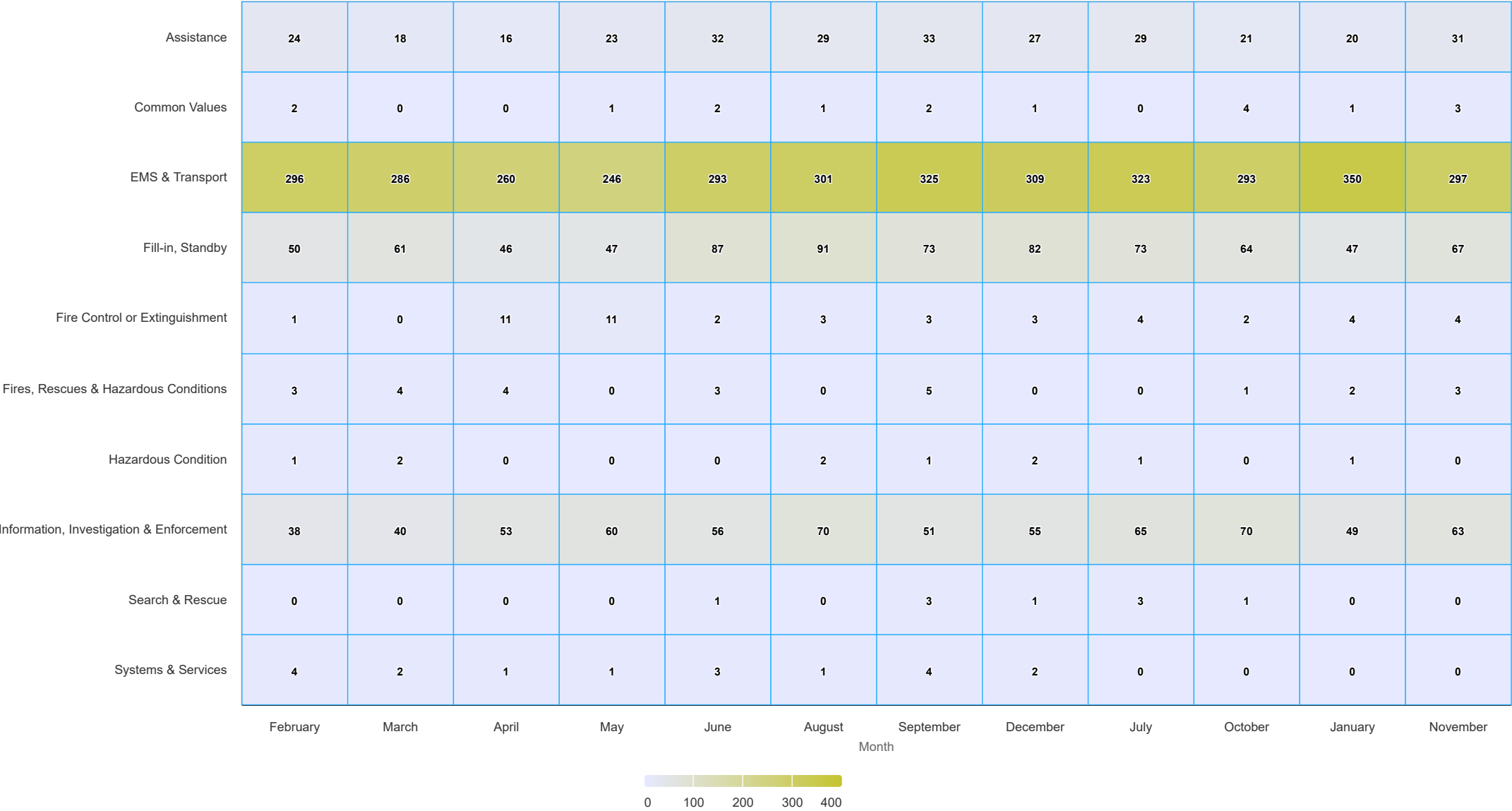


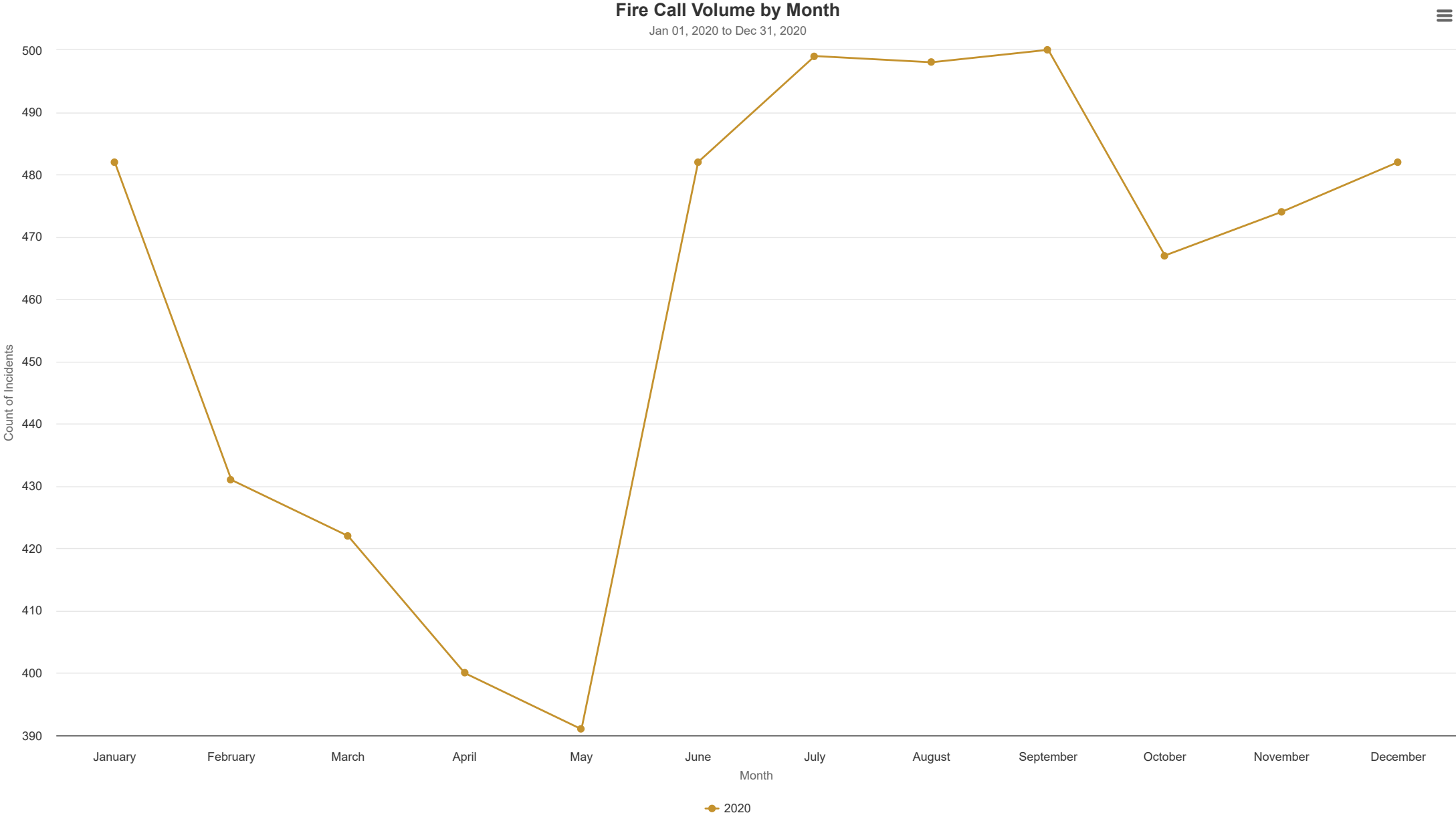
Primary Action Taken Categories by Month

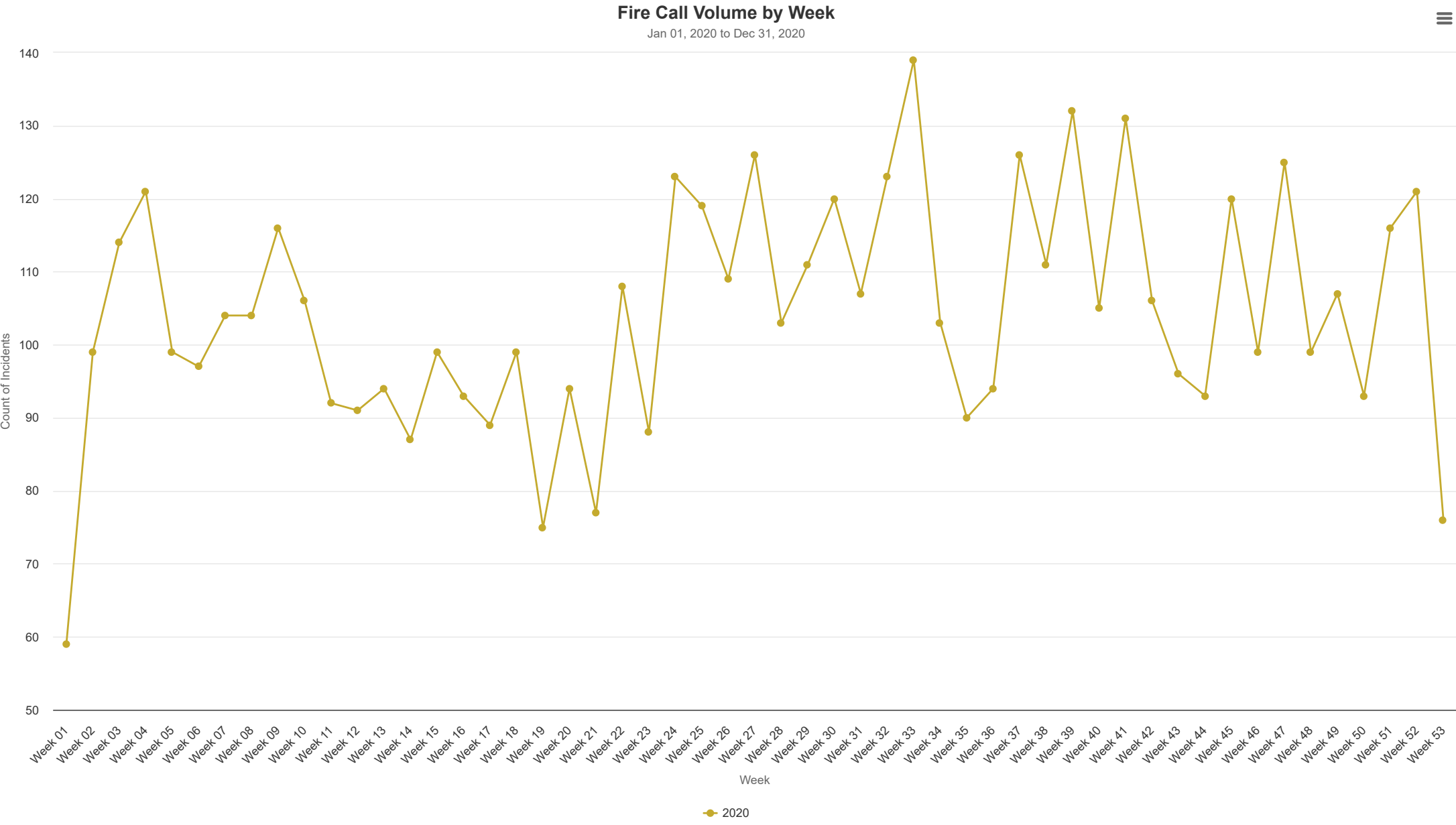
Jan 01, 2020 to Dec 31, 2020

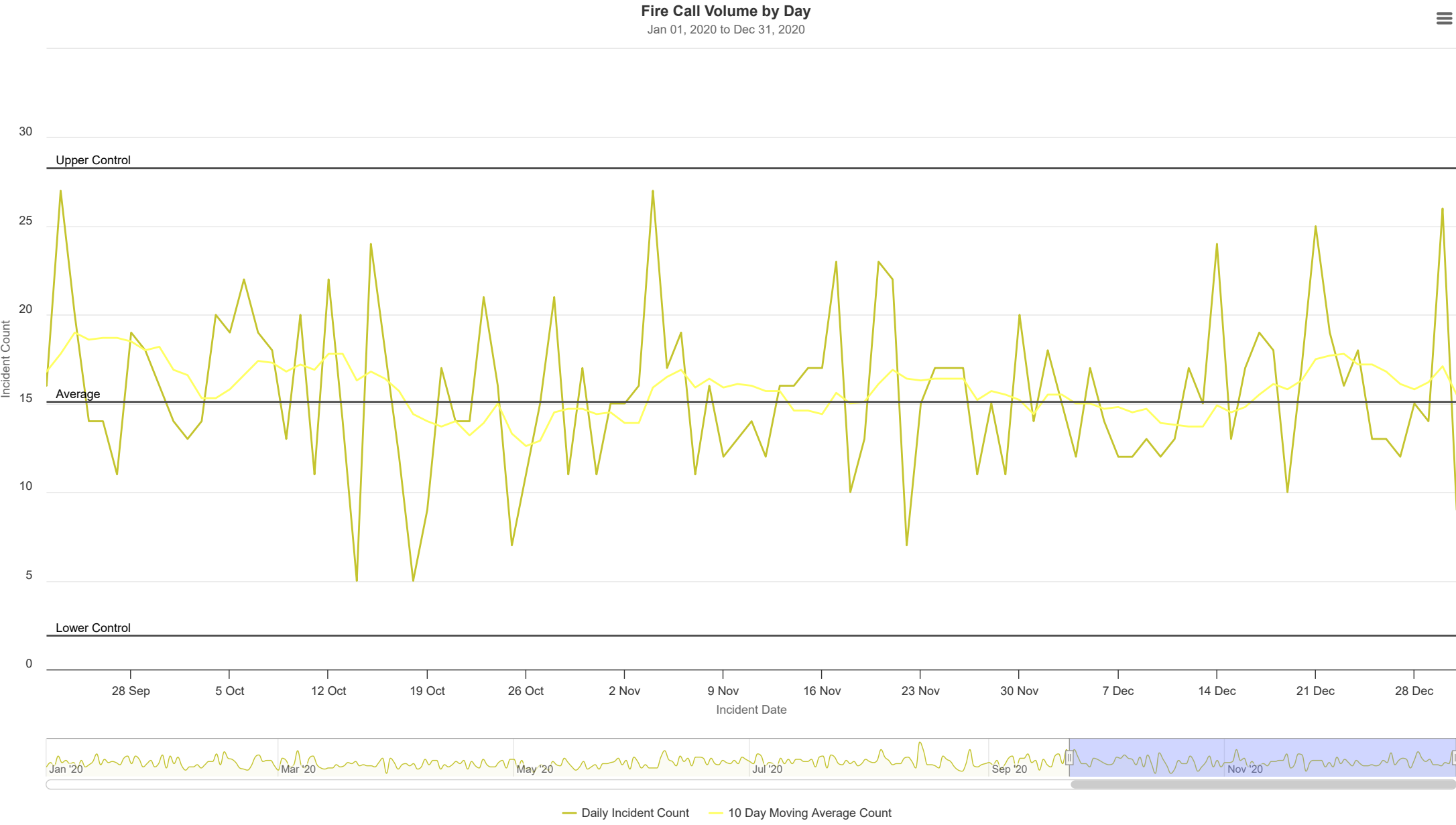


Primary Action Taken Categories









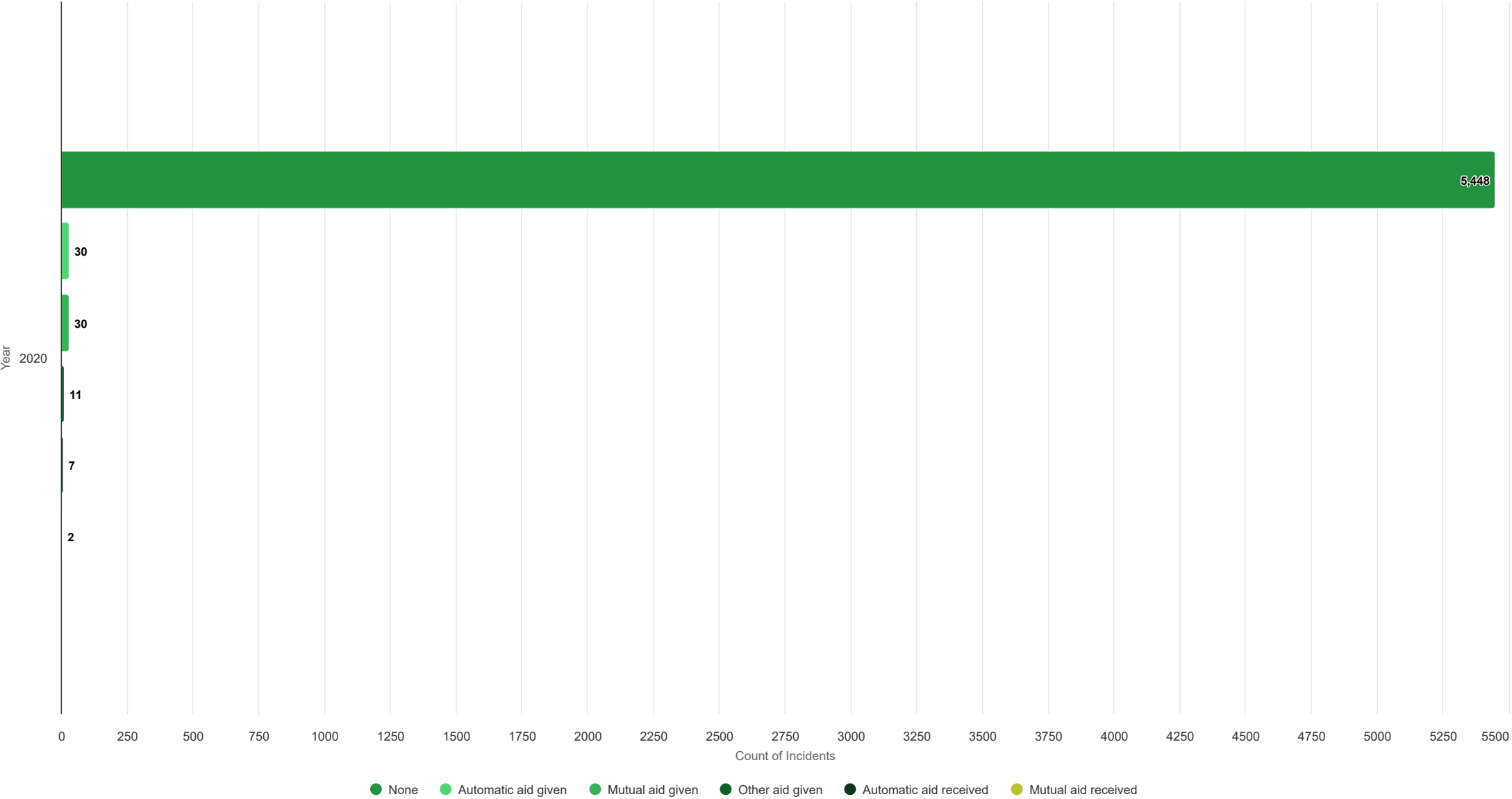
Aid Given and Received Summary

Jan 01, 2020 to Dec 31, 2020

Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Lake Johanna Fire Department	15	60.00%	0	0.00%	8	33.33%	0	0.00%
Little Canada Fire Department	3	12.00%	0	0.00%	6	25.00%	0	0.00%
Maplewood FD	6	24.00%	0	0.00%	1	4.17%	0	0.00%
New Brighton Fire	1	4.00%	0	0.00%	2	8.33%	0	0.00%
SPFD	0	0.00%	0	0.00%	6	25.00%	0	0.00%
St. Anthony Fire	0	0.00%	0	0.00%	1	4.17%	0	0.00%
Overall	25	100.00%	0	0.00%	24	100.00%	0	0.00%

Aid Given and Received by Year

Jan 01, 2020 to Dec 31, 2020



Mutual Aid Given by Incident Type Category

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

Incident Type Category	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
	0	0	0	0	1	0	0	0	0	0	0	0	1	3.00%	0	0.00%	N/A
1 - Fire	0	0	0	0	4	1	0	0	0	0	2	0	7	23.00%	5	36.00%	40.00%
3 - Rescue & Emergency Medical Service Incident	1	0	1	0	0	0	1	1	1	1	0	2	8	27.00%	1	7.00%	700.00%
4 - Hazardous Condition (No Fire)	0	0	0	0	1	0	0	0	0	0	0	0	1	3.00%	1	7.00%	0.00%
5 - Service Call	0	0	1	0	2	0	0	1	0	0	0	0	4	13.00%	0	0.00%	N/A
6 - Good Intent Call	1	1	0	0	0	3	0	1	0	1	2	0	9	30.00%	7	50.00%	28.57%
Grand Total	2	1	2	0	8	4	1	3	1	2	4	2	30	100.00%	14	100.00%	1.14%

Automatic Aid Given by Incident Type Category

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

Incident Type Category	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	3	0	0	3	0	0	1	1	2	0	0	2	12	40.00%	11	41.00%	9.09%
3 - Rescue & Emergency Medical Service Incident	1	0	2	0	0	1	0	0	0	1	0	0	5	17.00%	6	22.00%	-16.67%
4 - Hazardous Condition (No Fire)	1	0	0	0	0	0	0	0	0	0	0	0	1	3.00%	1	4.00%	0.00%
5 - Service Call	0	0	0	1	0	0	0	0	0	1	0	0	2	7.00%	0	0.00%	N/A
6 - Good Intent Call	0	0	0	1	0	1	1	0	2	1	1	0	7	23.00%	8	30.00%	-12.50%
7 - False Alarm & False Call	1	0	0	0	0	0	0	1	0	0	0	1	3	10.00%	1	4.00%	200.00%
Grand Total	6	0	2	5	0	2	2	2	4	3	1	3	30	100.00%	27	100.00%	11.11%

Mutual Aid Received by Incident Type Category

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

Incident Type Category	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	25.00%	-100.00%
3 - Rescue & Emergency Medical Service Incident	0	0	0	0	0	0	0	0	1	0	0	0	1	50.00%	0	0.00%	N/A
6 - Good Intent Call	0	0	0	1	0	0	0	0	0	0	0	0	1	50.00%	3	75.00%	-66.67%
Grand Total	0	0	0	1	0	0	0	0	1	0	0	0	2	100.00%	4	100.00%	-50.00%

Automatic Aid Received by Incident Type Category



Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

Incident Type Category	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	0	0	0	1	1	1	0	0	0	1	0	1	5	71.00%	8	80.00%	-37.50%
3 - Rescue & Emergency Medical Service Incident	0	0	1	0	0	0	0	0	0	0	0	0	1	14.00%	2	20.00%	-50.00%
7 - False Alarm & False Call	0	0	0	0	0	0	0	0	1	0	0	0	1	14.00%	0	0.00%	N/A
Grand Total	0	0	1	1	1	1	0	0	1	1	0	1	7	100.00%	10	100.00%	-30.00%

Mutual Aid Given by Fire Department Given Aid

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

Fire Department	FDID	2020												2020		2019		YTD % Change
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
		1	0	1	0	1	2	1	0	0	0	0	0	6	20.00%	3	21.00%	100.00%
Lake Johanna Fire Department	62113	0	1	0	0	2	0	0	2	0	2	1	0	8	27.00%	2	14.00%	300.00%
Little Canada Fire Department	62103	1	0	1	0	0	2	0	0	0	0	1	1	6	20.00%	3	21.00%	100.00%
Maplewood FD	62118	0	0	0	0	0	0	0	0	0	0	0	1	1	3.00%	3	21.00%	-66.67%
New Brighton Fire	62107	0	0	0	0	0	0	0	0	1	0	1	0	2	7.00%	1	7.00%	100.00%
SPFD	62210	0	0	0	0	5	0	0	1	0	0	0	0	6	20.00%	1	7.00%	500.00%
St. Anthony Fire	27327	0	0	0	0	0	0	0	0	0	0	1	0	1	3.00%	1	7.00%	0.00%
Grand Total		2	1	2	0	8	4	1	3	1	2	4	2	30	100.00%	14	100.00%	1.14%

Automatic Aid Given by Fire Department Given Aid

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

Fire Department	FDID	2020												2020		2019		YTD % Change
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
		1	0	1	2	0	0	0	1	0	0	0	0	5	17.00%	1	4.00%	400.00%
Lake Johanna Fire Department	62113	4	0	0	2	0	2	1	1	2	1	0	2	15	50.00%	17	63.00%	-11.76%
Little Canada Fire Department	62103	0	0	1	0	0	0	0	0	0	1	1	0	3	10.00%	4	15.00%	-25.00%
Maplewood FD	62118	1	0	0	1	0	0	1	0	1	1	0	1	6	20.00%	3	11.00%	100.00%
New Brighton Fire	62107	0	0	0	0	0	0	0	0	1	0	0	0	1	3.00%	2	7.00%	-50.00%
Grand Total		6	0	2	5	0	2	2	2	4	3	1	3	30	100.00%	27	100.00%	11.11%

Mutual Aid Received by Fire Department

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

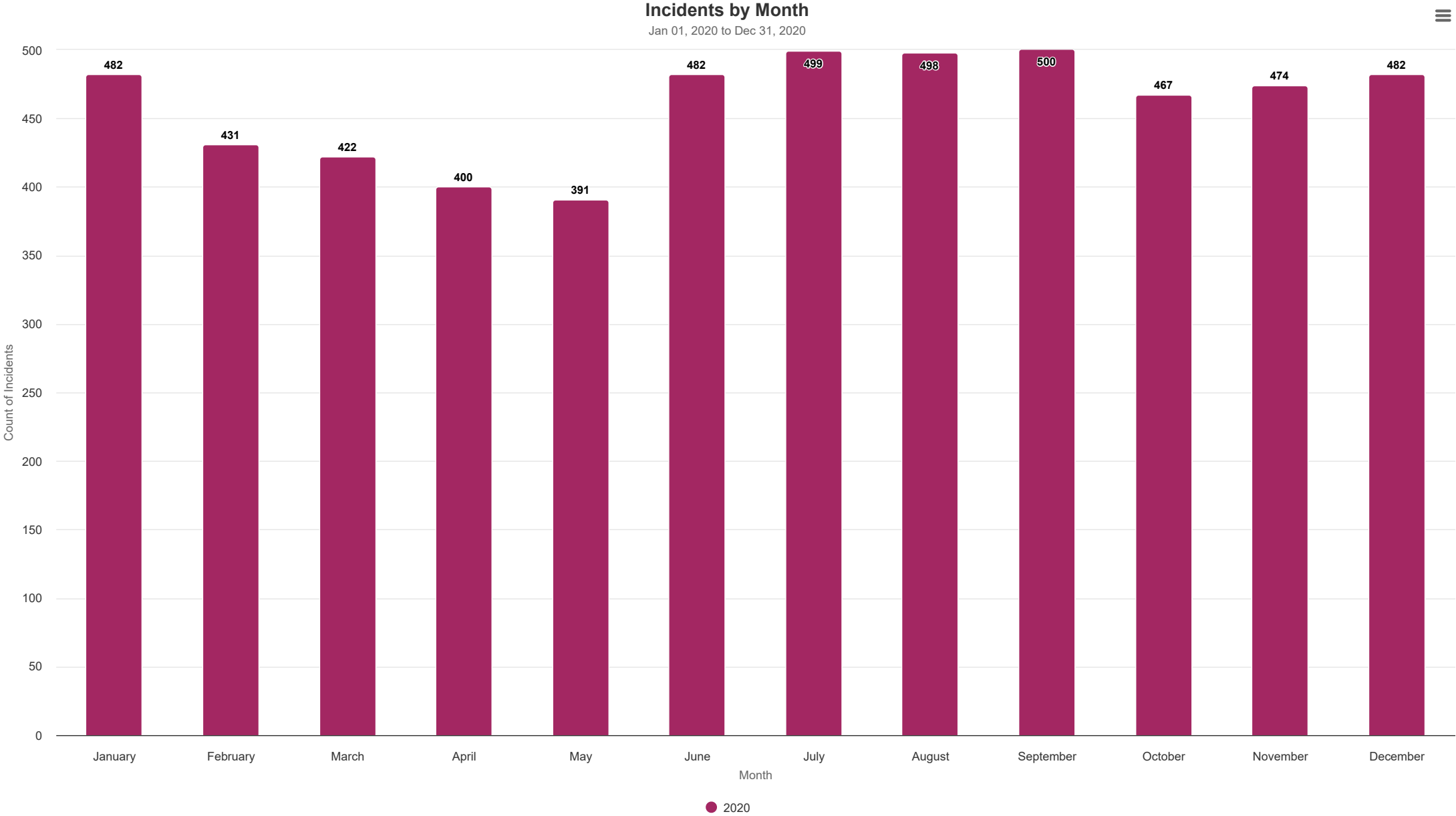
Fire Department	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	

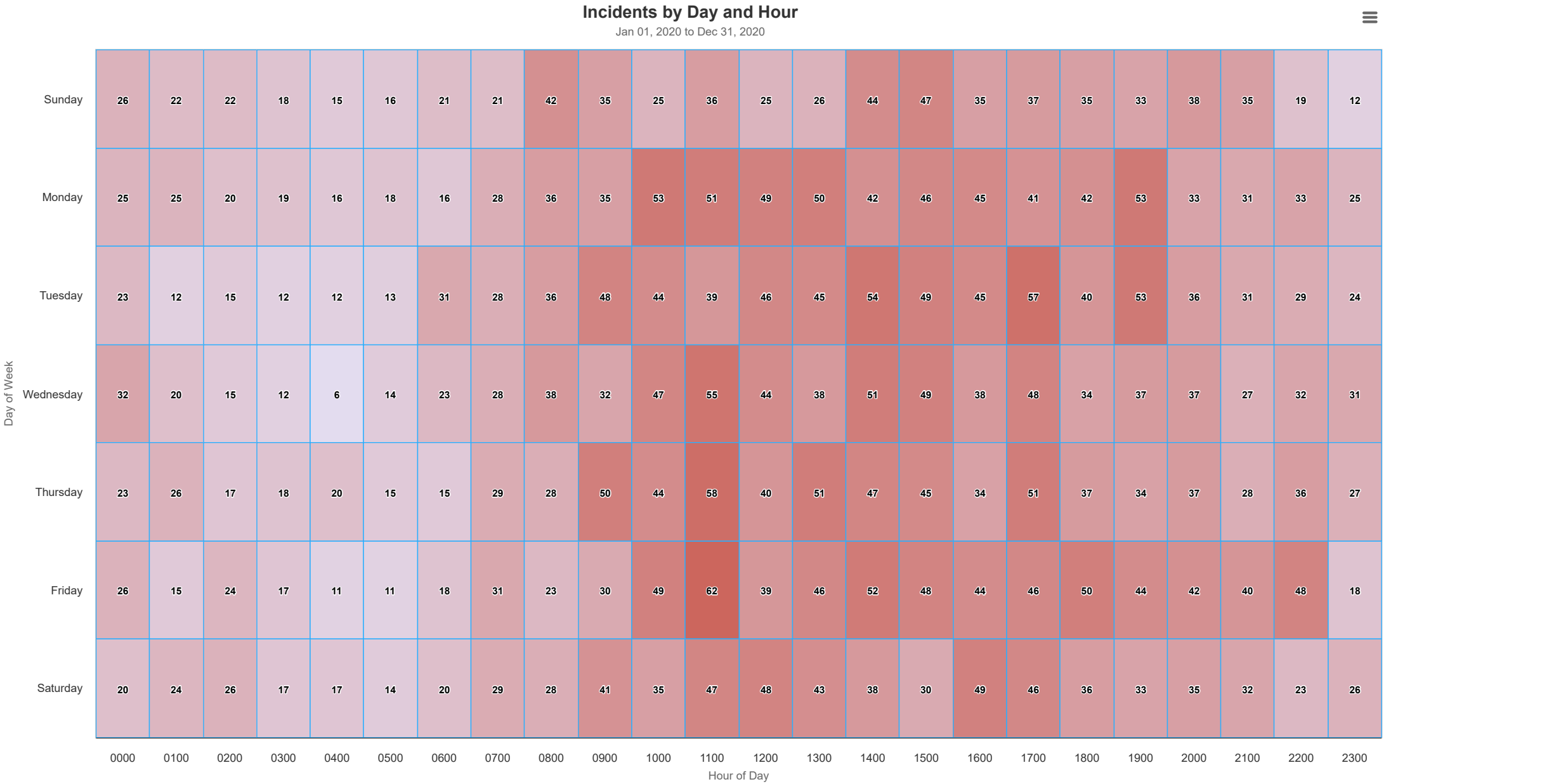
Automatic Aid Received by Fire Department



Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM

Fire Department	2020												2020		2019		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	



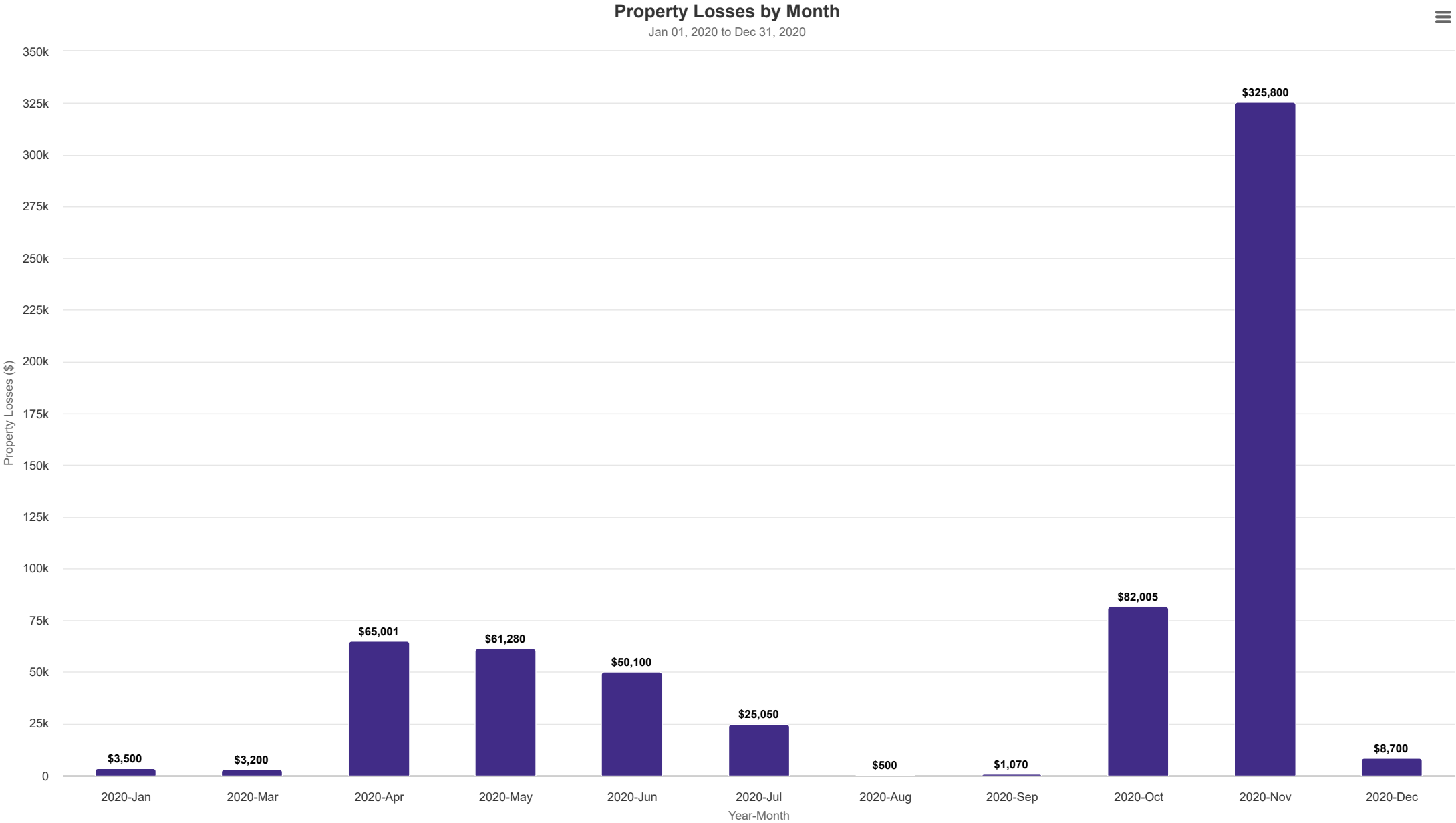


Monthly Call Volume Year over Year

Jan 01, 2019 12:00 AM to Dec 31, 2020 11:59 PM



Month Name	2020		2019		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	482	9.00%	481	9.00%	0.21%
February	431	8.00%	424	8.00%	1.65%
March	422	8.00%	468	8.00%	-9.83%
April	400	7.00%	413	7.00%	-3.15%
May	391	7.00%	472	9.00%	-17.16%
June	482	9.00%	490	9.00%	-1.63%
July	499	9.00%	484	9.00%	3.10%
August	498	9.00%	457	8.00%	8.97%
September	500	9.00%	456	8.00%	9.65%
October	467	8.00%	448	8.00%	4.24%
November	474	9.00%	463	8.00%	2.38%
December	482	9.00%	474	9.00%	1.69%
Grand Total	5,528	100.00%	5,530	100.00%	-0.04%

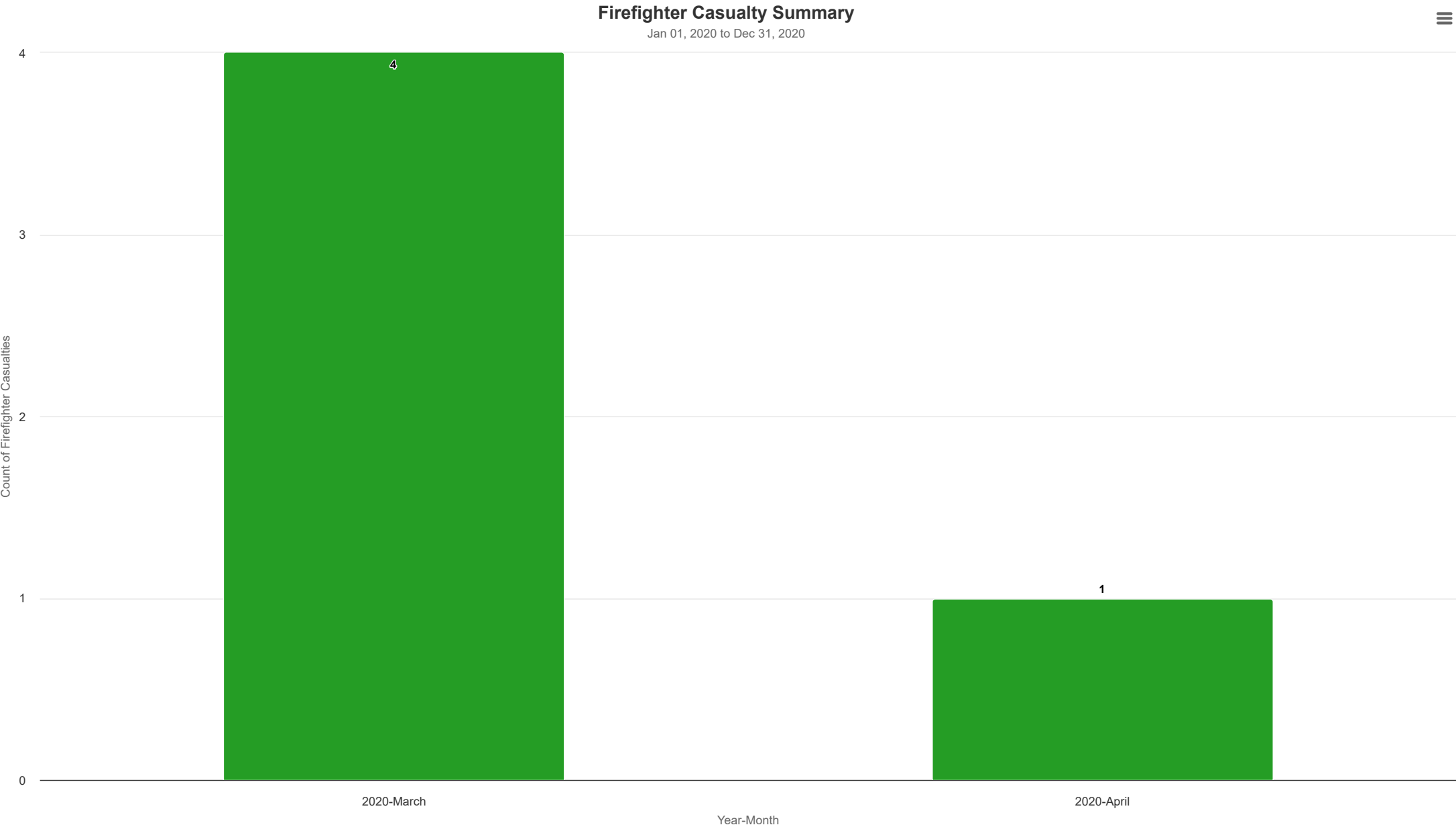


Property Loss Incidents (Top 20)

Jan 01, 2020 to Dec 31, 2020



Agency Name	Incident Date Time	Incident Number	Property Use	Street Number	Street Name	City	State	Postal Code	Property Pre-Incident Value	Property Loss
Roseville Fire Department	11/02/2020 11:36 AM	204626	Highway or divided highway	(blank)	Highway 36	Roseville	MN	55113	\$250,000	\$250,000
Roseville Fire Department	10/15/2020 06:17 PM	204373	Multifamily dwelling	1430	Commerce	Roseville	MN	55113	\$150,000	\$80,000
Roseville Fire Department	11/06/2020 04:53 PM	204703	Residential street, road or residential driveway	1871	Lexington	Roseville	MN	55113	\$70,000	\$70,000
Roseville Fire Department	05/08/2020 11:45 PM	201849	1 or 2 family dwelling	436	Judith	Roseville	MN	55113	\$300,000	\$60,000
Roseville Fire Department	04/12/2020 03:59 PM	201509	1 or 2 family dwelling	661	Eldridge	Maplewood	MN	55117	\$50,000	\$50,000
Roseville Fire Department	06/13/2020 02:40 PM	202346	1 or 2 family dwelling	2599	Lexington	Roseville	MN	55113	\$50,000	\$50,000
Roseville Fire Department	07/15/2020 08:19 PM	202872	Highway or divided highway	(blank)	Nb I35w To County Road C	Roseville	MN	55113	\$12,000	\$12,000
Roseville Fire Department	07/15/2020 08:32 PM	202873	1 or 2 family dwelling	545	Sandhurst	Roseville	MN	55113	\$12,000	\$12,000
Roseville Fire Department	04/20/2020 05:05 PM	201613	Residential board and care	2750	Victoria	Roseville	MN	55113	\$2,000,000	\$10,000
Roseville Fire Department	12/11/2020 05:27 PM	205226	1 or 2 family dwelling	436	Judith	Roseville	MN	55113	\$296,000	\$8,000
Roseville Fire Department	04/23/2020 01:40 PM	201651	Business office	1920	County Road C	Roseville	MN	55113	\$5,000	\$5,000
Roseville Fire Department	11/04/2020 12:20 PM	204659	Multifamily dwelling	2735	Rice	Roseville	MN	55113	\$60,000	\$5,000
Roseville Fire Department	01/30/2020 10:26 AM	200457	Vehicle parking area	2800	Hamline	Roseville	MN	55113	\$3,500	\$3,500
Roseville Fire Department	03/28/2020 11:34 AM	201302	Highway or divided highway	(blank)	Highway 36	Roseville	MN	55113	\$3,000	\$3,000
Roseville Fire Department	10/28/2020 04:58 PM	204555	Street, other	(blank)	County Road C	Roseville	MN	55113	\$2,000	\$2,000
Roseville Fire Department	05/22/2020 01:09 PM	202011	1 or 2 family dwelling	1827	Chatsworth	Roseville	MN	55113	\$1,000	\$1,000
Roseville Fire Department	07/18/2020 09:52 AM	202914	Vehicle parking area	2780	Snelling	Roseville	MN	55113	\$1,500	\$1,000
Roseville Fire Department	09/07/2020 03:45 AM	203723	1 or 2 family dwelling	968	Lovell	Roseville	MN	55113	\$1,000	\$1,000
Roseville Fire Department	08/11/2020 06:54 PM	203323	Vehicle parking area	1201	Larpenteur	Roseville	MN	55113	\$500	\$500
Roseville Fire Department	11/12/2020 11:15 AM	204782	Vehicle parking area	1595	Highway 36	Roseville	MN	55113	\$500	\$500



Overlapping Calls and Hours

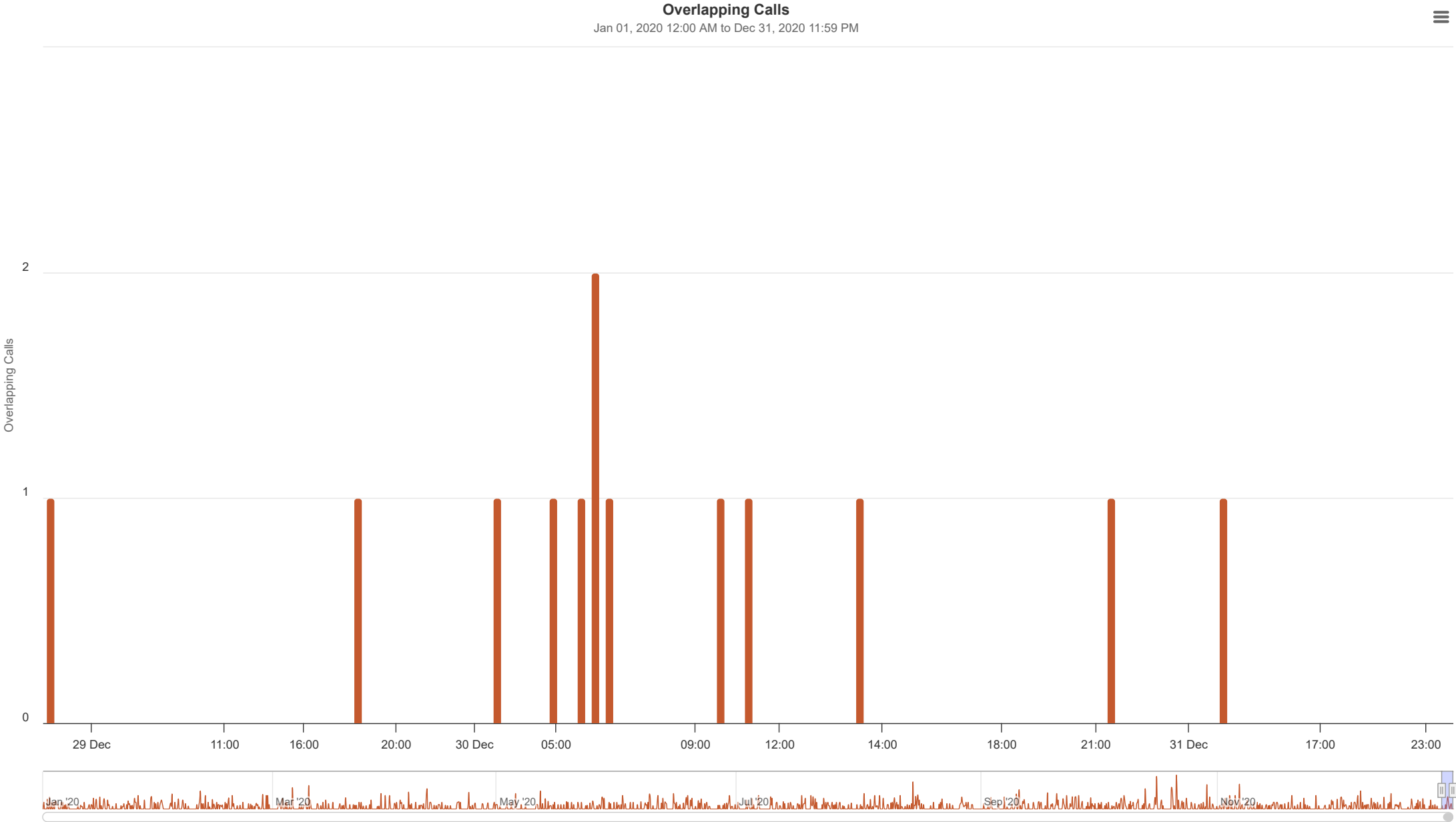
Jan 01, 2020 12:00 AM to Dec 31, 2020 11:59 PM

Overlapping Calls	Occurrences	% of Occurrences	Hours	% of Hours
0 Overlapping Calls	9,732	88.41%	8,605	97.96%
1 Overlapping Call	1,137	10.33%	167	1.90%
2 Overlapping Calls	132	1.20%	13	0.14%
3 Overlapping Calls	7	0.06%	0	0.00%
Totals	11,008	100.00%	8,784	100.00%

Calls in Progress

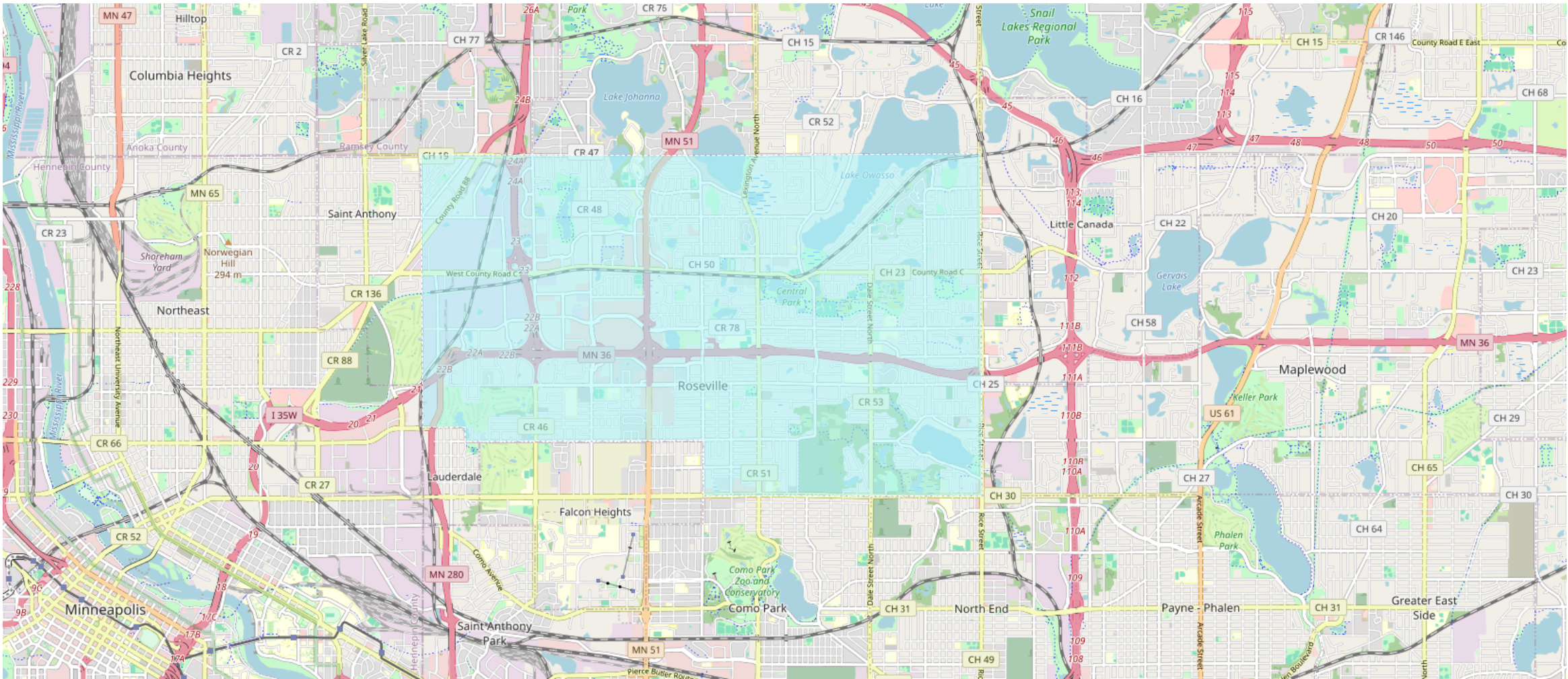
Jan 01, 2020 12:00 AM to Dec 31, 2020 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	4,360	39.61%	7,177	81.71%
1 Call In Progress	5,372	48.80%	1,427	16.25%
2 Calls In Progress	1,137	10.33%	167	1.90%
3 Calls In Progress	132	1.20%	13	0.14%
4 Calls In Progress	7	0.06%	0	0.00%
Totals	11,008	100.00%	8,784	100.00%



Scene Locations of Fire Incidents

Jan 01, 2021 to Dec 31, 2021

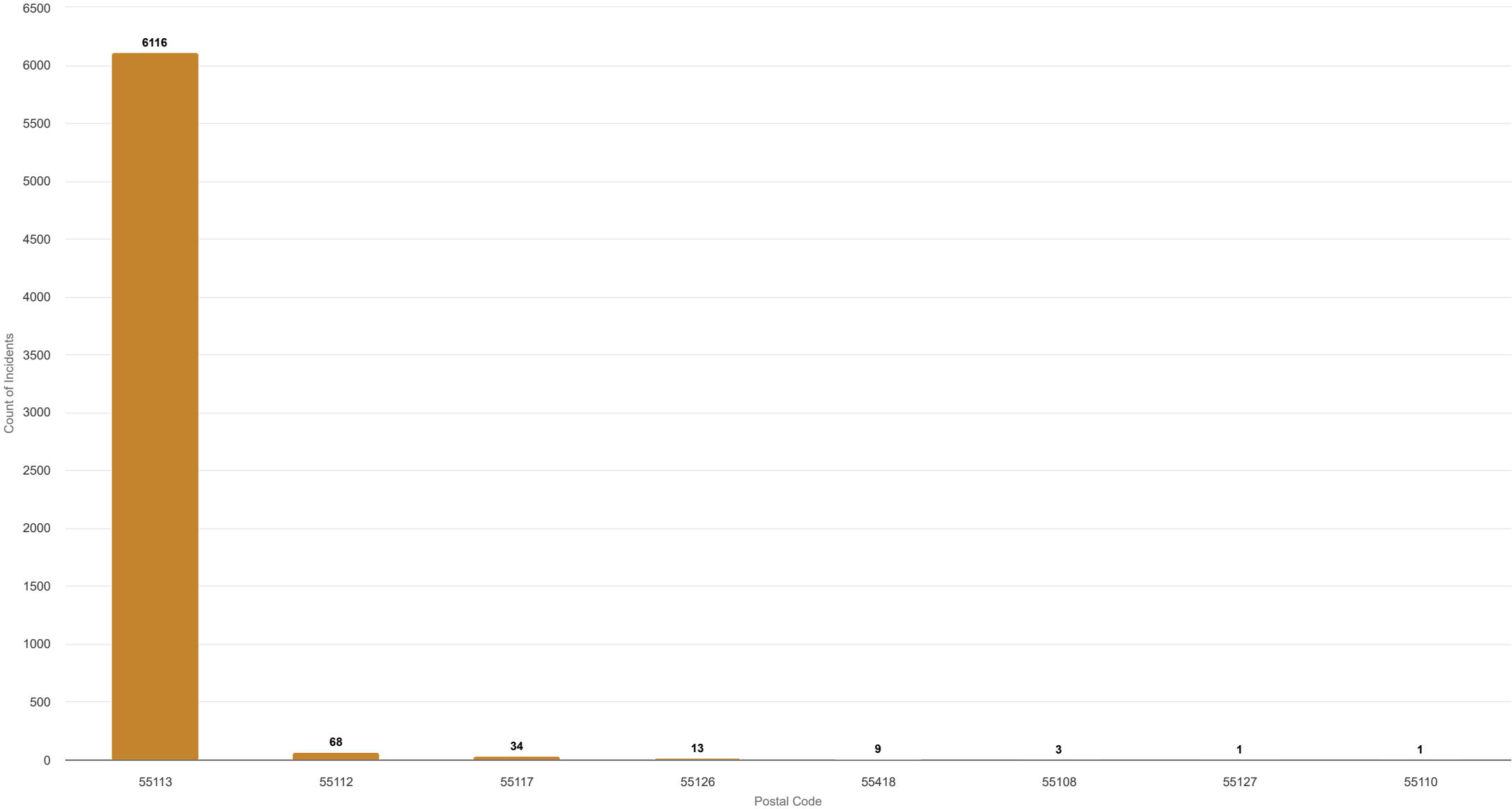


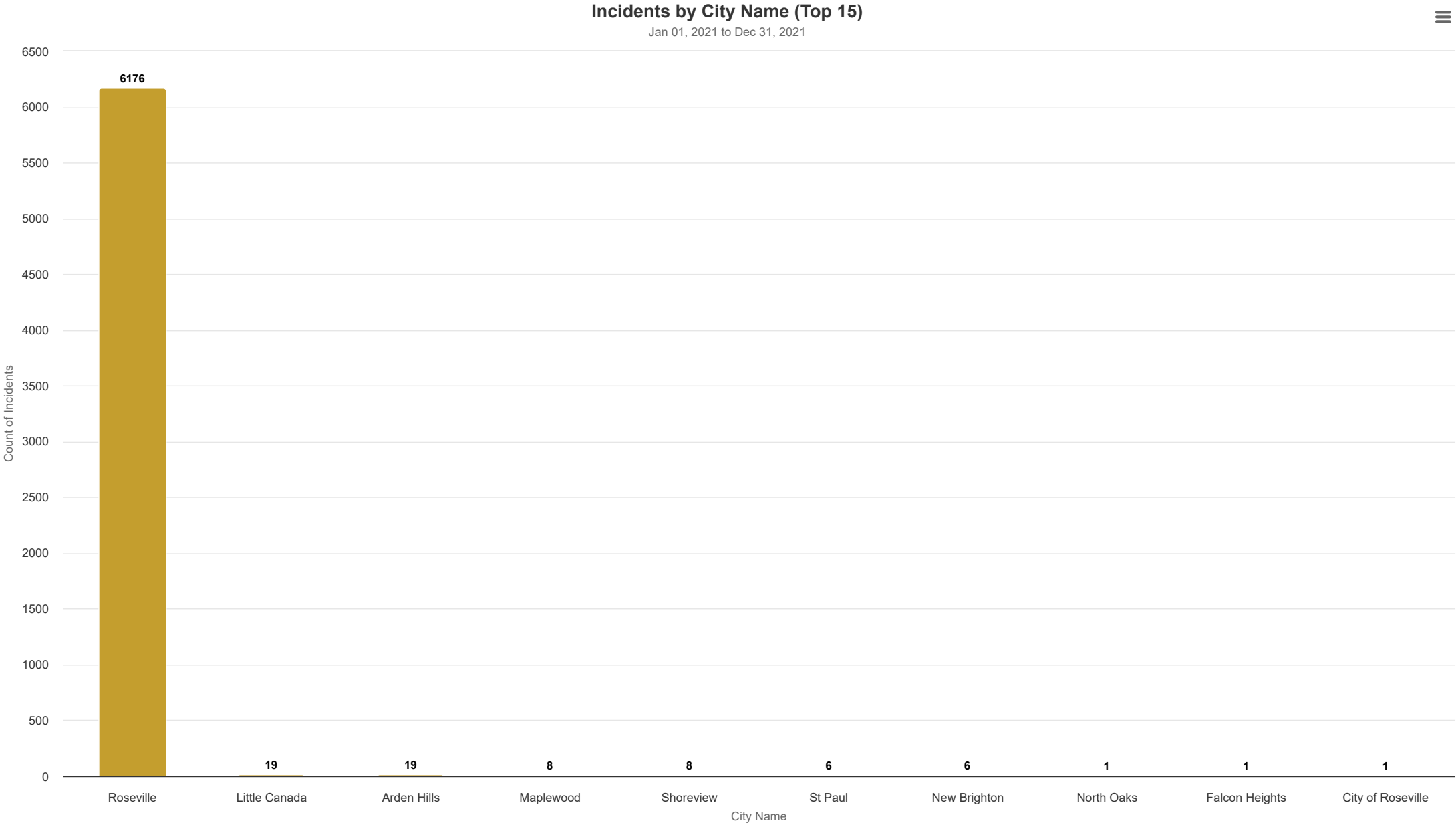
Map Layer:

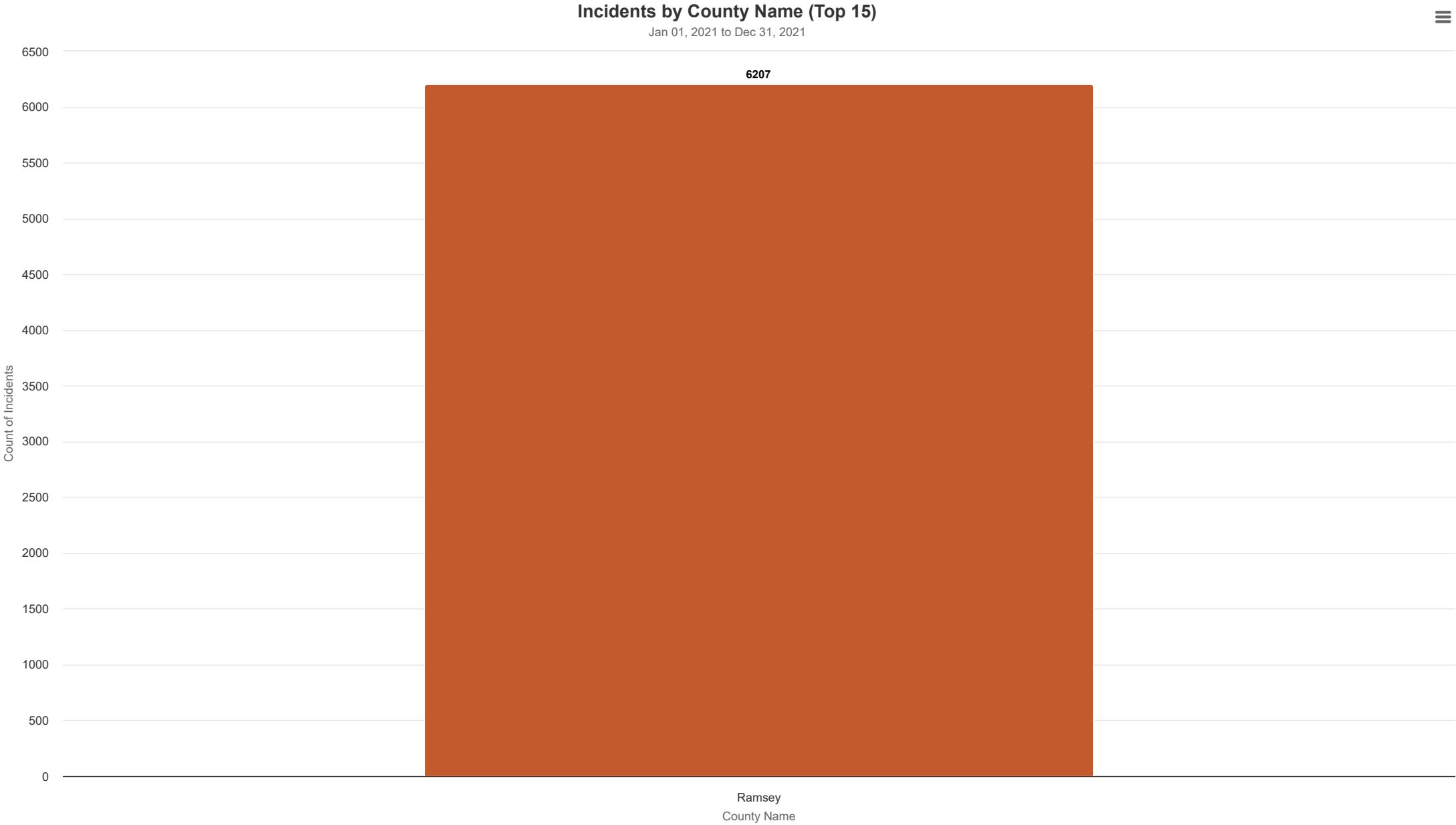
City of Roseville Boundaries : Boundaries for the City of Roseville

Incidents by Postal Code

Jan 01, 2021 to Dec 31, 2021

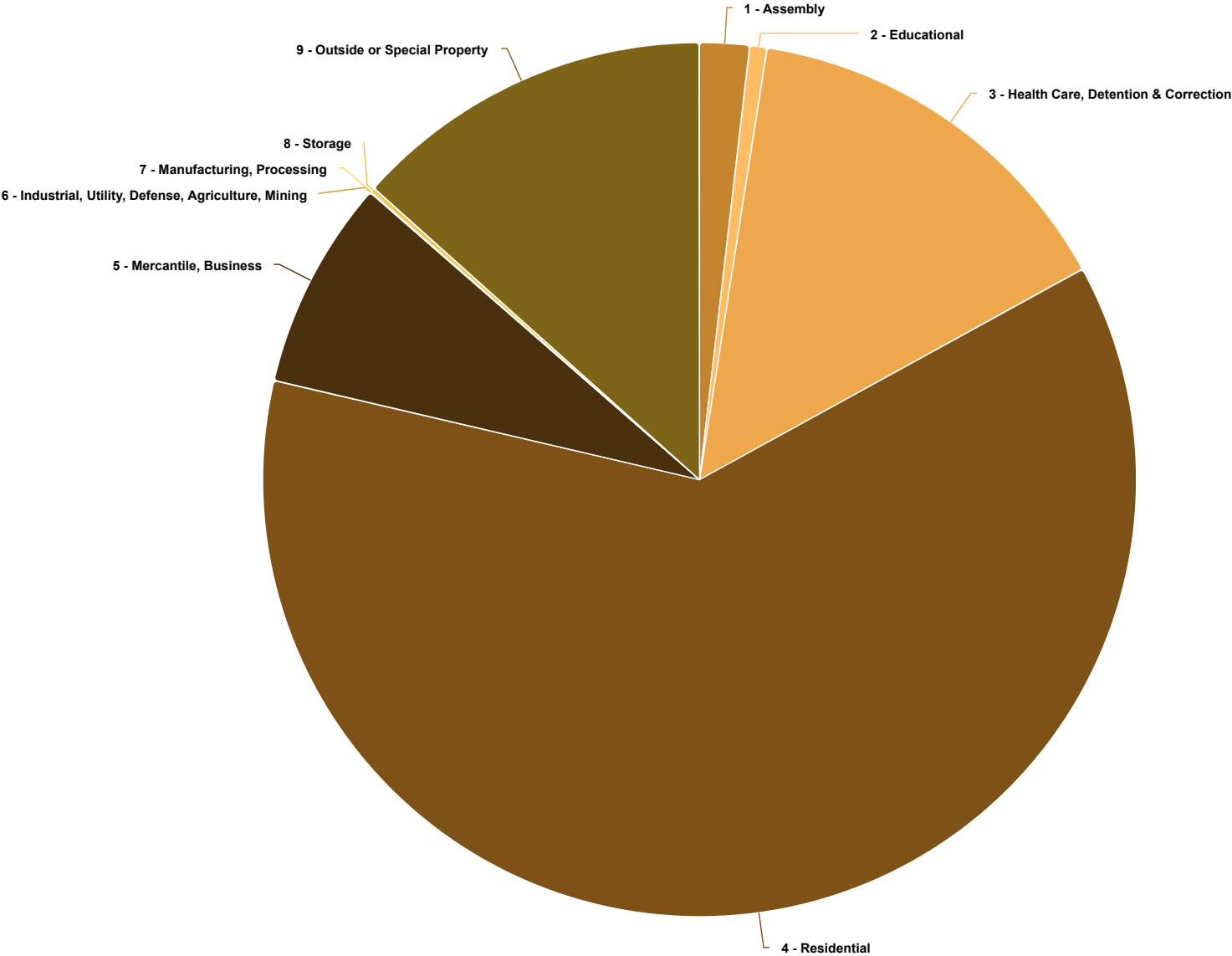






Incidents by Property Use Category

Jan 01, 2021 to Dec 31, 2021



Incidents by Response Mode To Scene

Jan 01, 2021 to Dec 31, 2021



There are no results to display

Values

Incidents by District/Zone

Jan 01, 2021 to Dec 31, 2021



There are no results to display

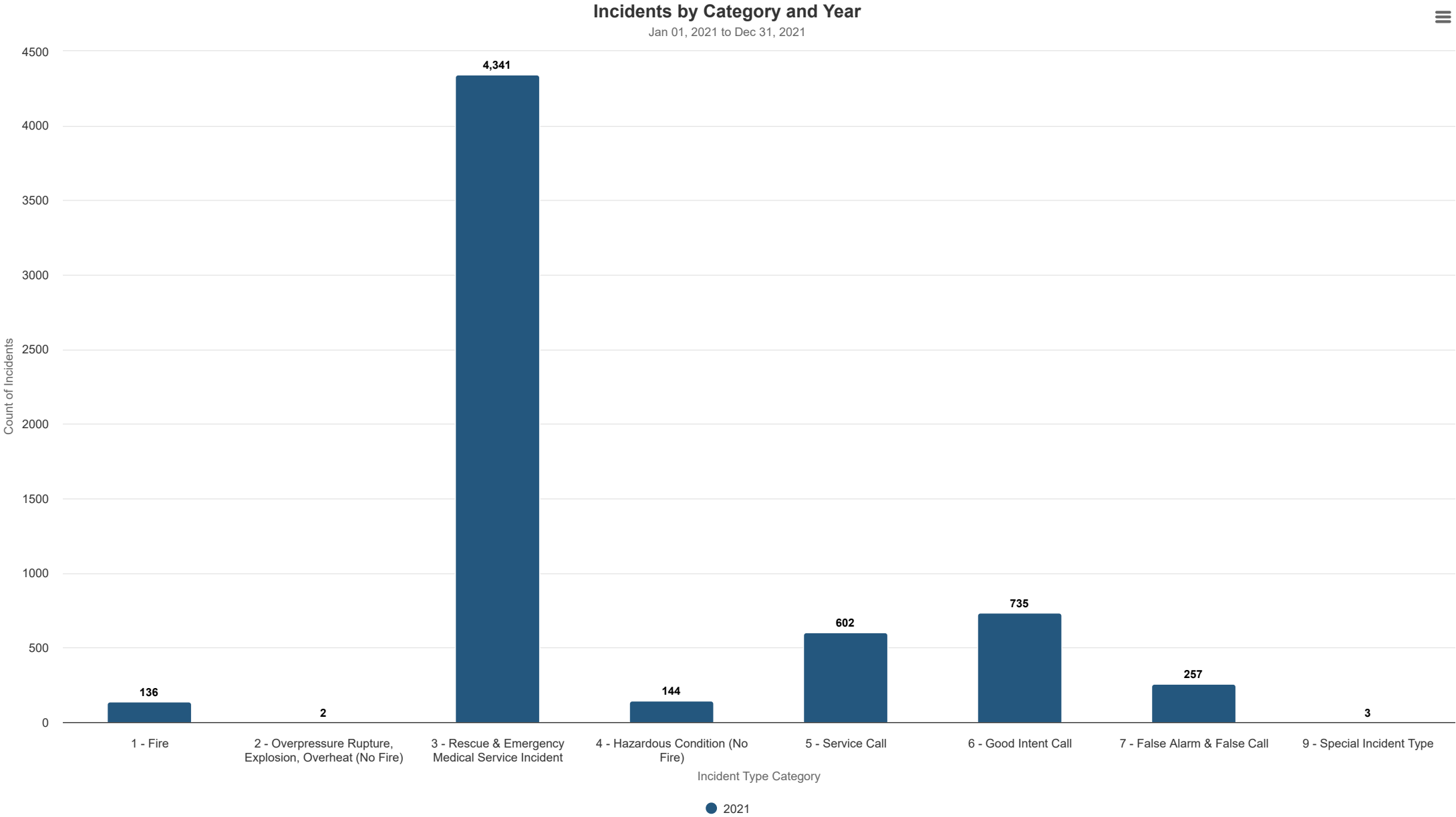
Values

Incidents by District/Zone



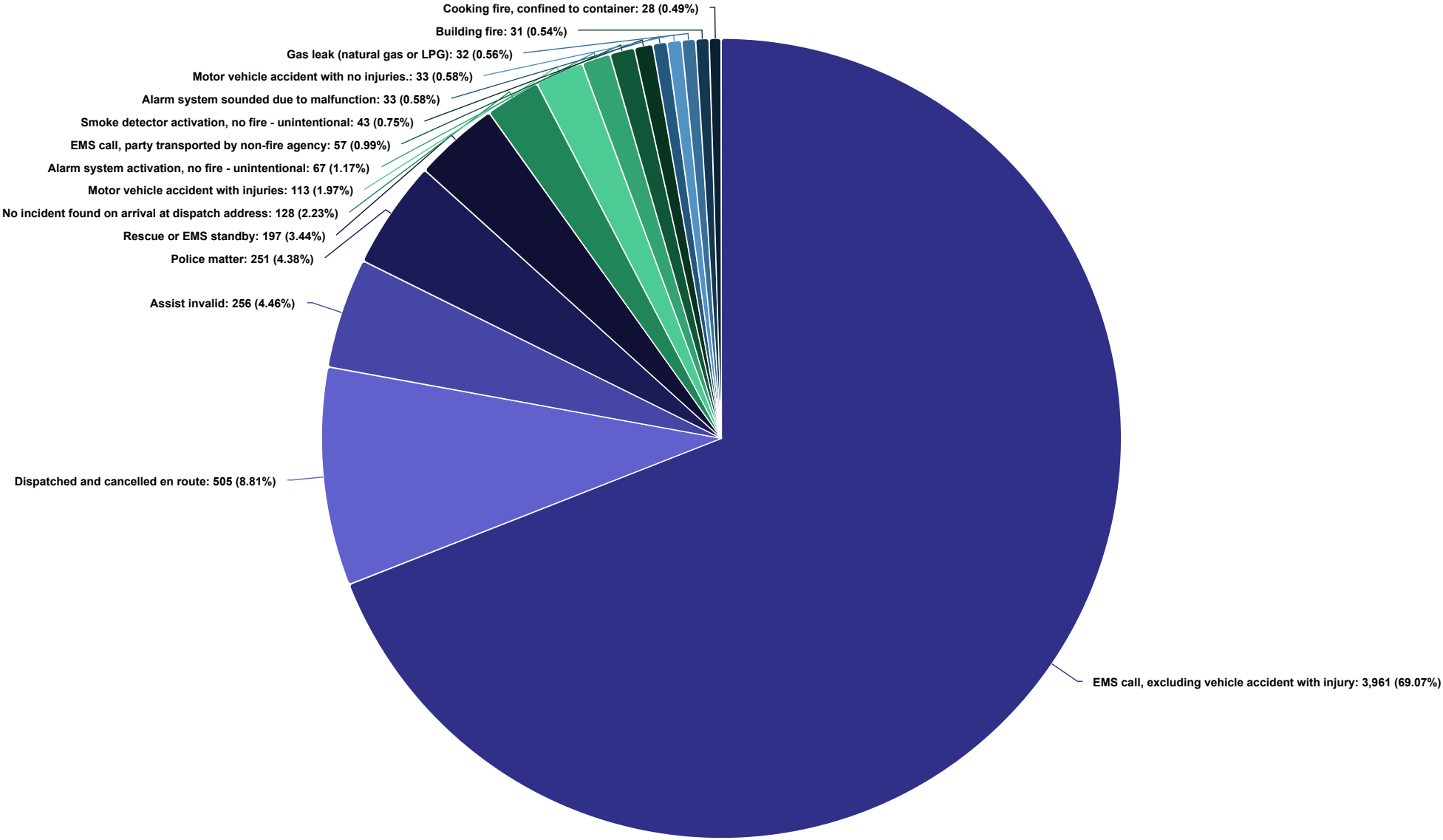
Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

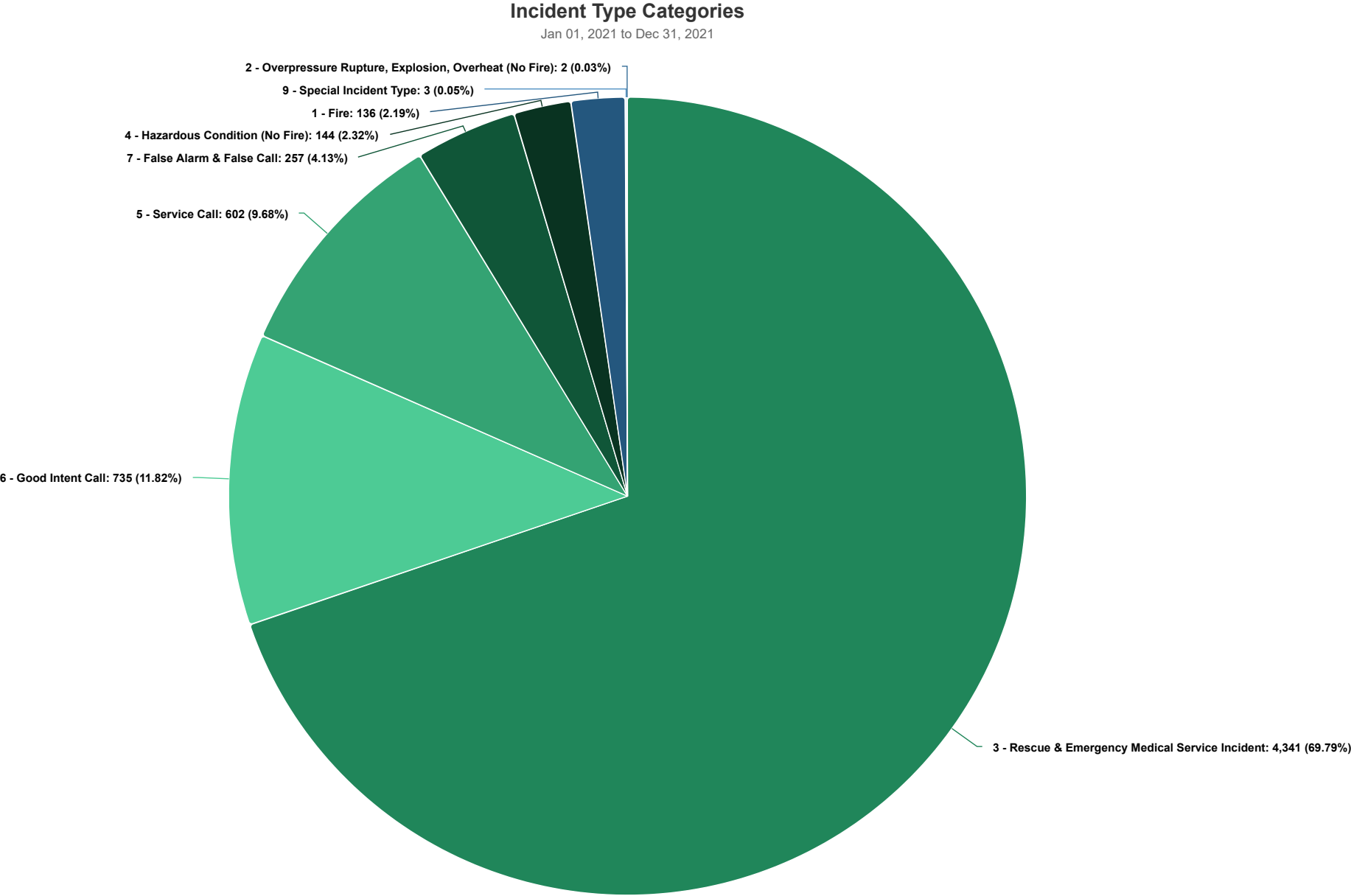
District/Zone	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	



Incident Types (Top 15)

Jan 01, 2021 to Dec 31, 2021

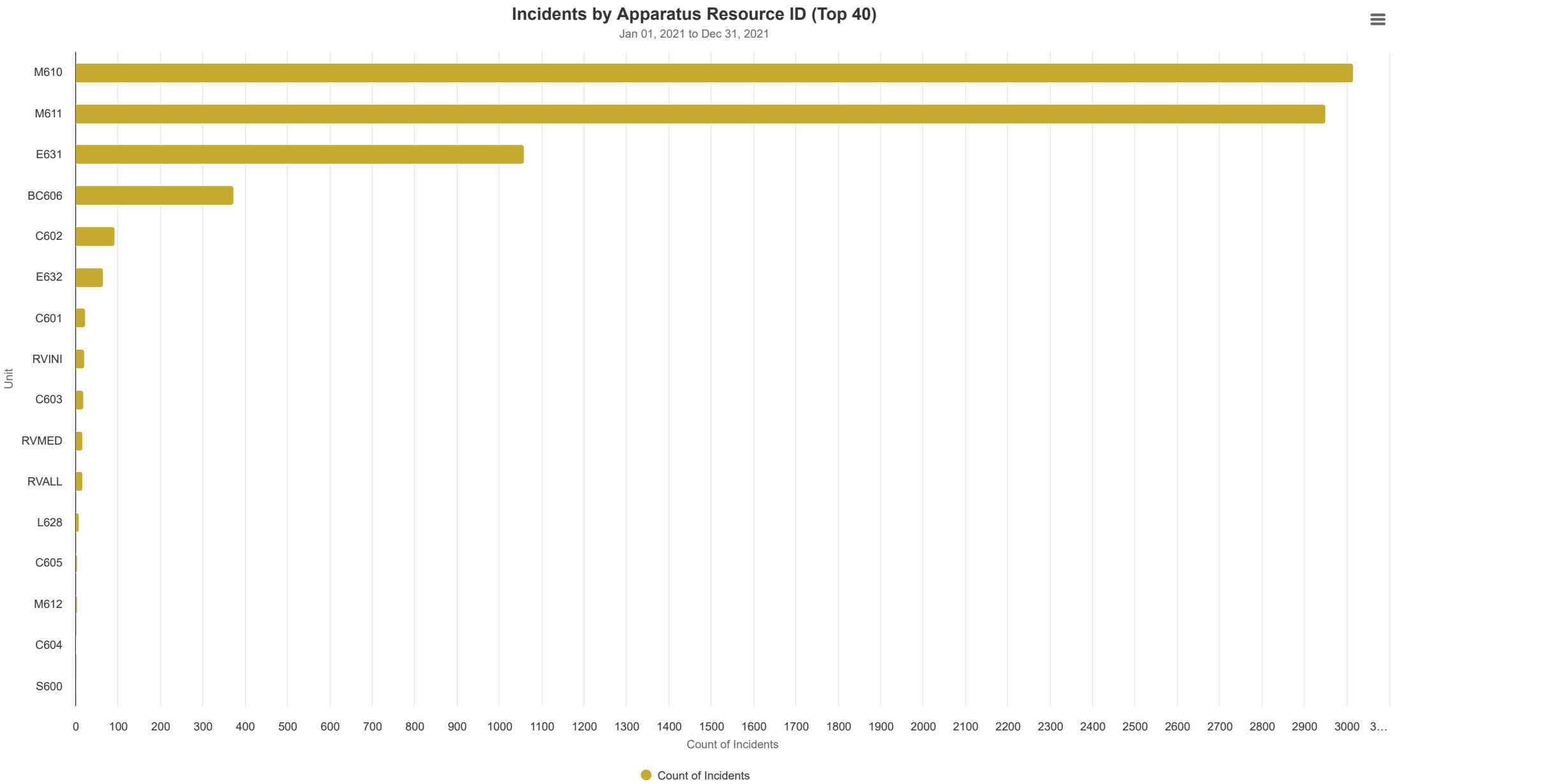


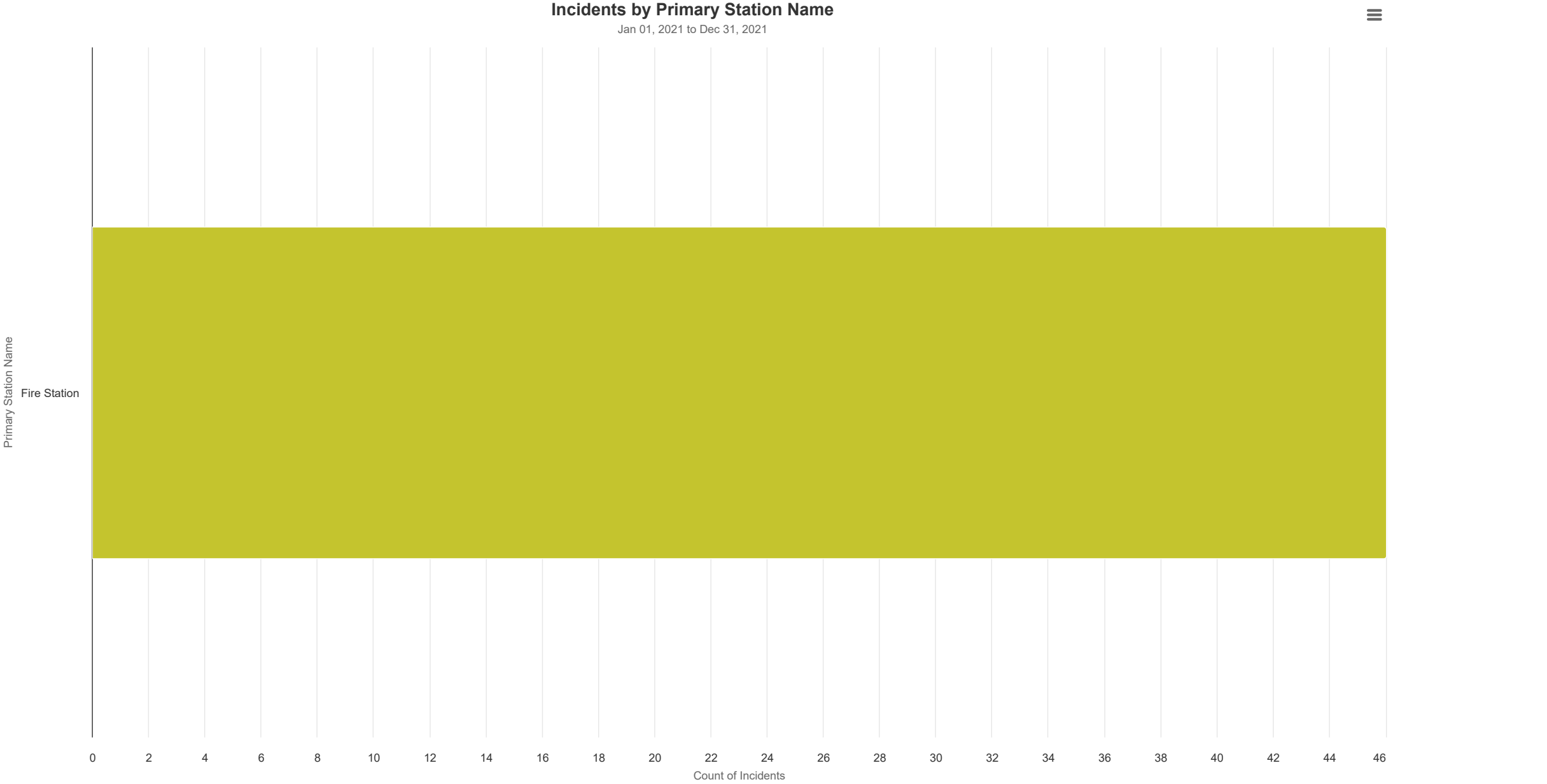


Incidents by Category and Month

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

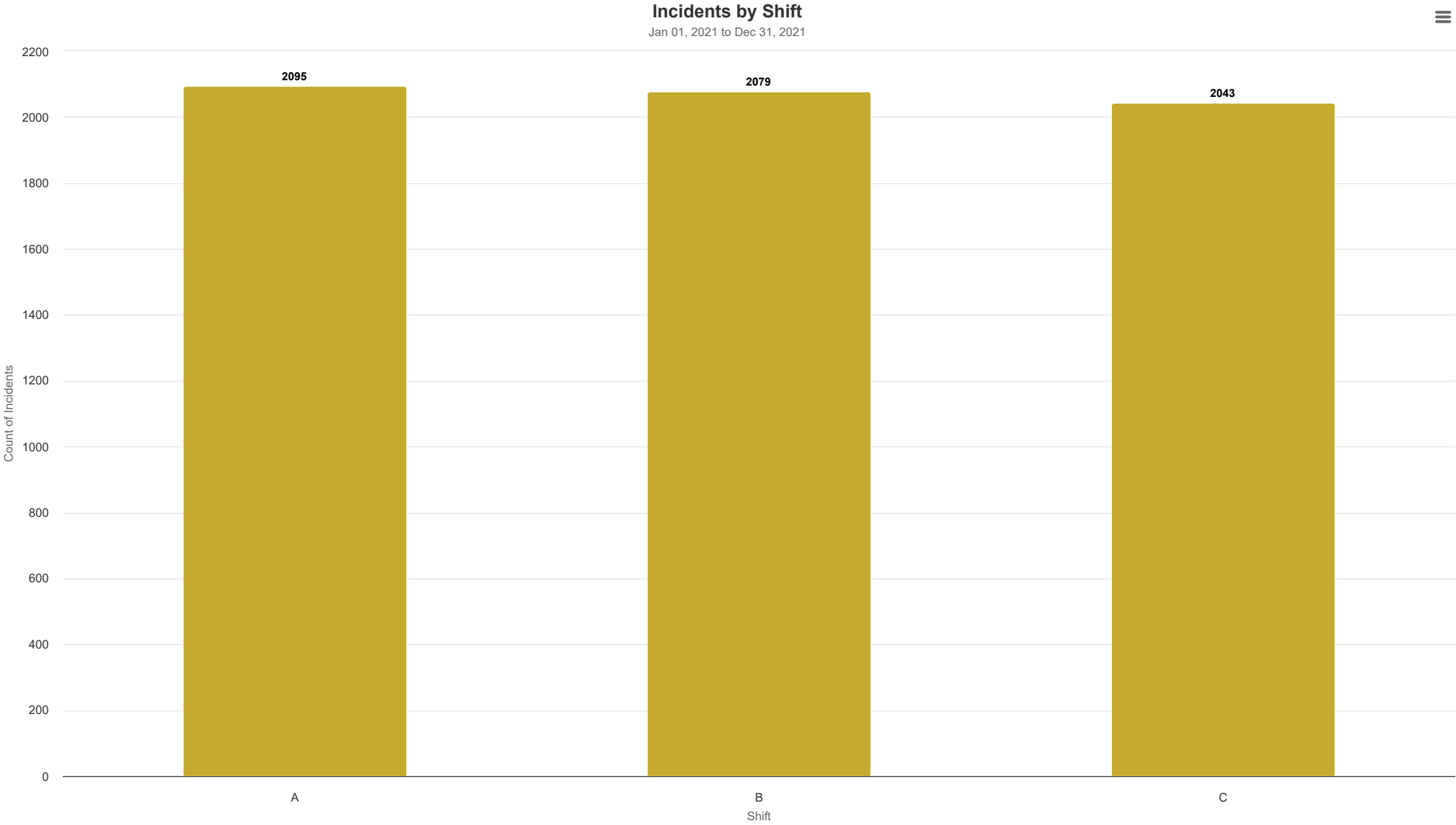
Incident Type Category	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	11	10	11	17	16	7	24	10	9	9	4	8	136	2.00%	99	2.00%	37.37%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	0	0	0	0	0	0	0	0	0	1	1	2	0.00%	2	0.00%	0.00%
3 - Rescue & Emergency Medical Service Incident	294	315	316	347	380	390	377	360	387	399	360	416	4,341	70.00%	3,700	68.00%	17.32%
4 - Hazardous Condition (No Fire)	12	4	4	10	17	12	12	21	12	13	14	13	144	2.00%	166	3.00%	-13.25%
5 - Service Call	39	41	56	61	61	72	37	38	61	59	35	42	602	10.00%	654	12.00%	-7.95%
6 - Good Intent Call	53	70	65	60	65	53	54	67	64	67	63	54	735	12.00%	591	11.00%	24.37%
7 - False Alarm & False Call	15	28	16	28	23	26	17	30	21	17	18	18	257	4.00%	252	5.00%	1.98%
8 - Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	3	0.00%	-100.00%
9 - Special Incident Type	1	0	0	0	1	0	1	0	0	0	0	0	3	0.00%	5	0.00%	-40.00%
Grand Total	425	468	468	523	563	560	522	526	554	564	495	552	6,220	100.00%	5,472	100.00%	13.67%







There are no results to display

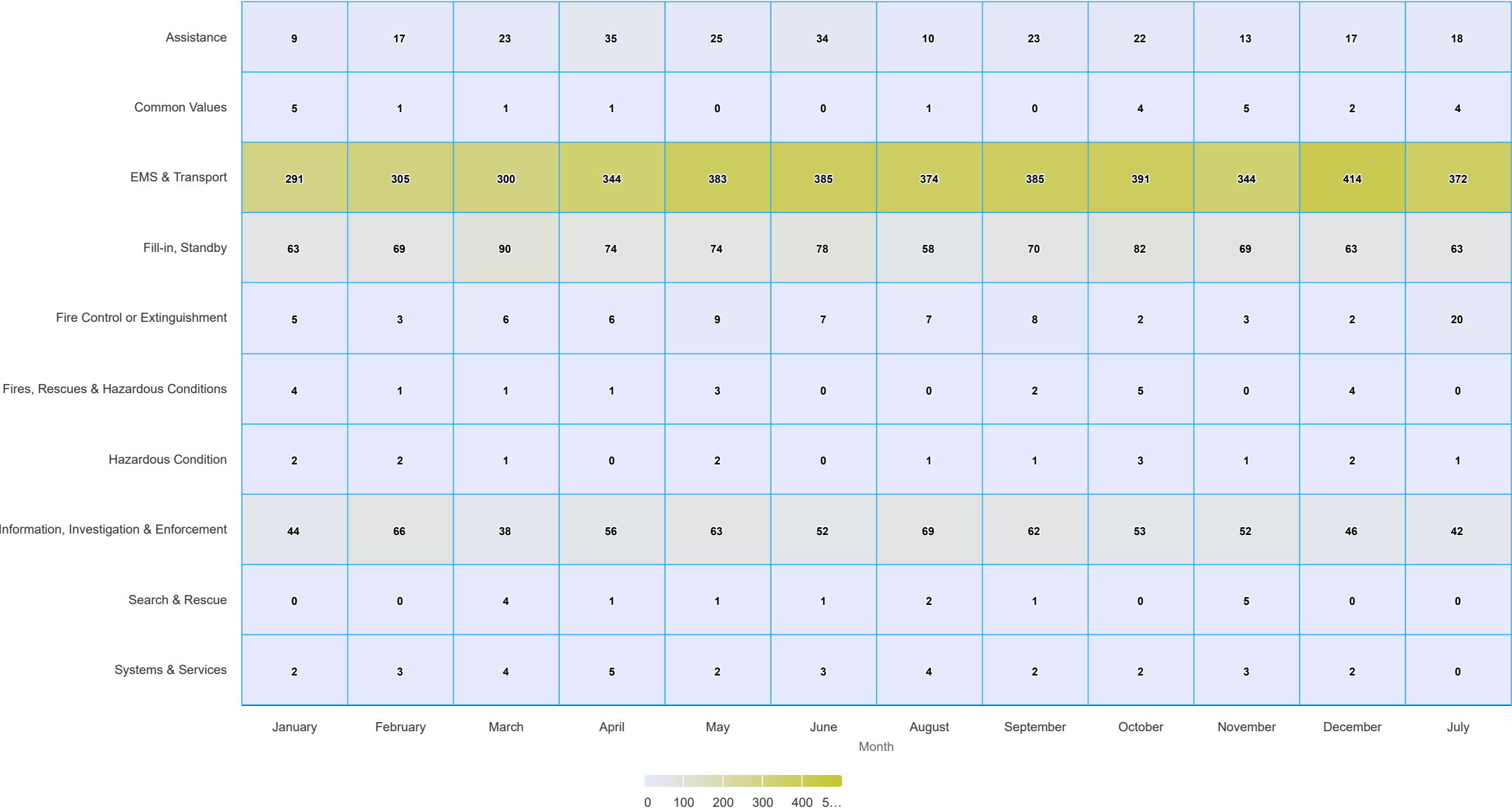


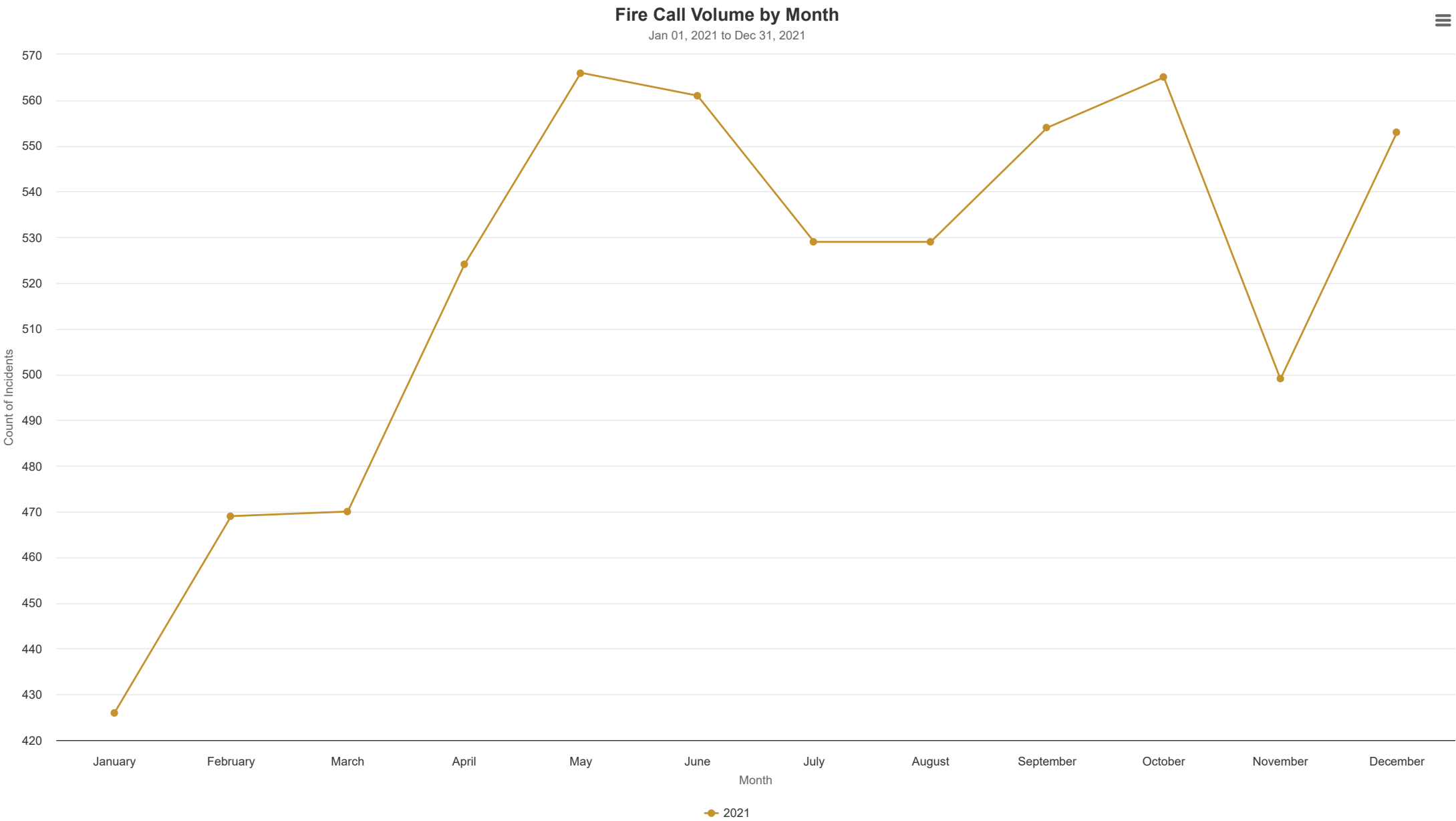
Primary Action Taken Categories by Month

Jan 01, 2021 to Dec 31, 2021

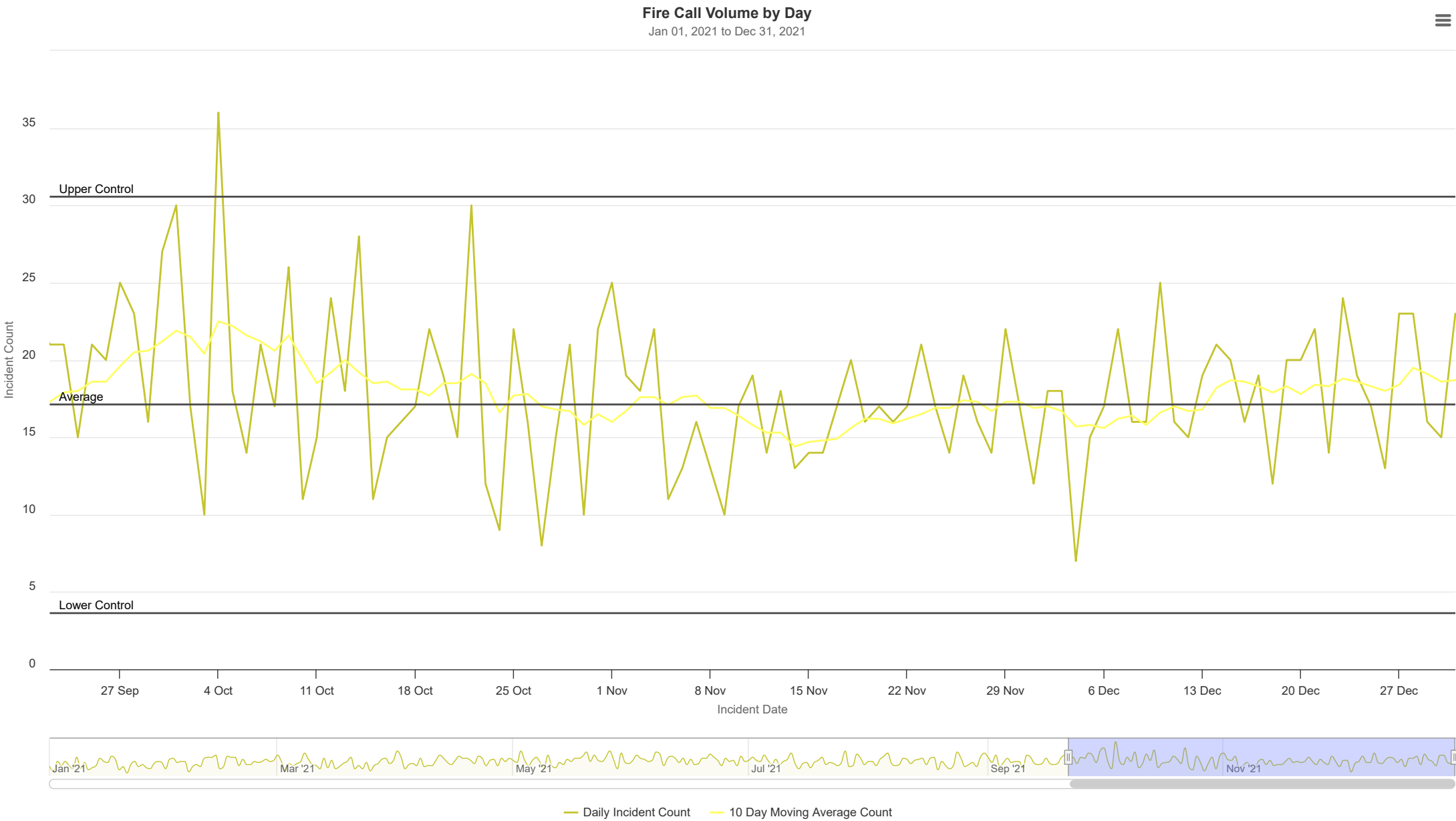


Primary Action Taken Categories





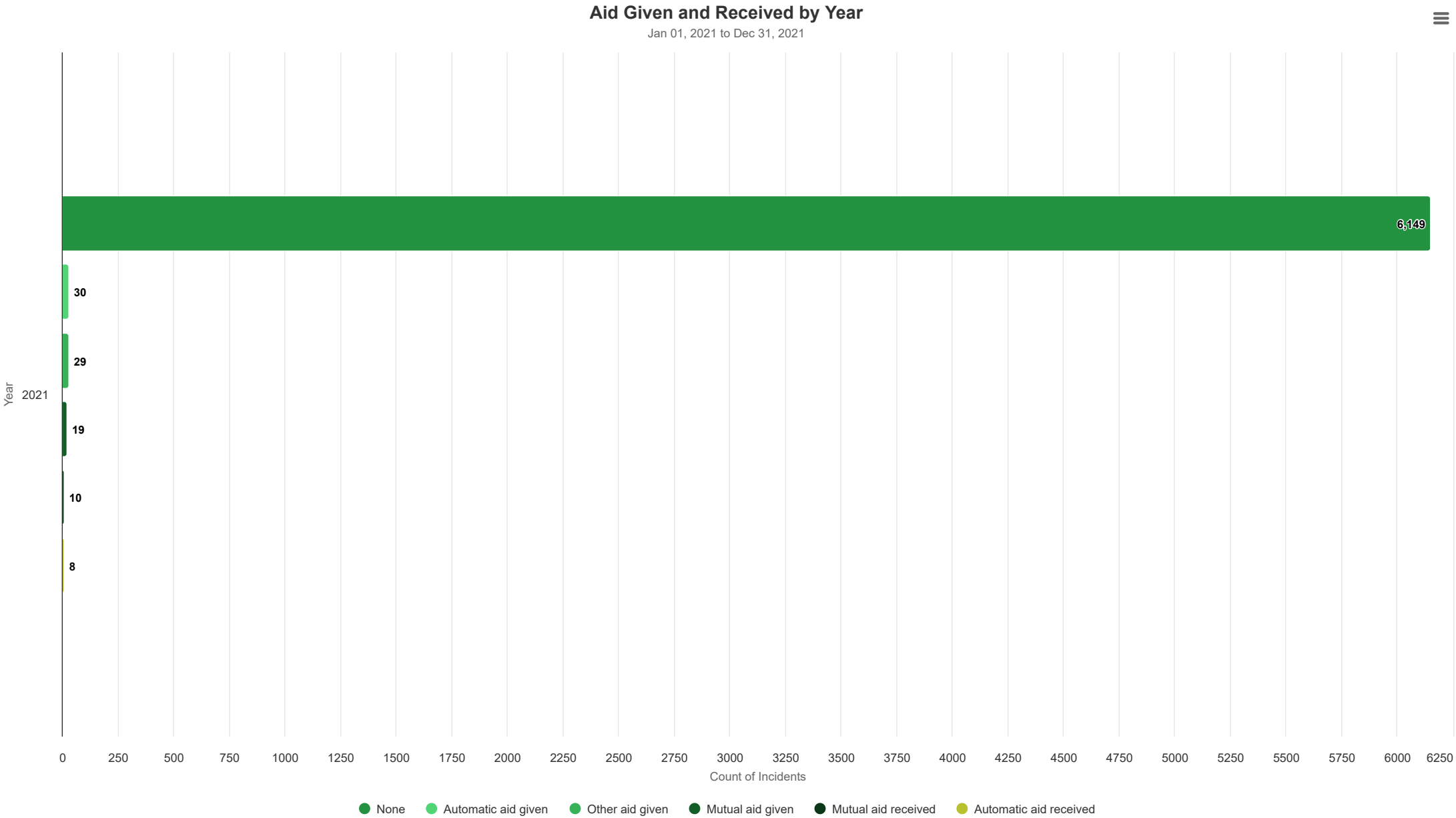




Aid Given and Received Summary

Jan 01, 2021 to Dec 31, 2021

Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Lake Johanna Fire Department	11	36.67%	0	0.00%	7	36.84%	0	0.00%
Little Canada Fire Department	8	26.67%	0	0.00%	7	36.84%	0	0.00%
Maplewood FD	5	16.67%	0	0.00%	2	10.53%	0	0.00%
New Brighton Fire	3	10.00%	0	0.00%	2	10.53%	0	0.00%
SPFD	3	10.00%	0	0.00%	1	5.26%	0	0.00%
Overall	30	100.00%	0	0.00%	19	100.00%	0	0.00%



Mutual Aid Given by Incident Type Category

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Incident Type Category	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	3.00%	-100.00%
1 - Fire	0	0	0	0	1	1	0	0	0	0	0	0	2	11.00%	7	23.00%	-71.43%
3 - Rescue & Emergency Medical Service Incident	1	1	0	0	1	1	0	0	2	1	2	1	10	53.00%	8	27.00%	25.00%
4 - Hazardous Condition (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	3.00%	-100.00%
5 - Service Call	0	0	1	0	0	0	0	0	1	0	0	0	2	11.00%	4	13.00%	-50.00%
6 - Good Intent Call	0	0	0	0	0	1	1	0	1	0	1	0	4	21.00%	9	30.00%	-55.56%
7 - False Alarm & False Call	0	0	0	0	1	0	0	0	0	0	0	0	1	5.00%	0	0.00%	N/A
Grand Total	1	1	1	0	3	3	1	0	4	1	3	1	19	100.00%	30	100.00%	-36.67%

Automatic Aid Given by Incident Type Category

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Incident Type Category	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	1	1	2	3	1	1	0	2	1	0	2	0	14	47.00%	12	40.00%	16.67%
3 - Rescue & Emergency Medical Service Incident	0	0	0	0	2	0	2	1	2	1	0	2	10	33.00%	5	17.00%	100.00%
4 - Hazardous Condition (No Fire)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	3.00%	-100.00%
5 - Service Call	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	2	7.00%	-100.00%
6 - Good Intent Call	0	1	0	2	0	1	0	0	0	0	2	0	6	20.00%	7	23.00%	-14.29%
7 - False Alarm & False Call	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	3	10.00%	-100.00%
Grand Total	1	2	2	5	3	2	2	3	3	1	4	2	30	100.00%	30	100.00%	0.00%

Mutual Aid Received by Incident Type Category

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Incident Type Category	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	0	0	0	1	0	0	5	0	0	0	0	0	6	60.00%	0	0.00%	N/A
3 - Rescue & Emergency Medical Service Incident	0	0	0	0	0	1	2	0	0	0	0	0	3	30.00%	1	50.00%	200.00%
5 - Service Call	0	0	0	0	0	0	0	0	1	0	0	0	1	10.00%	0	0.00%	N/A
6 - Good Intent Call	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	50.00%	-100.00%
Grand Total	0	0	0	1	0	1	7	0	1	0	0	0	10	100.00%	2	100.00%	4.00%

Automatic Aid Received by Incident Type Category

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Incident Type Category	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	1	1	0	0	1	0	2	0	2	0	0	1	8	100.00%	5	71.00%	60.00%
3 - Rescue & Emergency Medical Service Incident	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	14.00%	-100.00%
7 - False Alarm & False Call	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	14.00%	-100.00%
Grand Total	1	1	0	0	1	0	2	0	2	0	0	1	8	100.00%	7	100.00%	14.29%

Mutual Aid Given by Fire Department Given Aid

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Fire Department	FDID	2021												2021		2020		YTD % Change
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	6	20.00%	-100.00%
Lake Johanna Fire Department	62113	1	0	0	0	1	1	1	0	1	0	2	0	7	37.00%	8	27.00%	-12.50%
Little Canada Fire Department	62103	0	1	1	0	0	0	0	0	2	1	1	1	7	37.00%	6	20.00%	16.67%
Maplewood FD	62118	0	0	0	0	1	1	0	0	0	0	0	0	2	11.00%	1	3.00%	100.00%
New Brighton Fire	62107	0	0	0	0	0	1	0	0	1	0	0	0	2	11.00%	2	7.00%	0.00%
SPFD	62210	0	0	0	0	1	0	0	0	0	0	0	0	1	5.00%	6	20.00%	-83.33%
St. Anthony Fire	27327	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	1	3.00%	-100.00%
Grand Total		1	1	1	0	3	3	1	0	4	1	3	1	19	100.00%	30	100.00%	-36.67%

Automatic Aid Given by Fire Department Given Aid

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Fire Department	FDID	2021												2021		2020		YTD % Change
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	5	17.00%	-100.00%
Lake Johanna Fire Department	62113	1	1	2	2	0	0	0	1	1	1	0	2	11	37.00%	15	50.00%	-26.67%
Little Canada Fire Department	62103	0	0	0	2	1	1	2	1	1	0	0	0	8	27.00%	3	10.00%	166.67%
Maplewood FD	62118	0	1	0	1	0	0	0	0	0	0	3	0	5	17.00%	6	20.00%	-16.67%
New Brighton Fire	62107	0	0	0	0	0	1	0	1	0	0	1	0	3	10.00%	1	3.00%	200.00%
SPFD	62210	0	0	0	0	2	0	0	0	1	0	0	0	3	10.00%	0	0.00%	N/A
Grand Total		1	2	2	5	3	2	2	3	3	1	4	2	30	100.00%	30	100.00%	0.00%

Mutual Aid Received by Fire Department

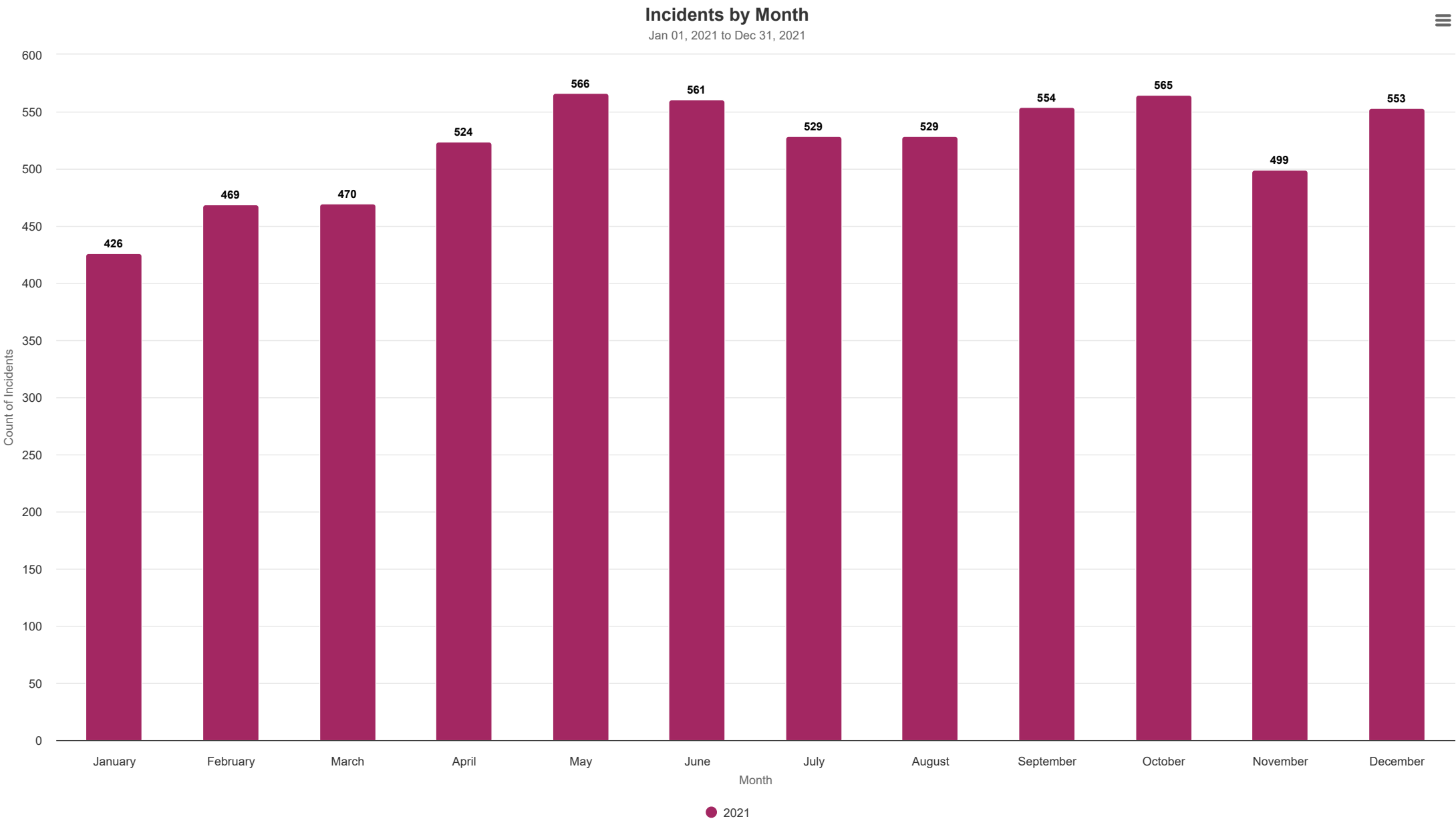
Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Fire Department	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	

Automatic Aid Received by Fire Department

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM

Fire Department	2021												2021		2020		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	



Incidents by Day and Hour

Jan 01, 2021 to Dec 31, 2021



Day of Week

Sunday	36	21	22	16	8	18	23	39	35	36	31	41	48	40	33	38	43	43	51	41	48	39	30	29
Monday	31	21	22	20	12	11	21	24	45	30	46	72	81	54	60	61	52	61	60	51	48	37	32	36
Tuesday	21	27	25	19	21	18	31	36	42	42	47	53	54	57	48	72	51	39	49	42	37	34	22	33
Wednesday	27	22	16	15	22	12	25	38	34	51	47	56	69	42	48	51	42	37	35	36	41	30	26	27
Thursday	22	17	24	13	9	17	16	37	44	50	68	59	56	53	56	66	57	40	42	48	35	37	27	17
Friday	14	17	15	18	19	18	21	38	39	41	50	51	56	62	56	49	57	45	57	50	48	50	38	22
Saturday	20	30	16	13	16	10	19	22	35	46	45	36	36	55	54	57	52	33	59	43	43	38	32	28
	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300

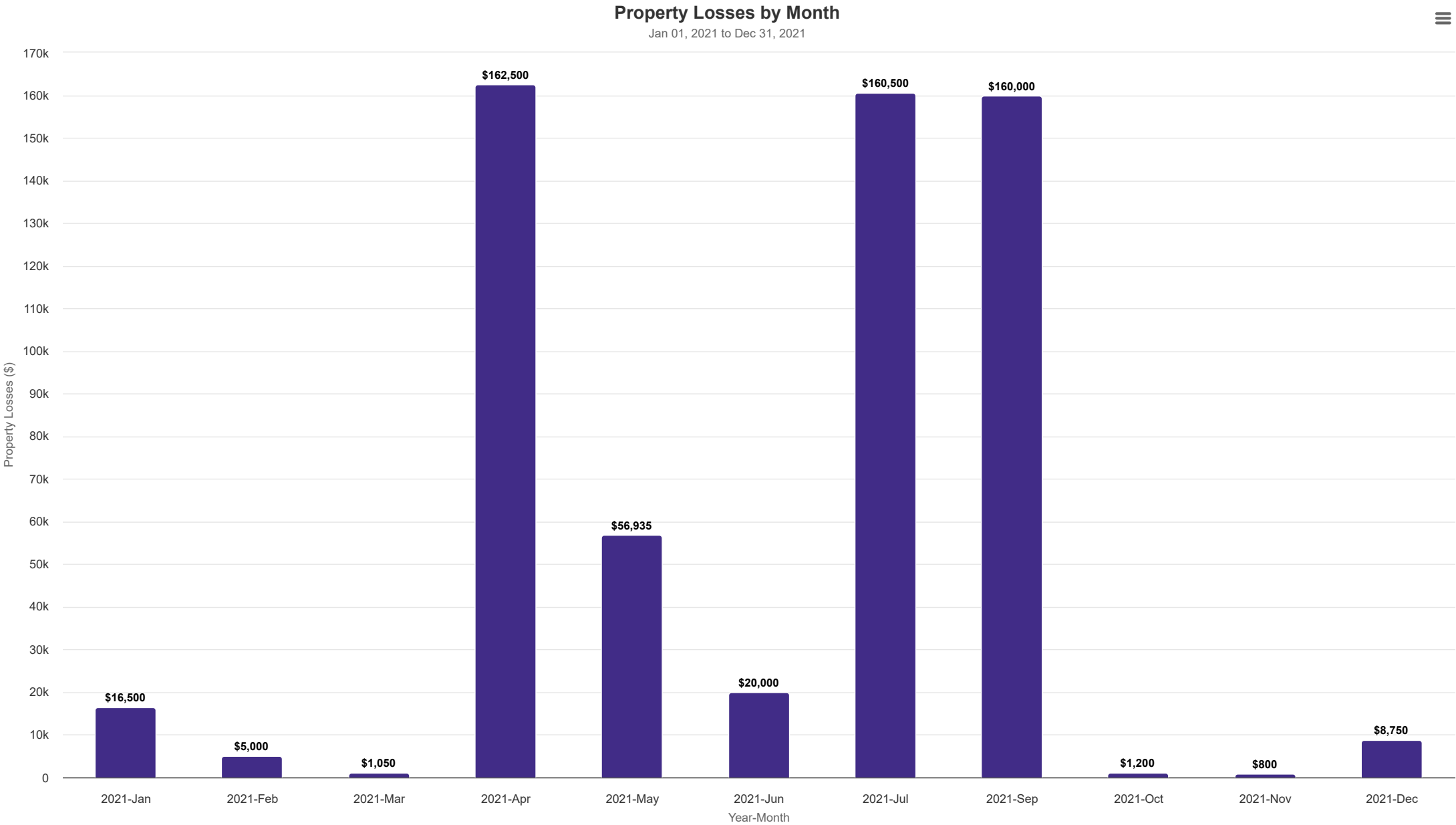
Hour of Day

Monthly Call Volume Year over Year

Jan 01, 2020 12:00 AM to Dec 31, 2021 11:59 PM



Month Name	2021		2020		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	426	7.00%	482	9.00%	-11.62%
February	469	8.00%	431	8.00%	8.82%
March	470	8.00%	422	8.00%	11.37%
April	524	8.00%	400	7.00%	31.00%
May	566	9.00%	391	7.00%	44.76%
June	561	9.00%	482	9.00%	16.39%
July	529	8.00%	499	9.00%	6.01%
August	529	8.00%	498	9.00%	6.22%
September	554	9.00%	500	9.00%	10.80%
October	565	9.00%	467	8.00%	20.99%
November	499	8.00%	474	9.00%	5.27%
December	553	9.00%	482	9.00%	14.73%
Grand Total	6,245	100.00%	5,528	100.00%	12.97%



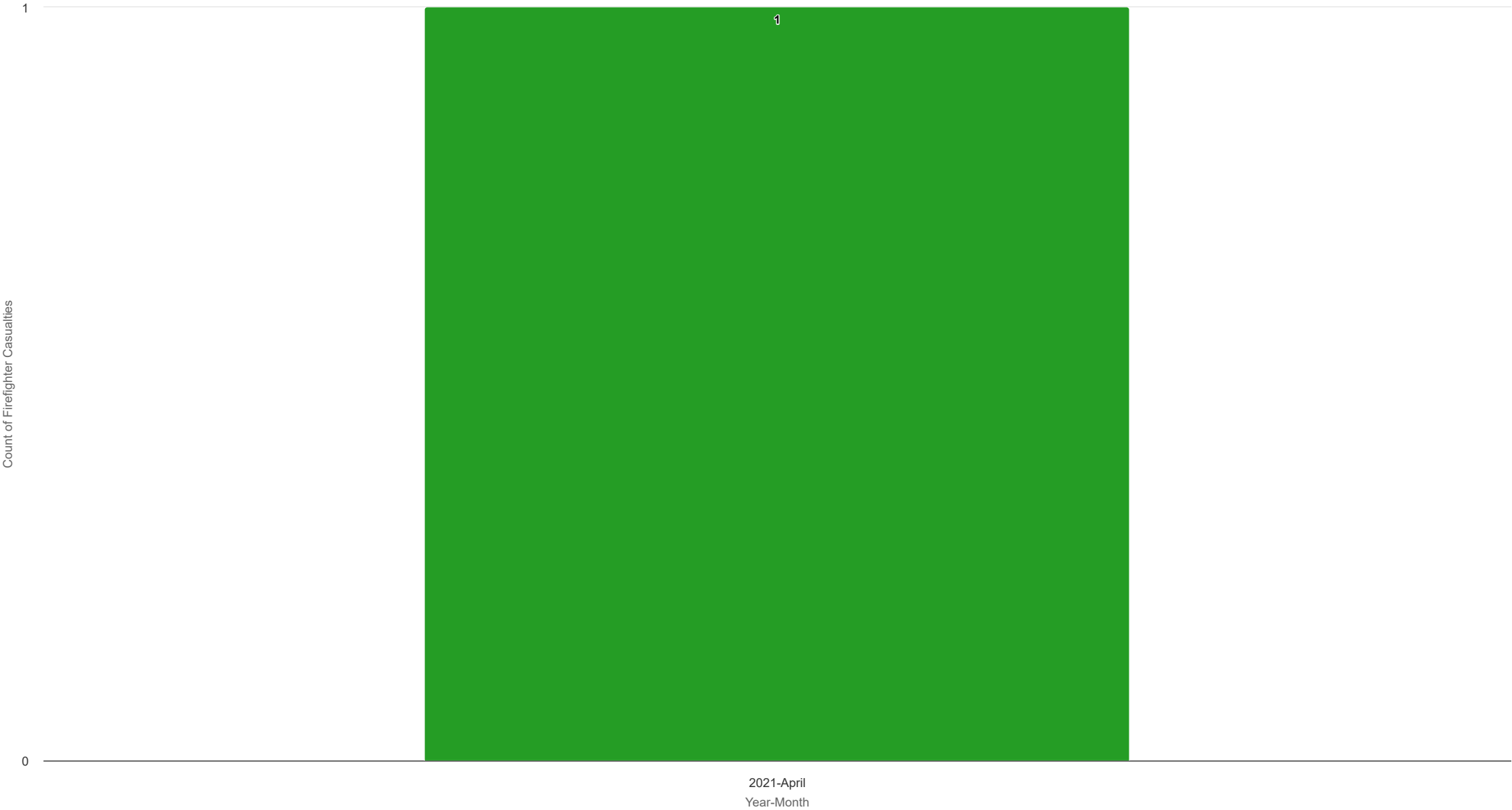
Property Loss Incidents (Top 20)

Jan 01, 2021 to Dec 31, 2021

Agency Name	Incident Date Time	Incident Number	Property Use	Street Number	Street Name	City	State	Postal Code	Property Pre-Incident Value	Property Loss
Roseville Fire Department	04/16/2021 05:02 PM	211645	1 or 2 family dwelling	3098	Victoria	Roseville	MN	55113	\$372,700	\$150,000
Roseville Fire Department	09/18/2021 03:36 PM	214406	1 or 2 family dwelling	2258	Saint Croix	Roseville	MN	55113	\$271,500	\$85,000
Roseville Fire Department	07/05/2021 01:04 AM	213116	1 or 2 family dwelling	3088	West Owasso	Roseville	MN	55113	\$1,616,000	\$75,000
Roseville Fire Department	09/22/2021 11:21 AM	214480	Multifamily dwelling	535	Sandhurst	Roseville	MN	55113	\$13,000,000	\$75,000
Roseville Fire Department	05/12/2021 07:28 AM	212104	Multifamily dwelling	221	Larpenteur	Roseville	MN	55113	\$3,000,000	\$45,000
Roseville Fire Department	07/04/2021 11:01 PM	213108	1 or 2 family dwelling	2205	Merrill	Roseville	MN	55113	\$375,000	\$45,000
Roseville Fire Department	06/09/2021 11:42 PM	212654	Vehicle parking area	(blank)	Oakcrest	Roseville	MN	55113	\$30,000	\$20,000
Roseville Fire Department	07/01/2021 11:07 PM	213055	1 or 2 family dwelling	2843	Merrill	Roseville	MN	55113	\$273,300	\$20,000
Roseville Fire Department	01/03/2021 01:15 PM	210024	Highway or divided highway	(blank)	Snelling	Roseville	MN	55113	\$10,000	\$10,000
Roseville Fire Department	07/28/2021 09:03 AM	213505	Business office	2565	Hamline	Roseville	MN	55113	\$208,000	\$10,000
Roseville Fire Department	04/10/2021 08:20 PM	211540	1 or 2 family dwelling	1797	Maple	Roseville	MN	55113	\$300,000	\$8,500
Roseville Fire Department	02/24/2021 07:32 AM	210814	Multifamily dwelling	166	North McCarrons	Roseville	MN	55113	\$1,000,000	\$5,000
Roseville Fire Department	12/07/2021 02:22 PM	215830	Multifamily dwelling	1425	Terrace	Roseville	MN	55113	\$10,000,000	\$5,000
Roseville Fire Department	01/17/2021 07:07 PM	210237	Highway or divided highway	(blank)	Highway 36	Little Canada	MN	55117	\$4,500	\$4,500
Roseville Fire Department	05/29/2021 02:50 PM	212431	Highway or divided highway	2151	Snelling	Roseville	MN	55113	\$4,500	\$4,500
Roseville Fire Department	05/29/2021 03:04 PM	212433	Vehicle parking area	(blank)	SNELLING AVE N / COUNTY ROAD B	Roseville	MN	55113	\$4,500	\$4,500
Roseville Fire Department	07/05/2021 03:24 AM	213118	1 or 2 family dwelling	482	Eldridge	Roseville	MN	55113	\$75,000	\$4,500
Roseville Fire Department	04/26/2021 07:05 PM	211833	Street, other	(blank)	Fairview	Roseville	MN	55113	\$3,500	\$3,500
Roseville Fire Department	07/29/2021 02:33 AM	213516	Hotel/motel, commercial	2550	Cleveland	Roseville	MN	55113	\$3,500	\$3,500
Roseville Fire Department	12/14/2021 02:41 AM	215948	Highway or divided highway	(blank)	Highway 36	Roseville	MN	55113	\$3,500	\$3,500

Firefighter Casualty Summary

Jan 01, 2021 to Dec 31, 2021



Overlapping Calls and Hours

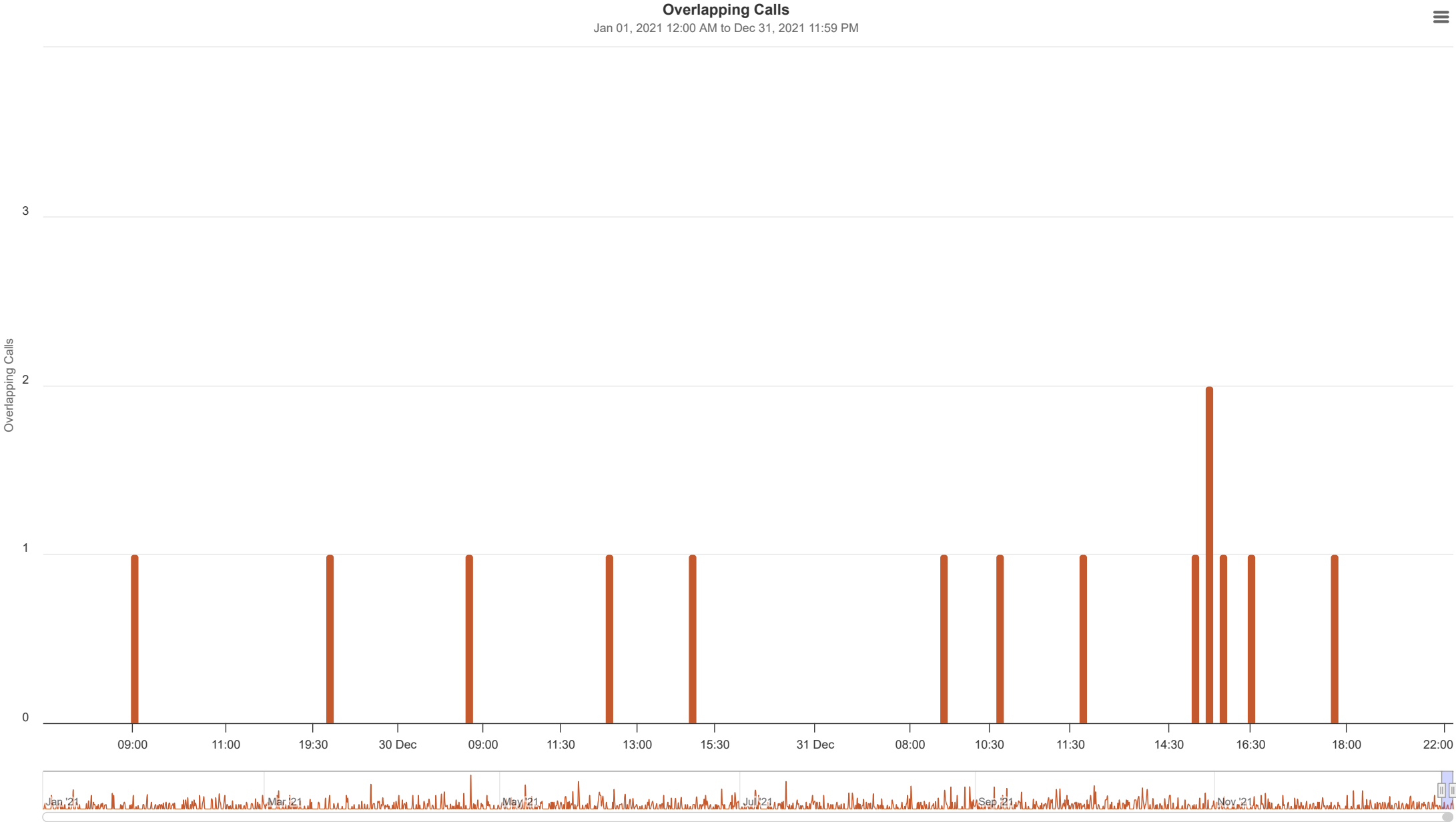
Jan 01, 2021 12:00 AM to Dec 31, 2021 11:59 PM

Overlapping Calls	Occurrences	% of Occurrences	Hours	% of Hours
0 Overlapping Calls	10,807	86.75%	8,544	97.53%
1 Overlapping Call	1,454	11.67%	199	2.27%
2 Overlapping Calls	176	1.41%	16	0.18%
3 Overlapping Calls	19	0.15%	1	0.01%
4 Overlapping Calls	1	0.01%	0	0.00%
Totals	12,457	100.00%	8,760	100.00%

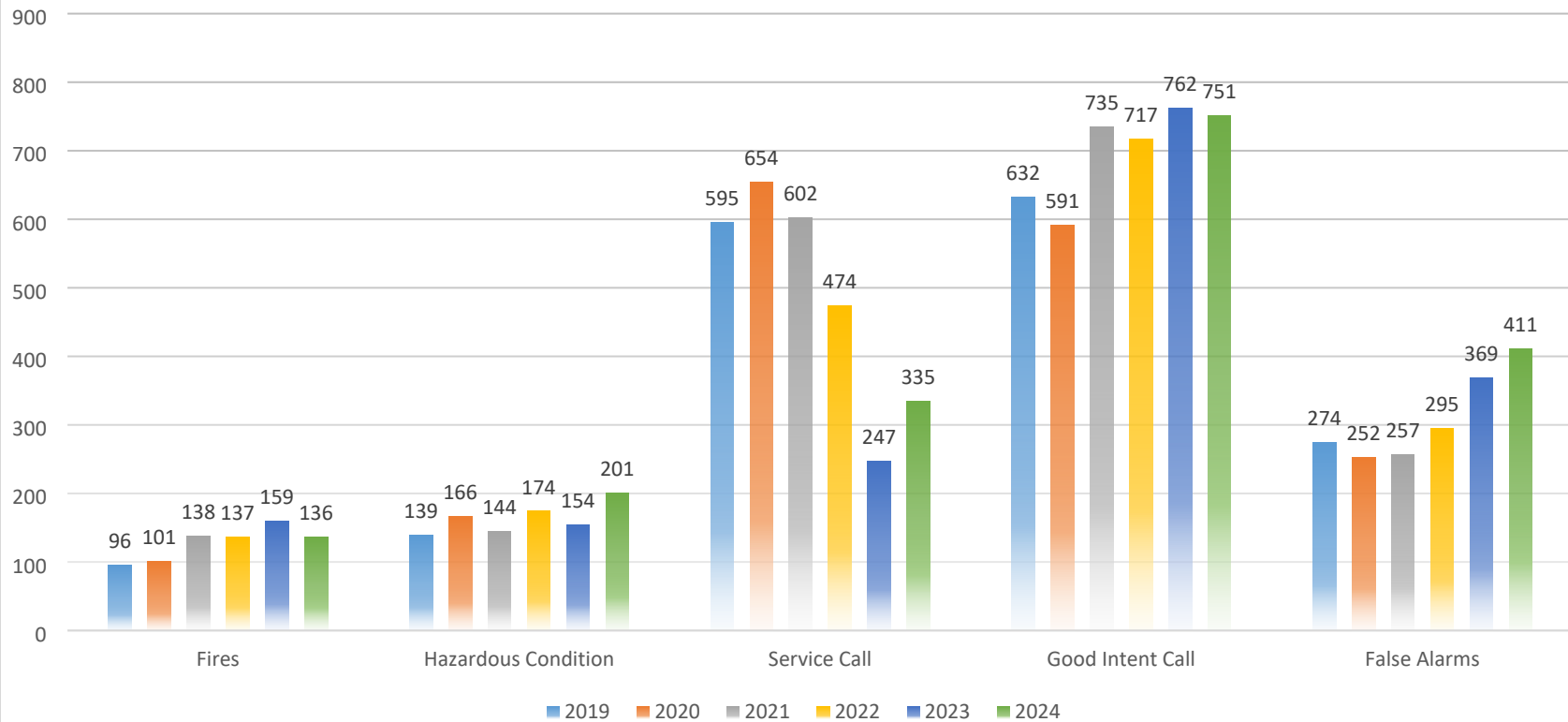
Calls in Progress

Jan 01, 2021 12:00 AM to Dec 31, 2021 11:59 PM

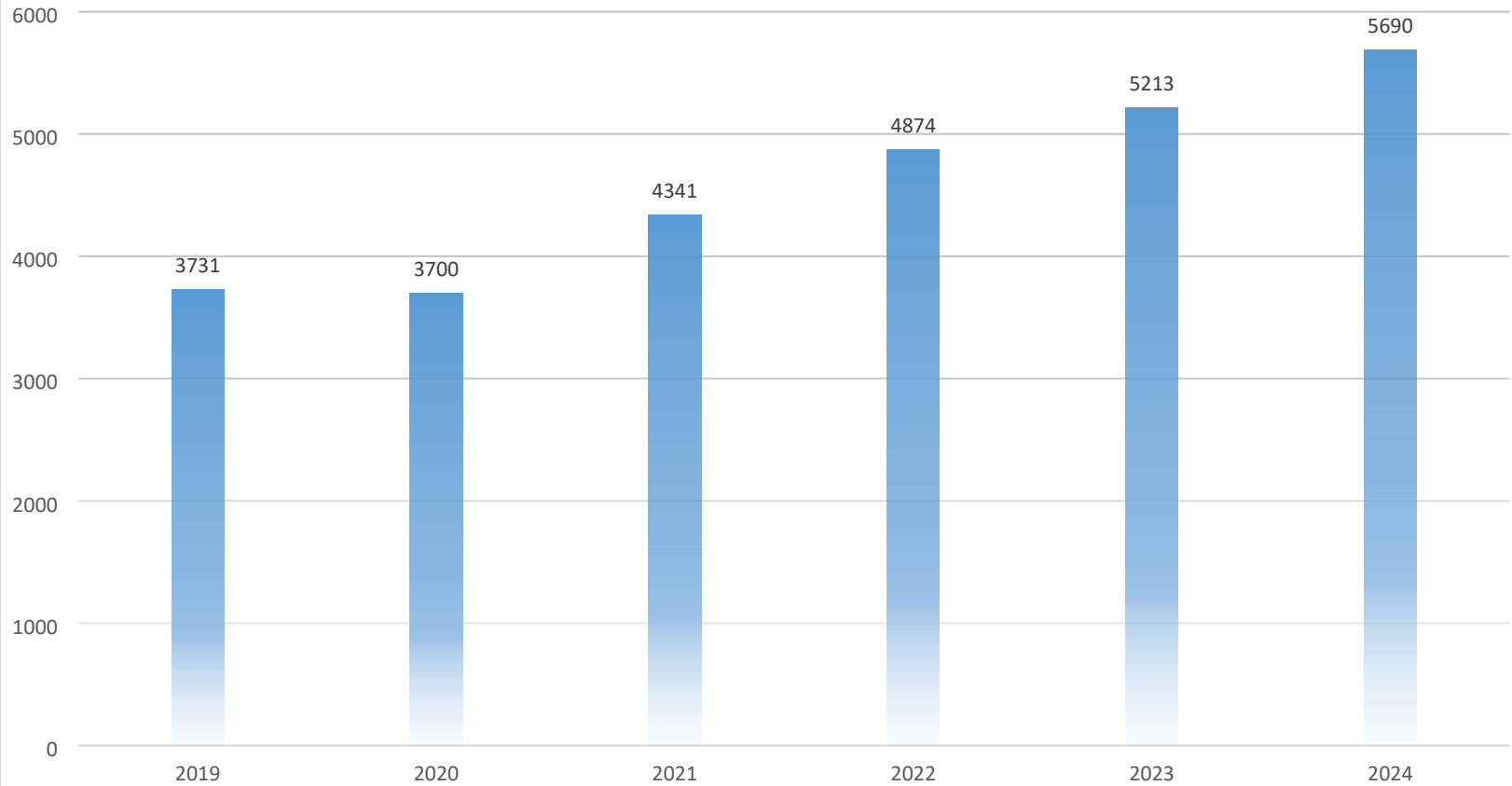
Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	4,756	38.18%	6,954	79.39%
1 Call In Progress	6,051	48.58%	1,590	18.15%
2 Calls In Progress	1,454	11.67%	199	2.27%
3 Calls In Progress	176	1.41%	16	0.18%
4 Calls In Progress	19	0.15%	1	0.01%
5 Calls In Progress	1	0.01%	0	0.00%
Totals	12,457	100.00%	8,760	100.00%



FIRE-TYPE INCIDENTS TYPE BY YEAR



RESCUE & EMS CALLS BY YEAR



REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Samir Truoglu

Item Description: Consider a request by Clear Channel Outdoor MSP for a City Code amendment to Title 10, Chapter 1010, Sign Regulations regarding allowing dynamic displays

Background

On November 6, 2024, the Planning Commission considered a request by Clear Channel Outdoor to amend the City's sign regulations regarding the conversion of static billboards to dynamic display billboards. The Planning Commission held the required public hearing where no testimony was given. The Commission asked the applicant several questions, then voted unanimously to recommend the City Council approve the amendments based on the staff recommendation (meeting minutes provided as Attachment 1).

On November 25, 2024, the City Council was provided the Planning Commission's recommendation. At the meeting, City Councilmembers asked several questions of the applicant and staff concerning the proposed text amendments. Most of the concerns related to impacts to residential areas and ensuring the billboards were directed towards high traffic areas. The City Council tabled the request and directed Planning Division staff to conduct further research of other municipal sign codes pertaining to dynamic display billboards, with special attention paid to requirements for visual impact studies and/or other standards aimed towards the protection against negative impacts to residential property (meeting minutes provided as Attachment 2).

Given the City Council's direction, the Planning Division reviewed several municipalities' standards regarding dynamic display billboards. It's important to note that many municipalities, including those that Council members asked staff to examine, allow new billboards, as opposed to Roseville's existing and proposed ordinance that would only permit conversion of existing billboards to dynamic. The changes proposed through this request would not allow erection of a new billboard. This distinction (not allowing new billboards) impacts the breadth and depth requirements that may be appropriate to impose on regulations that would only permit conversions. If the Council's primary concern relates to proximity to residential, staff suggests there is only one existing billboard of concern. This billboard faces Highway 36 east and west and is located on the roof of the Brown Wilbert building. This billboard is located approximately 250' to/from a residential neighborhood. Another billboard exists on Walnut Street, but is 750' to the nearest residential area, unlikely to be seen by any residential homes. The other three billboards are not located anywhere near residential areas. All five billboards are located such that they abut and face an arterial roadway, Interstate 35W, or Highway 36.

In an effort to address the Council's stated concerns regarding static billboard conversions to dynamic displays, the Planning Division expanded its research of several municipalities sign regulations for billboards with dynamic displays (see Attachment 3). Based on this additional research, and in recognition that Roseville does not allow any new billboards, staff suggests the following additional standards be considered for static conversions to dynamic display billboards for Section 1010.10.A:

1. Freeze and Shutdown: Dynamic display signs must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must stop the dynamic display within one hour of being notified by the city that it is not meeting the standards of this section.
2. The billboard proposed for conversion to dynamic display shall not be located within 500 feet from any residential use.
3. The dynamic display must be oriented towards, and located within, 150 feet of the right-of-way of Interstate 35W, Highway 280 or Highway 36.
4. The billboard proposed for conversion to dynamic display cannot exceed 35 feet in height above grade.
5. Prior to issuance of a sign permit for the conversion to dynamic display, based on the characteristics of the billboard subject to the permit request and its ability to comply with the intent of the conditions of this section, a visual impact analysis may be required if the City Manager determines the proposed dynamic display billboard could have a detrimental visual impact on a residence, residential neighborhood, city park or other open space.

Policy Objectives

The sign ordinance is intended to establish a comprehensive and balanced system of sign controls that accommodates the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification. It is the intent of the Sign Regulations chapter to promote the health, safety, general welfare, aesthetics, and image of the community by regulating signs that are intended to communicate to the public, and to use signs that meet the City's goals.

Equity Impact Summary

Equity impacts were not evaluated for this request.

Budget Implications

Not Applicable

Staff Recommendations

Planning Commission Action

While the City Council's table action from November 25, 2024 did not expressly state reconsideration by the Planning Commission, Planning Division staff determined the request was substantively different and that it would be reasonable and appropriate to have the Planning Commission reconsider the proposed changes. As such, the Planning Division was presented with the revised text amendments at their regularly scheduled meeting of January 8, 2025.

The Planning Commission reviewed the City Council comments from November 25, 2024, and the updated information provided by staff. Planning Commissioners asked questions of staff and the applicant concerning the proposed draft ordinance including setbacks, billboard height, brightness, and enforcement, for which City Planner Paschke, Community Development Director Gundlach, and applicant Weiland provided responses (see meeting minutes provided as Attachment 4).

While the public hearing was not reopened formally, the Chair provided opportunities for public comment. Ms. Alana Howey, 991 Parker Ave, addressed the Commission and indicated that light pollution from the digital billboards was a concern. Ms. Howey further stated Roseville has lots of light sources, which contribute to the City not getting very dark. She stated her concern that LEDs make things more challenging and there is increasing evidence that it can disrupt bird migration and can impact human health significantly. Ms. Howey suggested the Commission consider a condition requiring the billboards be shut off from 11 o'clock pm until an hour before sunrise, which would reduce some of the impacts she presented.

Commission members engaged in a conversation regarding light impacts and whether externally lit static billboards were more or less disruptive than dynamic billboards, which are internally lit, wondering if any formal studies examined this issue. Staff and the applicant answered questions regarding the difference between foot-candle and nit light/illumination measurements but stated unawareness of such studies or if they were even possible or practical.

In an effort to address the Planning Commission's concerns about lighting impacts, the applicant has provided additional information to help illustrate the impacts of a lit static billboard compared to a dynamic display billboard. Those materials are provided as Attachment 5. Clear Channel's original application materials are provided as Attachment 7.

Beyond light/illumination concerns, the Commission discussed the height requirements and suggested a rewording to ensure the 35-foot height standard was measured at grade and that there was no ability to increase the height above 35 feet. City Planner Paschke suggested a language revision, which the Commission accepted and was included in the eventual motion. That language is reflected in this staff report and the attached draft ordinance being considered.

The Planning Commission voted 3-2 (Commissioners Bjorum, Kruzel, and Chair Pribyl voting in favor and Commissioners McGehee and Aspnes voting against) to recommend the City Council approve the zoning code text amendments to §1010.02 *Definitions*, §1010.03.C *Prohibited Signs*, §1010.03.D *Non-Conforming Signs*, and §1010.10 *Dynamic Displays* as outlined in the Ordinance, including the amended language concerning height.

Requested Council Action

By motion, adopt the ordinance provided as Attachment 6, amending City Code §1010.02 *Definitions*, §1010.03.C *Prohibited Signs*, §1010.03.D *Non-Conforming Signs*, and §1010.10 *Dynamic Displays*.

Prepared by: Thomas Paschke, City Planner

Attachments:

1. November 6 PC meeting minutes
2. November 25 CC meeting minutes
3. Dynamic billboard standards examples
4. Draft January 8 PC meeting minutes
5. Supplemental CCO Materials
6. Proposed Ordinance
7. Original CCO Application Materials
8. Bench Handout - Resident Email

EXTRACT OF THE NOVEMBER 6, 2024, PLANNING COMMISSION DRAFT MEETING MINUTES

a. A Request by Clear Channel Outdoor MSP for a City Code Amendment to Title 10, Chapter 1010, Sign Regulations, to Allow Two (2) Lawful Pre-Existing Non-Conforming Off-Site Billboards to be Converted to Dynamic/Digital (LED) Displays, as well as Additional Modifications to §1010.10 Dynamic Displays in Support of Changing the Duration from 25 Seconds to 8 Seconds and a Modification to the Maximum Daytime Illumination from 5,000 Nits to 6,500 Nits (PF24-016)

Chair Pribyl opened the public hearing for PF24-016 at approximately 6:35 p.m. and reported on the purpose and process of a public hearing. She advised this item will be before the City Council on November 25, 2024.

City Planner Paschke summarized the request as detailed in the staff report dated November 6, 2024.

Member McGehee indicated she did not understand the dynamic signs. She asked for clarification.

Mr. Paschke explained what a dynamic display sign was and the difference between that and other signs.

Member McGehee indicated that since the dynamic display billboard was illegal and now the City is designing an entirely new classification for them, will that take them out of the category?

Mr. Paschke indicated it would not.

Member McGehee asked if the City does a redevelopment involving these signs and if these will disappear.

Mr. Paschke explained that they could potentially, but most of these are around private property, and others are by right-of-way, so he did not know if the City would be the ones to get rid of them or if anybody else would.

Member McGehee asked what happens if, because of redevelopment, an apartment building is built across from the site, so the sign is a problem for people in the apartment. Would the City have anything to allow for that?

Mr. Paschke thought that, from a staffing perspective, they would try to work with Brown Wilbert to remedy that problem. The staff has done that with other signs in the City.

Community Development Director Gundlach explained how the Dynamic Display signs work and their intensity, along with an agreement that the City will have with the applicant.

Member McGehee asked if the City would have any direction in deciding what could be displayed on the billboard.

Ms. Gundlach thought that would involve some First Amendment issues, and the agreement that Clear Channel would enter into with the City would only relate to the community and public services messaging that the City would get for free.

Member Bauer asked for a quick recap of the history of billboards in the city.

Mr. Paschke reviewed the history of his work in Roseville.

Mr. Matthew Wyland, Clear Channel Outdoor, thanked staff and addressed the Commission.

Public Comment

No one came forward to speak for or against this request.

Commission Deliberation

Member Bauer thought it would be nice to have more public feedback on this. He wondered if this should be tabled to allow more public comment. He was also interested in what the Commission thought regarding limiting this to just the particular signs that Clear Channel Outdoor is thinking about doing rather than allowing all of the signs.

Chair Pribyl asked staff who received notification of the public hearing because these signs are in multiple locations.

Mr. Paschke explained that under a text amendment, there is no specific notification to the public other than what is published in the paper. Regarding tabling this item, typically, tabling is done for additional information and other things and not necessarily for supporting or allowing for more public input because there is no way for the City to notice the public and try to get them at the meeting. He thought it would be more information related to text changes and those things that the Commission felt they would need before making a decision or recommendation to the City Council.

The Commission and staff discussed changes to be made to the City Code.

MOTION

Member Schaffhausen moved, seconded by Member Kruzel, to recommend to the City Council approval of the proposed Zoning Code Text Amendment to Sections 1010.10.A.1 and 1010.01.A.3, and the Planning Division's Proposed Text Amendment to Section 1010.03.C.8, 1010.03.D, and 1010.10.A.8 (PF24-016).

Ayes: 7

Nays: 0

Motion carried.

EXTRACT OF THE NOVEMBER 25, 2024, CITY COUNCIL MEETING MINUTES

1 **g. Consider a Request by Clear Channel Outdoor to Amend City Code Sections 1010.02**
2 **Definitions, 1010.03.C Prohibited Signs, 1010.03.D Non-Conforming Signs, and 1010.10**
3 **Dynamic Displays Related to Non-Conforming Billboards**

4 City Planner Thomas Paschke briefly highlighted this item as detailed in the Request For
5 Council Action and related attachments dated November 25, 2024.

6 Mayor Roe noted that a bench handout with a revised version of the proposed ordinance had
7 been provided, with language he suggested, clarifying the definition of billboards and also the
8 locations of the existing billboards in the city.

9 Mr. Matt Wilen, Clear Channel Outdoor, addressed the City Council.

10 Councilmember Groff asked if any of these signs are visible from residential properties.

11 Mr. Wilen indicated it depends on how far back you go. The main one they are looking at is
12 35W. He does not think it would because it is in an industrial area.

13 Councilmember Strahan indicated that the signs presented in the packet look substantially
14 more significant than what is out there now, as far as the base is concerned. They look more
15 permanent, and she wondered if these would be taller and have a more comprehensive view
16 than what is already there.

17 Mr. Wilen explained these would be the exact location, size, and height. The displays
18 themselves are also the same size.

19 Councilmember Strahan asked for clarification on the electricity and if there was a difference
20 between the signs. Will the infrastructure that powers the sign need to be changed?

21 Mr. Weiland indicated that those locations would need to be investigated to determine the
22 current service for the signs and where the nearest transformers are. In many cases, not many
23 changes are required.

24 Mr. Paschke reviewed past signs installed with the Council and discussed how City staff
25 worked with businesses to address City Code and residents' issues.

26 Councilmember Etten thought there might need to be a different type of ordinance for these
27 more prominent signs.

28 Councilmember Groff indicated that this would considerably increase the brightness and
29 frequency of the change. He thought it would be similar to a strobe light.

30 Mr. Paschke explained this is not a strobe and would only increase brightness during the day.

31 Mr. Weiland explained that they do not want these signs to be much different from the printed
32 signs that are currently available.

33 **Public Comment**

34 Mayor Roe offered an opportunity for public comment, but no one came forward.

35 Councilmember Strahan referred to Planning Commissioner Bauer's comments from the
36 November 6, 2024, meeting, indicating it would be nice to have more public comments on
37 this. She thought it was hard when an organization comes forward when the City was not

necessarily ready to adjust its zoning or restrictions on this particular item for the Council to make a snap decision. She agreed with Commissioner Bauer in that regard. Getting more public input before the Council decides would be nice. She also agreed with Planning Commissioner McGehee's comments.

Councilmember Etten noted Shoreview's ordinance is significantly more prescriptive. He went through some of the requirements in the ordinance. He said a lot more in the Shoreview ordinance that gives staff structure from which to work. He indicated he would not be prepared to vote on some of this, and he thought staff should be looking at some of these other ordinances and how the City can more richly consider this and provide more structure, not necessarily for these exact billboards but maybe for some of the other ones that may have more impact.

If needed, Mayor Roe thought this item should be tabled to a non-specific time so that the City Council can discuss it further.

Ms. Gundlach indicated that the applicant has agreed to extend the review period by sixty days. This will give staff time to revise the Ordinance, submit it to the Planning Commission for a public hearing, and then return it to the City Council in February 2025.

Etten moved, and Strahan seconded, to table this item for review and amendment by staff and the City Council.

Roll Call

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

Nays: None

DYNAMIC BILLBOARD STANDARDS

Vadnais Heights

Section 38-700 – Billboards

(a) General Requirements:

(1) Billboards may be erected along and intended to be viewed from only Interstate Highways 35E and 694. Billboards are allowed only in the following zoning districts: C-2, C-3, office and industrial districts.

(2) The maximum allowable size of any billboard is 700 square feet. The maximum allowable extensions shall not exceed 15 percent of the total sign area.

(3) The maximum allowable height of any billboard is 35 feet.

(4) The minimum allowable distance between billboards as measured along the centerline of I-35E and I-694 is 1,500 feet.

(5) The minimum allowable proximity of any billboard to any residential zoning district or a nonconforming residential structure is 500 feet.

(6) The minimum allowable proximity of any billboard to any interstate or state trunk highway right-of-way is ten feet, and the maximum distance from the same is 150 feet.

(7) The minimum allowable proximity of a billboard to any building (except as set forth in subsection (5) of this section) shall be 100 feet for billboards of 700 square feet or more. This setback may be reduced by ten feet for every 100 square feet of sign area less than 700 square feet to a minimum of 60 feet.

(8) No portion of any billboard shall occupy air space above any driveway or parking area.

(9) No billboard may display any moving parts, nor shall it be illuminated with any flashing or intermittent lights.

(10) The minimum allowable proximity of any billboard to any designated wetland is 500 feet.

(b) *Lighting*. Lighting shall be limited to a level necessary for viewing.

(c) *Additional requirements for dynamic signs*.

(1) Billboards may contain a single dynamic sign that has no animation or moving parts.

(2) The minimum duration of the image can be no less than eight seconds.

(3) The image must have a change sequence accomplished by means of instantaneous re-pixelization (eliminating fading between images).

(4) The sign image must contain a complete message and not be continued to a subsequent image.

(5) Dynamic signs must provide to the city a minimum of five hours (2,250 eight-second spots) per month per enhanced dynamic display sign in the city for community and public service messages at such times as shall be determined by the city.

Maplewood

Dynamic displays are allowed as stated in this article with significant controls to minimize their proliferation and their potential threats to public health, safety, and welfare.

a. *General Standards.* All dynamic display signs shall meet the following standards:

- i. The images and messages displayed shall be static. Unless otherwise specified, each display shall be maintained for a minimum of 15 seconds.
- ii. The transition from one display to another shall be instantaneous without any special effects. Motion, animation and video images are prohibited on dynamic LED sign displays. No portion of the images may flash, scroll, twirl, change color, or in any manner imitate movement.
- iii. The images and messages displayed shall be complete in themselves, without continuation in content to the next image or message or to any other sign.
- iv. Only one, contiguous dynamic display area is allowed on a sign face.
- v. Audio speakers or any audio component is prohibited. The sign shall not emit any sound.
- vi. Every line of copy and graphics in a dynamic display shall be at least seven inches in height on a road with a speed limit of 25 to 34 miles per hour, nine inches on a road with a speed limit of 35 to 44 miles per hour, 12 inches on a road with a speed limit of 45 to 54 miles per hour, and 15 inches on a road with a speed limit of 55 miles per hour or more.
- vii. Dynamic display signs must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must stop the dynamic display within one hour of being notified by the city that it is not meeting the standards of this article.
- viii. Brightness standards.
 1. The following brightness standards are required for all dynamic display signs:
 - a. No sign shall be brighter than is necessary for clear and adequate visibility.
 - b. No sign shall be of such intensity or brilliance as to impair the vision of a motor vehicle driver with average eyesight or to otherwise interfere with the driver's operation of a motor vehicle.
 - c. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device or signal.
 2. The person owning or controlling the sign must adjust the sign to meet the brightness standards in accordance with the city's instructions. The adjustment must be made within one hour upon notice of noncompliance from the city.
 3. All dynamic display signs installed after August of 2008 must be equipped with a mechanism that automatically adjusts the brightness in response to ambient

conditions. These signs must also be equipped with a means to immediately turn off the display or lighting if the sign malfunctions, and the sign owner or operator must turn off the sign or lighting within one hour after being notified by the city that it is not meeting the standards of this section.

4. Dynamic displays must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between a ½-hour before sunset and a ½-hour after sunrise.

5. In addition to the brightness standards required above, dynamic display signs shall meet the city's outdoor lighting requirements (subsection [44-20](#) c(1)).

ix. Reduction of sign surfaces for off-site dynamic display signs.

1. A person or sign operator may obtain a permit for a dynamic display sign on one surface of an existing off-site sign if the following requirements are met:

a. The applicant agrees in writing to reduce its off-site sign surfaces by one by permanently removing, within 15 days after issuance of the permit, one surface of an off-site sign in the city that is owned or leased by the applicant, which sign surface must satisfy the criteria of part b. of this subsection. This removal must include the complete removal of the structure and foundation supporting each removed sign surface. The applicant must agree that the city may remove the sign surface if the applicant does not do so, and the application must identify the sign surface to be removed and be accompanied by a cash deposit or letter of credit acceptable to the city attorney sufficient to pay the city's costs for that removal. The applicant must also agree that it is removing the sign surface voluntarily and that it has no right to compensation for the removed sign surface under any law. Replacement of an existing sign surface of an off-site sign with a dynamic display sign does not constitute a removal of a sign surface.

b. If the removed sign surface is one that a state permit is required by state law, the applicant must surrender its permit to the state upon removal of the sign surface. The sign that is the subject of the dynamic display sign permit cannot begin to operate until the sign owner or operator provides proof to the city that the state permit has been surrendered.

2. If the applicant meets the permit requirements noted above, the city shall issue a dynamic display sign permit for the designated off-site sign. This permit will allow a dynamic display to occupy 100 percent of the potential copy and graphic area and to change no more frequently than once every 15 seconds. The designated sign must meet all other requirements of this article.

x. Licensing. No person shall operate any dynamic display sign in the city without first obtaining a yearly license as defined in the city licensing ordinance ([chapter 14](#), article II).

xi. Public safety. If city staff determines that a dynamic display sign is not being operated pursuant to this section due to its location or display capabilities, city staff may require that the sign be moved, removed, or modified after notice to the property owner.

- b. *Zoning district standards.* In addition to the general standards above, dynamic display signs shall adhere to the following district-specific requirements:
- i. On-site dynamic display signs in conjunction with a permitted institutional or public use in the residential, LBC, CO, SC, and NC zoning districts are permitted subject to the following conditions:
 1. Dynamic display signs require approval of a comprehensive sign plan.
 2. All properties within 350 feet of a proposed dynamic display sign shall be notified of the application for a comprehensive sign plan.
 3. Dynamic display signs are only permitted on monument signs. The area around the base of the sign shall be landscaped.
 4. One dynamic display sign as part of a monument sign is permitted for each property. The entire monument sign shall not exceed eight feet in height and 50 square feet in size.
 5. The digital display portion of the sign shall not comprise more than 50 percent of the sign area. The remainder of the sign shall not have the capability to have a dynamic display.
 6. All monument signs with a digital display shall maintain at least a ten-foot setback from any lot line and shall not be placed in a public right-of-way. This setback shall be increased to 20 feet if the adjacent property is used or shown on the city's land use plan for residential use.
 7. The dynamic display shall not be illuminated between 10:00 p.m. and 6:00 a.m.
 - ii. On-site dynamic display signs located in the Mixed use (MU) or North End (NE) zoning districts are allowed subject to the following conditions:
 1. Dynamic display signs require approval of a comprehensive sign plan.
 2. One dynamic display sign as part of a monument sign is permitted for each property.
 3. The entire monument sign shall not exceed eight feet in height and 50 square feet in size.
 - a. The area around the base of the sign shall be landscaped.
 - b. The digital display portion of the sign shall not comprise more than 50 percent of the sign area. The remainder of the sign shall not have the capability to have a dynamic display.
 4. The monument sign with a digital display shall maintain at least a ten-foot setback from any lot line and shall not be placed in a public right-of-way. This setback shall be increased to 20 feet if the adjacent property is outside of the MU or NE districts and used or shown on the city's land use plan for residential use.
 5. The dynamic display shall not be illuminated between 10:00 p.m. and 6:00 a.m.
 - iii. On-site dynamic display signs located in the business commercial (BC) or heavy or light industrial (M-2 and M-1) zoning districts:

1. Are allowed as part of a permanent freestanding sign, provided that the sign comprises no more than 50 percent of the total square footage of said sign face.
2. Must be located at least 200 feet from any property where there are structures used for residential purposes or from any park or open space land use district.
3. Must be located at least 100 feet from any side property line.
4. Displays shall be maintained for a minimum of 15 seconds.

Shoreview

• Sec. 113-63. - Dynamic display billboards.

(a) *Where permitted, intent.* Dynamic display billboards are permitted along high-volume interstate corridors where the city has land use control on each side of the interstate right-of-way. As such, the signs may only be placed along the I-694 Highway corridor. The intent is to minimize the impact the signs may have on adjoining communities.

(b) *General standards.*

(1) *Location and setback requirements.*

a. Dynamic display billboards are permitted within 150 feet of I-694 right-of-way and must be oriented to be read from the interstate.

b. The minimum linear distance between dynamic display billboards located on the same side of the I-694 shall be 5,250 feet.

c. The sign structure shall maintain a minimum setback of ten feet from any property line.

d. The minimum linear distance for the sign structure from any road intersection with I-694 shall be 1,300 feet as measured from the centerline of the road right-of-way.

e. The minimum setback for the sign structure from any residential use is 500 feet.

f. Prior to the issuance of the sign permit, a visual impact analysis may be required if the city manager determines the proposed dynamic display billboard could have a detrimental visual impact on a residence, residential neighborhood or obstruct the views of city park or county open space from properties developed with a residential use.

(2) *Permitted on vacant properties.* Dynamic display billboards are permitted only on properties that are vacant and not occupied by another structure or building.

(3) *Size.*

a. The maximum gross surface area for each face of a dynamic display billboard shall be 700 square feet.

b. Signs may be single or double-faced.

c. The maximum height of the dynamic display billboard structure shall not exceed 50 feet above the grade elevation of I-694 road surface from which the sign is to be read, however, the height may be increased if the sign's visibility is obstructed by vegetation, a structure or other objects. In situations where obstructions are present, the sign height may be increased to 30 feet above the height of obstruction. In no case shall the sign height exceed 70 feet above the grade elevation unless approved by the city manager. If obstructions are present that require a greater sign height, an increase in sign height may be permitted, provided the city manager determines the height is needed to view the sign and practical difficulties are present.

(c) *Design requirements.*

(1) *Concealed.* All visible sign support columns shall be concealed with an approved architectural treatment primarily consisting of natural stone, brick, approved masonry panels, stucco or architectural metal.

(2) *Screening.* Ground equipment and facilities shall be screened from view using landscape materials.

(3) *Message standards.*

a. The images and messages must be static, and the transition from one static display to another must be direct and immediate without special effects.

b. Each image and message displayed must be complete in itself and may not continue into a subsequent image or message. \

c. Each image and message shall be displayed with minimum time duration of eight seconds before changing to the next image and message.

(4) *Brightness.*

a. Lighting shall be set at a minimum level necessary to provide clear viewing from the roadway in which the billboard is intended to be read and shielded to minimize glare.

b. The sign shall be equipped with a dimmer control and photo cell designed to measure the ambient lighting conditions and adjust the sign brightness as needed.

c. The light level shall not exceed 0.3 footcandles above the ambient light conditions as measured a horizontal distance 250 feet from the sign face.

(5) *Agreement.* If the city approves a permit to install a dynamic display billboard, the permit holder, property owner and city shall enter into an agreement that identifies the terms, including, but not limited to:

a. The sign shall display public service announcements allowing the city the ability, if the city chooses to participate, at no cost to the city, to provide public service messages.

b. The sign shall be part of the state's public safety alert system if the system is operable and incorporates dynamic display billboards.

Little Canada

222 916.090 Billboards

223 A. Maximum Number in City

224 1. The maximum number of billboards allowed in the City is three (3).

225 2. Existing billboard signs may be upgraded and modernized to the most current technology for
226 either a static or dynamic sign face(s), or relocated, subject to the general requirements listed in
227 this Section.

228 B. General Requirements:

229 1. Billboards may be erected along and intended to be viewed from only Highway 36 and
230 Interstate Highways 35E and 694. Billboards are allowed only in the following zoning districts:
231 C-1, I-1, and I-2 districts.

232 2. The maximum allowable area of any sign face, whether a single sign face or each face of a
233 back-to-back or V-shaped sign, shall not exceed 700 square feet per sign face

234 3. The maximum allowable height of any billboard is 35 feet.

235 4. The minimum allowable distance between billboards as measured along the centerline of
236 Trunk Highway 36, I-35E, and I-694 is 1,500 feet. This distance includes billboards located
237 outside Little Canada, which are considered part of the buffer area for measuring spacing
238 requirements.

239 5. The minimum allowable proximity of any billboard to any residentially zoned property or a
240 nonconforming residential structure is 500 feet.

241 6. The minimum allowable proximity of any billboard to any interstate or state trunk highway
242 right-of-way is ten feet, and the maximum distance from the same is 150 feet.

243 7. The sign structure shall maintain a minimum setback of 10 feet from any property or right-of-
244 way line.

245 8. Required architectural treatments:

246 (a) All visible sign support columns shall be concealed with an approved architectural treatment
247 primarily consisting of natural stone, brick, approved masonry panels, stucco, or architectural
248 metal.

249 (b) The primary support column for any billboard shall prominently display a stamp or insignia
250 of the City of Little Canada, visible to motorists at the passing distance of vehicles. Placement,
251 design, and size shall be approved by the Community Development Department.

(c) Ground equipment and facilities shall be screened from view using landscape materials.

C. Additional Requirements for Dynamic Billboards

1. The image or any portion thereof must have a minimum duration of eight (8) seconds and must be a static display. No portion of the image may flash, scroll, change color, imitate movement in any manner, or otherwise meet the characteristics of a flashing sign.

2. The image must have a change sequence accomplished by means of instantaneous re-pixelization. The image may not change in a manner or by a method characterized by motion or which depicts actions, or a special effect to imitate movement (such as fades or bursts).

3. The sign image must contain a complete message and not be continued to a subsequent image.

4. The sign shall not exceed a maximum brightness of 0.3 footcandles above the ambient light conditions as measured a horizontal distance 250 feet from the sign face. The sign shall include automatic dimmer control.

5. Before an existing billboard can be modified to include a dynamic display, all general requirements, including the architectural treatments shall be installed.

6. Every Dynamic sign must provide the City with a minimum of five hours (2,250 eight (8) second spots) per month for community and public service messages at equitably scheduled times throughout the day. City shall provide the content.

7. Dynamic signs shall be part of the State of Minnesota's public safety alert system if said system is operable and incorporates dynamic display billboards.

EXTRACT OF THE DRAFT JANUARY 8, 2025, PLANNING COMMISSION MEETING MINUTES

- a. **Planning File Heading (PF24-016) Reconsideration of a request by Clear Channel Outdoor MSP for a City Code Amendment to Title 10, Chapter 1010, Sign Regulations, to allow two (2) lawful pre-existing non-conforming off-site billboards to be converted to Dynamic/Digital (LED) Displays, as well as additional modifications to §1010.10 Dynamic Displays in support of changing the duration from 25 seconds to 8 seconds and modifications to maximum daylight illumination from 5,000 nits to 6,500 nits.**

City Planner Paschke summarized the request as detailed in the January 8, 2025, staff report.

Member McGehee asked about Item C under HC. Staff put 500 feet, and she thought, as she was reading the information, it was the only one the City has near residential, with 750 feet.

Mr. Paschke indicated that would not necessarily be correct; it would be the one on top of Brown Wilbert on Hamline Avenue. Generally, what was being measured was 250 to 300 feet from residential property on the east side.

Ms. Gundlach indicated that the 500 foot proposed in the ordinance would mean that the one on top of that building could not be converted to a dynamic display.

Member McGehee indicated nothing in the ordinance would give the City control of what was on those signs or where the City's advertising was placed in terms of being sandwiched between other ads.

Mr. Paschke indicated that the City Council would have to approve an agreement with Clear Channel regarding the content and the number of hours. The City can approve how that all works.

Ms. Gundlach noted that this would only be for the City's content. The City cannot legally control the electronic or static content on billboards. She indicated this should not be approved if it concerns the Planning Commission.

Member McGehee indicated she was concerned about where city advertising would be placed in these ads. She had concerns about the distraction of these displays along the freeways, which are very busy, especially in these areas. She was also concerned about the content there, and the City has no control over this. The City has regulations but no other control over the content.

Member Bjorum indicated to piggyback on the last part with the freezing screen and shut down; the note that would be added to the ordinance was that Clear Channel would have to shut it down within one hour of being notified by the City. Does the City count that? That assumes to him that the City was giving them an hour to shut it down, or there would be a penalty imposed or something of that nature. Does the City dictate that, and how can the City enforce it? I am not assuming that Clear Channel would act in bad faith if the City asked them to shut it down because it was broken, but if we had that language in the ordinance, would that mean the City would have to enforce that somehow?

Mr. Paschke indicated that if there were a problem with the dynamic displays, Clear Channel would know before the City did because everything was electronic. Clear Channel can monitor it, change things, and do everything. They are going to know if there is an issue. He noted he did not know the ramifications if Clear Channel did not shut it down.

Ms. Gundlach explained that any zoning code violation was a misdemeanor, and the City would be able to document a problem. If Clear Channel does not meet the hour requirement, the City can issue a criminal citation for a misdemeanor because they did not comply with the code. The City has done that but rarely, but that was an enforcement tool staff had. The City also has some administrative fines in the ordinance, and staff could issue administrative penalties for non-compliance. There are enforcement mechanisms that can be used.

Chair Pribyl asked about the fourth provision, which was the current height of the billboards. She wondered if these are currently within the 35-foot range.

Mr. Paschke believed they were.

Ms. Gundlach reviewed the requirements of the existing signs with the Commission. She noted the City could amend the condition to strike the second sentence in the fourth provision.

Member Bjorum explained he had a couple of questions. Since the City Council wanted the Planning Commission to look at visuals for these things in a couple of examples for display brightness or illumination, ambient light was called out. Three-foot candles about ambient light instead of the measurement of nits. He did not know how those two things relate, and he wondered if it was something to consider that they have more than one transition between day and night if it was cloudy or incredibly foggy.

Ms. Gundlach explained that her initial concern was that we must have a light meter for the City to enforce the foot-candle. We must have somebody who can go out and take that reading and knows how to read it. It was like a manufacturer and it cannot exceed this. It's more internal to the sign and the different color lights that the image was illuminating that they control with the manufacturer. And maybe Clear Channel can offer more details than I can. If we have something where our staff must have a light meter and go out and measure foot candles, that's more difficult from an enforcement perspective.

Member Bjorum explained that the only other item he had was that in the bulk of the examples, the duration of the display was fifteen seconds instead of eight seconds. He could not remember how they got to 8 seconds as a component of this instead of the fifteen seconds.

Mr. Paschke believed most billboards are eight seconds long. There are a couple of communities that have fifteen seconds, but the lion's share of the communities along interstate corridors and others use the standard of eight seconds.

Ms. Gundlach thought Mr. Paschke's examples were picked because the communities were relatively close. These communities had new billboards, so they were looking at more expansive requirements theoretically. She did not think it was accurate to say most are at fifteen seconds. She thought it was more accurate to say most are at eight seconds. She noted that years ago, when Clear Channel first started doing these conversions to electronic billboards, SRF engaged in a reasonably extensive study about the impact of these billboards. One component, or sort of outcome of that, was the eight seconds. There was an engineering foundation to that rule, and based on something Commissioner McGehee said earlier, that study found that these billboards are no more of a distraction to a driver than changing a radio station in the SRF study that guided many of the standards.

Member McGehee asked about the light difference between the City's current static signs and the digital ones in light emissions at different times of day.

Ms. Gundlach indicated she did not know if the City had any recent foot candle measurements of the existing billboards.

Member McGehee asked if the City had any regulations regarding the standing signs.

Ms. Gundlach explained that the City's code contains some base regulations about foot candle measurements at property lines.

Mr. Paschke did not think the City had any one regulation in place in the code related to billboards and the lighting of static signs.

Member McGehee asked how often the static sign images change.

Mr. Paschke indicated he did not know, but the representative from Clear Channel was at the meeting and could probably answer that question.

Mr. Matthew Weiland, Clear Channel Outdoor, indicated he would be happy to answer any questions the Commission had.

Member McGehee explained she would like to know if Mr. Weiland had any information about the current light emission from a standard static sign, whether he had it on any of the five signs in the City, or if he had the information for other signs.

Mr. Weiland indicated he did not, and these are two different things. Our current, existing static signs are lit and have LED lights that shine on them, and then they reflect out, whereas Dynamic Digital signs are internally illuminated and shine out. Still, they are regulated, as we talked about. Just some more clarification on the nits and the standards Commissioner Bjorum, you discussed the reason many cities put that in there; the 250, at a certain 250 feet less than point three candles difference, was that it's a more straightforward measurement than measuring nits. Because you can use a light meter now, you have to have a light meter to do that, and it's a study we do have, or we can order engineers to do that study. But it's just a measurement, an easier way to show that we're in compliance, which, again, our job was, and our number one job was to ensure we operate these things safely. You mentioned the freeze and all that stuff. We constantly monitor these with cameras in front of the signs we've been operating since 2006. We operate them safely.

Mr. Weiland explained that their design has improved, as everything was continually updated, and we put new signs in every 10 years. We don't have a lot of issues with them. You're not going to see a lot of signs down as you drive around. We currently have 83 of them in the market, many close to your City. We don't have a lot of issues with them, which was a top concern for us. We don't want them blinking; we don't want them shut off. We need them running to do our primary job: sell advertising for local businesses, and we only get paid if the signs are up. So we take that all very seriously, including how these operate, and we want to ensure they're done safely. We don't want them to be a distraction. We knew we couldn't manage them if that were the case.

Chair Pribyl asked if there were any other questions.

Member Bjorum thanked Mr. Weiland for the clarification. I appreciate that.

Mr. Weiland indicated his only clarification, speaking of clarification, was on the height. This, the main sign, probably the only sign they would be looking at doing was on a hill. It's only 35 feet tall. But if rereading your ordinance, if it's 30 feet, 35 feet from the grade of the road, and I'm on a hill, I will be higher.

Mr. Paschke indicated it was great for one of the signs.

Mr. Weiland indicated that was great, and he was fine with that. Then he didn't have a question, so that's the only clarification. But yes, they are. It was only 35 feet tall, correct?

Member Aspnes asked about the free-standing billboards; the two Clear Channel requests to be upgraded today because Clear Channel owns four.

Ms. Gundlach thought it was number three that Mr. Weiland was immediately interested in.

Mr. Weiland indicated that Ms. Gundlach was correct; it would be number three. That was the main one Clear Channel was focused on right now.

Member Aspnes thought they were considering allowing two, but at this point, number three was optional.

Mr. Paschke indicated that Clear Channel wants to do all of them once the code is in place. The Commission was not looking to review and approve any of the numbers. We're just making text changes so they can all be converted.

Staff reviewed the sign locations with the Commission and Mr. Weiland.

Member Aspnes indicated these signs are seen everywhere. She noted she mainly sees them on Interstate 35, which was pretty high and far off the road. You see him on the big interstate, and she has caught herself looking at the sign as approaching it; you are doing 55, the speed limit there, and as you approach it, you take a quick look, and as it changes, it was mildly distracting, not any more so than all the other things that go on. But as it changes, you catch yourself going, what was that? You know? Was that something I cared about, and now I can't see it again because I won't go around? She noted the only one that would concern me in that respect was number five, the one by Brown Wilbert because Hwy 36, the traffic was a nightmare there all the time, and they do not need any more distractions on Highway 36. She was less concerned about these other three signs because they are on the more significant freeway, with more opportunities for people to stop being distracted by them.

Member McGehee understood what Member Aspnes was saying. Still, she thought where sign four was located was a lousy area, where it looked like it was correct at the interchange, where Cleveland comes in, or where 35W and 35W got three lanes going this way. Then there's a way to get on 280, but there's always a problem with people who got on from 35W, and they are trying to get over, and you've got another lane of 280 coming in there, so there's five lanes of traffic.

Mr. Paschke thought people would probably be past that area by the time they came up on that sign. He noted that the sign was before FedEx, so it's the furthest down point, past 280.

Chair Pribyl asked if anyone from the audience would like to speak to please come forward.

Ms. Alana Howey, 991 Parker Ave, indicated that light pollution was the primary concern with these. Roseville was already very light. It has a lot of lights, and the City does not get very dark in this area. These LEDs make it challenging to shade from lateral to above. There was increasing evidence that it can disrupt bird migration. It can impact human health significantly, too. A lot of this was emerging research, looking at a few things. One was the density of the signs in this small area within our community, with cumulative impacts of light. So, if you think about one sign, it would not necessarily be such a big deal. But now we have four signs in a small area. We do not know what those impacts are, so that concerns me.

Ms. Howey explained that the International Dark Skies Organization has published some best practices for light recommendations. One of the things to think about was maybe thinking about shutting them off overnight so that birds aren't screwed up on their migratory path, shutting them off from 11 o'clock till an hour before sunrise, that sort of thing. Another aspect was that their recommendation for our type of community would be more in the 40 to 80 nits overnight versus the 500 listed here. From what she has read, the light restrictions are way excessive. She thought the lights were super bright when she went down the highway. She wondered how light they needed them to be. Those were her concerns, and she would like the Commission to consider them when making this decision. She thought they should start with one and not have it be carte blanche.

Chair Pribyl thanked Ms. Howey for her concerns.

Member Bjorum thought Clear Channel could clarify that, too, from Member McGahee's original comment about how the illumination of the original billboards—they are obviously lit by floodlights—relates to the brightness of these new installations.

Mr. Weiland explained that was an excellent question, but it was hard to measure because one reflected light off something you see with your eye versus something directed at your eye. We designed them to look similar in brightness so that you will not be able to tell the difference from your eye on how they operate. It was not necessarily apples or apples on how they operate. These are not operating any brighter; we want them in that same realm, and that's why there are the conditions, or why there are fewer nits at night or during the day, constantly changing for ambient conditions around it.

Member McGehee asked if Clear Channel could turn them off at night.

Mr. Weiland indicated Clear Channel could, but that's not how we operate the signs. With the signs we have now, the existing static signs are lit all night long. The other thing he added was that he did have a lot of thoughts on some of the issues raised that have come up before in our industry. Dynamic signs have louvers, and plastic louvers direct the light towards the road and what needs to be seen. So they do reduce light as you look above them, as you get to the side of the signs or above them, you don't see anything, much like a TV screen, but yeah, they'll get to a point when you're too the side of my sign, it's entirely on. It's going to look black to you because of the way the louvers are, and as you get above them, it's going to look like the signs are not even on because of the louvers in with the LEDs.

Member McGehee asked if Mr. Weiland knew of any data regarding bird migration that could be looked up.

Mr. Weiland indicated he did not. He explained that Clear Channel operates the same signs across the country, but he was not aware of any information regarding that.

Mr. Paschke noted that at the interstates where these signs are located, all are heavily lit, blending in with that. He understood the extra light noise, if you will, and those types of things. And then, as it relates to only starting with one out of the five, the code doesn't preclude any other business from having a dynamic sign. And so, I'm not sure limiting the billboards was necessarily advantageous. The amendments to the code for dynamic signs must be much more dramatic than just the billboards if the City wants to limit or reduce noise or light pollution.

Member McGehee indicated she remembered the City getting a lot of complaints when the dynamic sign on County Road C went in—speaking of dynamic signs on County Road C, between Rose Lawn and B, for the church there.

Mr. Paschke indicated he did not remember getting a lot of complaints on that sign. He remembered getting complaints from the one on Larpenner Avenue, which used to be North Como, now its New life Presbyterian. There were some complaints from the residents on that one, which mostly had to do with them not getting the setup correct. And so it took them a while to work with the light company and not have people tinker with the light and other things for the electronics that monitor and regulate the sign. And then I believe there was another sign-off of Cleveland Avenue further south, where we had a similar issue, but that

one also cleared up relative effects. Only the ones that the City has had that are right smack dab adjacent to residential that we may get concerned about. Saint Rose of Lima, when that first went up, there were a lot of questions on it, but they could address it immediately once staff received a call.

Member Pribyl thanked Mr. Paschke for the information. She asked if there was any other discussion on this item or if a motion could be made.

Member McGehee thought the Commission would want to amend whatever they do to be 35 feet on top instead of 50.

Member Aspnes appreciated the member of the public coming in and talking about the light pollution. Comparing the static signs to these dynamic signs are apples and oranges in terms of how the light works and how far it spreads away from that because The Commission has no data on how we are making things better. We wondered if this would worsen things or if the status quo would. If, by making them dynamic, was it not increasing the light these are giving off? She indicated she did not know the answer to that today, which concerned her slightly.

Member McGehee explained that one possibility would be to make a motion to table this and find some more information to pass on to the Council. That would be the only way to get the answers to those questions. If there was enough interest in doing that, she would make a motion to the table so that we could get information on this.

Member Aspnes asked if that information was available and could be obtained. She thought that even if it's a perception, the human eye's perception of, was this as bright as this? Are these bright, glowing the same, or are they? Was one more colorful than the other?

Member McGehee indicated. Theoretically, one could do that by measuring the candles, which you must do by hand on the various signs, and calculating the static sign. She thought, based on what Clear Channel has said, there would have to be a measurement from above and each side and in the front, and then that's the only comparison that she could see, but that could indeed be done, but she did not know that anybody's done it.

Ms. Gundlach explained she did not know the science behind how much lighter the static would be compared to the dynamic one. The City could go and measure, but all the billboards are adjacent to freeways. Foot candles are taking into effect all of the surrounding lights, so she was not sure that that's a fair representation either of what you're trying to get at because the foot candles are going to capture all of the light where you're standing with that light meter, which could be the freeway lights. It could be lights anywhere, not just coming from the billboard.

Member Paschke explained his only comment was that the code currently allows that amount of light to be emitted from Dynamic displays throughout the City of Roseville, so what they're putting in wasn't anymore, per se, than what's already out there and was allowed by the code.

Mr. Paschke indicated he had a comment about E, as the Commission was considering potentially eliminating that last sentence. He asked if that was to clarify that the City might want to make it 35 feet above the sign's grade because 35W was above one of the billboards, and you run into that situation. I think the key was, was that the billboard from where it was today, you're limited to that 35 feet from grade, and that's a lot easier for staff to be able to deal with that versus a road that may fluctuate where you are taking that elevation from so he suggested saying "35 feet above the grade of the existing sign base".

Ms. Gundlach explained that, as written, it might allow a billboard to be taller, especially in an area where the freeway was maybe coming up, but the grade around it was not like a bridge.

Member Kruzel indicated she could make a motion to approve this with the changes Mr. Paschke spoke of, striking out the last few words.

Chair Pribyl asked if that would eliminate the second sentence on item number four and change the first sentence to end above the grade elevation at the existing sign base.

Member Kruzel indicated that was correct.

Chair Pribyl indicated a motion was made and asked for a second to the motion.

Member Bjorum indicated he would second the motion.

MOTION

Member Kruzel moved, seconded by Member Bjorum, to recommend to the City Council approval of the proposed modified Zoning Code text amendments outlined in Attachment 3 with the proposed changes as discussed. (PF24-016).

Ayes: 3

Nays: 2 (McGehee, Aspnes)

Member McGehee indicated she was going to list some reasons for her opposition. She explained that the reason for her opposition was that the research she has done in most places, if this was put to the public in terms of billboards, they don't want billboards, period, which was what we already had in our code. Thus, Clear Channel should allow Clear Channel to invest about \$100,000 to upgrade these signs, which was purely a business and money-making venture for them, and they will well recoup that because of the marketing that they do. We have no legal obligation to provide this resource avenue for Clear Channel, and

we have not asked the public if they would like us to do this. I think there are unanswered research questions here. I don't think we have enough control to get rid of this once we start. I am still concerned about the content of these sites and potential distractions. So those will be my findings in opposition to this.

Member Aspnes indicated her objection was more to the case that we can't determine if they are improving things or just maintaining a status quo because there was no information about that. She felt like that was an essential piece for her.

Chair Pribyl indicated that staff will pass on those comments to the City Council for their consideration, and they will consider this at their meeting on January 27, 2025.

Motion carried.

January 17, 2025
Thomas Paschke, City Planner
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

RE: Clear Channel Outdoor Sign Ordinance Amendment

Dear Mr. Paschke.

I have included the following information to address the light pollution and brightness questions raised at the January 8th Planning Commission meeting.

Our Roseville billboards are located in well-lit highway corridors. Our current vinyl billboards have led light fixtures located in front and below the printed face that direct light up to the printed face that is reflected off the printed face.

The technological specifics of LED lighting are unique. Our signs will not contribute to the overall sky glow for three main reasons:

1. The LED's used in our signs have diodes focusing the emitted light into a directed beam
2. The signs are aimed at the roadway so vehicular traffic can easily see the advertising message
3. Horizontal Louvers manufactured as part of the sign face help to prevent upward illumination.

The ambient light level will not vary significantly from that of a traditional billboard display. (In many cases it will be less.) We will set the light levels by use of a photocell to be appropriate for the surroundings. The illuminance of the area around the sign is not uniform. The illuminance is greatest in the area that is directly perpendicular to the sign, and gradually tapers off to nothing as you become more directly parallel to the sign. This result is because a LED sign is not a uniform light source, but rather it focuses the light in specific directions. For this reason, the brightest point is directly perpendicular to the sign, and gradually fades out as you move outside the viewing cone of the sign.

Below is an example of a vinyl billboard and a digital billboard at night demonstrating similar operating standards of brightness.



We have printed billboards and digital billboards located in the same highway corridors that you can drive and see for yourself at night including I-35W and I-35E. Let me know if you have any other questions or need more information.

Thank you,

Matthew Weiland

Vice President of Real Estate and Public Affairs

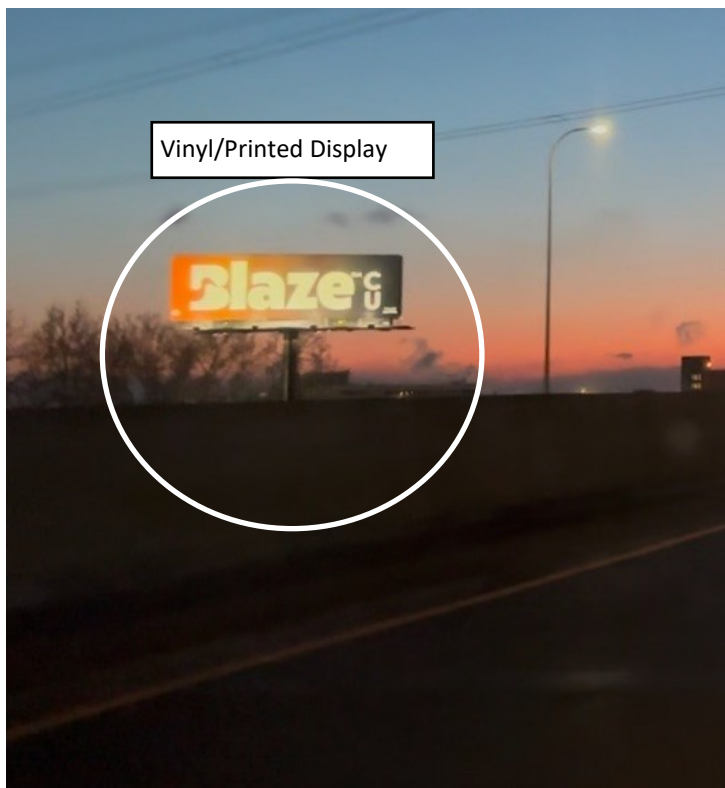
Minneapolis/St. Paul Division

Office: 612.605.5142 /Mobile: 651-592-4431/Email: matthewweiland@clearchannel.com

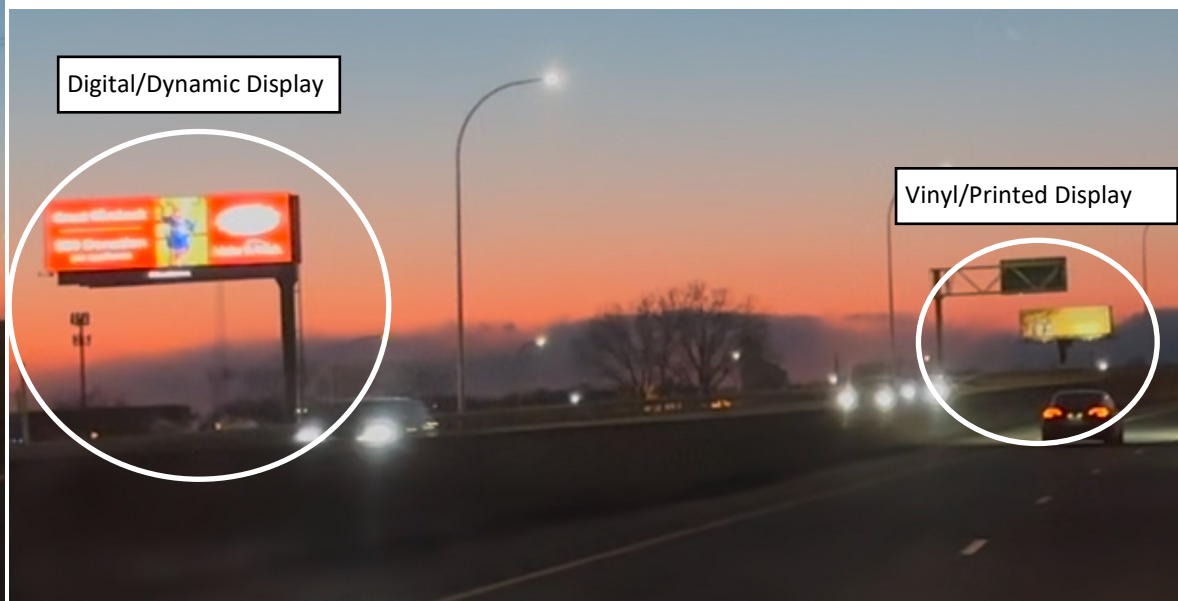


I-35W Minneapolis corridor heading south

Vinyl/Printed Display



Digital/Dynamic Display



Vinyl/Printed Display

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING §1010.02 DEFINITIONS, §1010.03.C PROHIBITED SIGNS, §1010.03.D NON-CONFORMING SIGNS, and §1010.10 DYNAMIC DISPLAYS OF THE ROSEVILLE CITY CODE

The City Council of the City of Roseville does ordain:

SECTION 1. Section 1010.02, Definitions, is hereby amended to add a definition of billboard as provided below:

BILLBOARD: A permanent off-site or on-premise sign exceeding 200 square feet in area on a single face and which is used to advertise products, goods, services, ideas or noncommercial speech, including but not limited to such signs on which space is offered for lease or rent. This definition applies to the following five lawful pre-existing non-conforming billboards: 1) within the north end of the railroad right-of-way addressed as 508 Cleveland Avenue North, located south of County Road D and west of Interstate 35W, 2) within the Ramsey County right-of-way in the southeast corner of County Road C and Cleveland Avenue, 3) within the private parcel immediately east of 2560 Long Lake Road, 4) within the railroad right-of-way directly east of 2255 Walnut Street, and 5) atop the building at 2280 Hamline Avenue.

SECTION 2. Section 1010.03.C.8 (GENERAL PROVISIONS - Prohibited Signs) is hereby amended to read as follows:

8. The following specific signs shall be prohibited: off-site, flashing, mobile/portable, roof, rotating, and painted signs, banners, and **new** billboards. **This prohibition on billboards shall not apply to the five lawful pre-existing non-conforming billboards as defined in this Chapter, including in the event that they are converted to a dynamic display subject to the provisions of 1010.10.A.7.**

SECTION 3. Section 1010.03.D (GENERAL PROVISIONS – Non-Conforming Signs) is hereby amended to read as follows:

- D. Non-Conforming Signs: All nonconforming signs in existence on June 18, 2012, may continue subject to the provisions of Chapter 1011 of this Title and State Law. **The five lawful pre-existing non-conforming billboards as defined in this Chapter shall be permitted to be converted with a dynamic display subject to the provisions of 1010.10.A.7.**

SECTION 4. Section 1010.10 (DYNAMIC DISPLAYS) is hereby amended to read as follows:

- A. Dynamic Display: Any sign using a dynamic display, in whole or in part, must meet the following operational standards:

1. Duration: In all districts, the full sign image or any portion thereof must have a minimum duration of ~~25~~ **8** seconds and must be a static display. No portion of the image may flash, scroll, swirl, change color, or in any manner imitate movement.
2. Transition: In all districts where the full sign image or any portion thereof changes, the change sequence must be accomplished by means of instantaneous repixelization. Fading, dissolving, scrolling, traveling, or any transition that creates the illusion of movement is prohibited.
3. Brightness: The dynamic display sign must not exceed a maximum illumination of ~~5,000~~ **6,500** nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
4. Dimmer Control: Electronic graphic display signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.
- 5. Freeze and Shutdown: Dynamic display signs must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must stop the dynamic display within one hour of being notified by the city that it is not meeting the standards of this section.**
- ~~5.6.~~ Fluctuating or Flashing Illumination: No portion of any dynamic display sign may fluctuate in light intensity or use intermittent, strobe or moving light or light that changes in intensity in sudden transitory bursts, streams zooms, twinkles, sparkles, or in any manner that creates the illusion of movement.
- ~~6.7.~~ Video Display: No portion of any dynamic display sign may change its message or background in a manner or by a method of display characterized by motion or pictorial imager, or depict action or a special effect to imitate movement, or the presentation of pictorials or graphics displayed in a progression of frames that give the illusion of motion or the illusion of moving objects, moving patterns, or bands of light or expanding or contracting shapes.
- ~~7.~~ ~~Time and Temperature: A display of time, date, and temperature must remain for at least 60 seconds before changing to a different display. However, individually, the time, date, or temperature information may change no more often than once every 10 seconds.~~
- 8. Conversion of Billboards: A permit must be obtained for a dynamic display for an existing lawful pre-existing non-conforming billboard provided the following requirements are met:**
 - a. The sign owner enters into an agreement with the City regarding the design and operation of the new dynamic display which shall include the requirement for use of the billboard for public service announcements as provided below:**

- 79 i. The city is provided no less than twenty hours (9,000 eight-second
80 spots) per month per dynamic display in the city for community and
81 public service messages at times approved by the city.
- 82 b. Provided the sign owner complies with the permit requirements of this
83 chapter, a digital/dynamic display sign permit for the designated off-site
84 billboard sign will be issued. Said permit will allow a digital/dynamic
85 display billboard to occupy one hundred percent (100%) of the existing
86 copy and graphic area. The dynamic display billboard sign shall meet all
87 other requirements of this chapter.
- 88 c. The billboard proposed for conversion to dynamic display shall not be
89 located within 500 feet from any residential use.
- 90 d. The dynamic display must be oriented towards, and located within, 150
91 feet of the right-of-way of Interstate 35W, Highway 280 or Highway 36.
- 92 e. The billboard proposed for conversation to dynamic display cannot
93 exceed 35 feet in height above the grade of the existing billboard sign
94 base.
- 95 F. Prior to issuance of a sign permit for the conversion to dynamic display,
96 based on the characteristics of the billboard subject to the permit request
97 and its ability to comply with the intent of the conditions of this section, a
98 visual impact analysis may be required if the City Manager determines
99 the proposed dynamic display billboard could have a detrimental visual
100 impact on a residence, residential neighborhood, city park or other open
101 space.

SECTION 5. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 27th day of January 2025.

(SEAL)

CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

September 20, 2024

Thomas Paschke, City Planner
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

RE: Clear Channel Outdoor Sign Ordinance Amendment

Dear Mr. Paschke.

Clear Channel Outdoor, LLC (CCO) currently owns and operates four printed, legally established non-conforming billboard structures in the City of Roseville, MN. There are five (5), 12'x25' (poster) faces and two (2), 14'x48' (bulletin) faces. The billboards are located in commercial/industrial corridors. CCO MSP currently operates 83 digital LED billboard displays in 21 Twin City communities outside of Roseville, MN. CCO is interested in upgrading its Roseville billboard structures with dynamic/digital LED displays.

CCO currently operates dynamic/digital LED displays in the following communities around Roseville:

- The City of Shoreview, MN - 3 Dynamic/Digital Faces
- The City of New Brighton, MN - 2 Dynamic/Digital Faces
- The City of Minneapolis, MN - 20 Dynamic/Digital Faces
- The City of Vadnais Heights, MN - 4 Dynamic/Digital Faces
- The City of Maplewood, MN - 3 Dynamic/Digital
- The City of St Paul, MN - 4 Dynamic/Digital Faces

The main sign ordinance amendment request would permit the upgrade of non-conforming billboards with dynamic/digital LED faces that operate with minimum 8 seconds dwell times. A summary of requested changes to Title 10 Zoning / Chapter 1010 Sign regulations is attached.

CCO has been safely operating dynamic/digital billboards in the Twin Cities since 2006. Safe operation of our digital billboards is a top priority for us. There are several redundant systems in place to make sure the digital billboards are safely operated. Digital billboards are permitted by the Federal Highway Administration (FHWA), based on their own safety studies, and the State of Minnesota subject to local ordinances.

CCO offers Cities up to 20 hours of public service announcements (PSA) per digital face per month for City and Community Events. CCO can provide no cost access to our creative team to help produce City messages.

In addition to City PSA, Clear Channel Outdoor provides the following PSA

- Amber alerts
- FBI Alerts
- Severe Weather Warnings (Hennepin and Ramsey County)
- County Sheriff messaging
- Emergency Management Requests

CCO is requesting sign ordinance amendments to upgrade its legal nonconforming printed billboard structures with same size dynamic/digital LED faces.

- Modern Updated Digital Displays
- Public Service Announcements
 - Community and Emergency Messaging
- Great Highway Locations along Commercial/Industrial Corridors
- Expanded advertising opportunities for local businesses
- Community Wayfinding
- No new billboards

Please let me know if you have any questions on our sign ordinance amendment comments. CCO has a legal department dedicated to assisting communities with sign ordinance amendments and have assisted communities all over the country in this process.

Thank you,

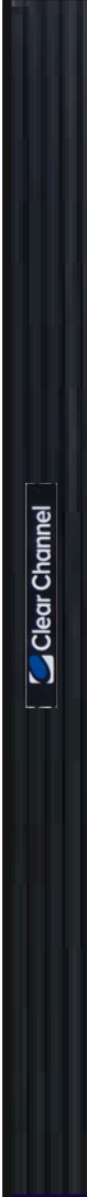


Matthew Weiland

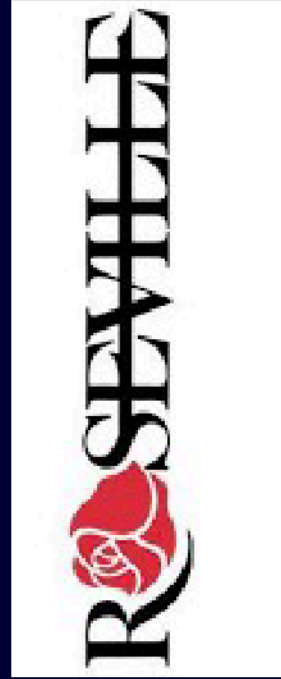
Vice President of Real Estate and Public Affairs

Minneapolis/St. Paul Division

Office: 612.605.5142 /Mobile: 651-592-4431/Email: matthewweiland@clearchannel.com



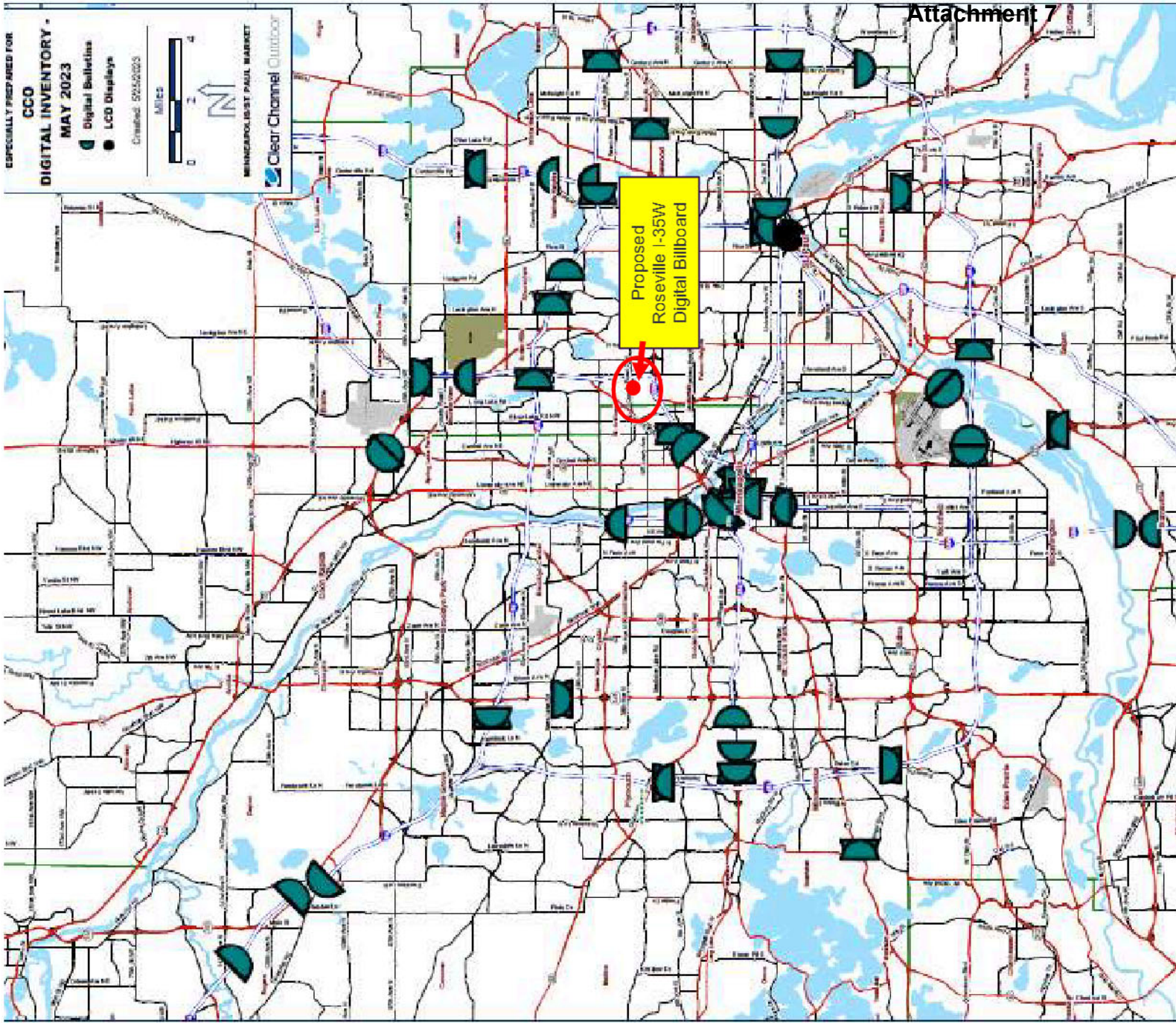
City of Roseville, MN
Dynamic/Digital Display Billboards
Matthew Weiland, VP Real Estate and Public Affairs



Clear Channel Outdoor

Roseville, MN Billboards

- **Clear Channel Outdoor , LLC (CCO) currently owns and operates four printed legally established non-conforming billboards structures in the City of Roseville, MN. There are five 12'x25' (poster) faces and two 14'x48' (bulletin) faces.**
- **CCO is proposing to upgrade its double face 14'x48' (672 sq ft) printed billboard structure located at 2560 LONG LAKE RD and its single face 12'x24' printed billboard located off County RD C W with dynamic/digital LED displays and architectural columns**
 - **Gateway Monument with City Logo (if requested)**
 - **Modern Updated Dynamic/Digital LED Display**
 - **Great Location in Commercial Corridor**
 - **Community and Emergency Messaging**
 - **Expanded advertising opportunities for local businesses**
- **CCO recently worked with the City of Plymouth and the City of Maple Grove to permit the conversion of existing printed billboards to dynamic/digital LED display billboards**
- **CCO MSP currently operates 83 dynamic/digital LED faces in 21 Twin Cities communities.**
 - **The 1st digital signs were installed in 2006 in the City of Minnetonka**
 - **Digital billboards are permitted by the Federal Highway Administration (FHWA) and State of MN, subject to local approvals**
 - **City of Roseville sign ordinance changes would be required to permit digital LED billboards in the City of Roseville**

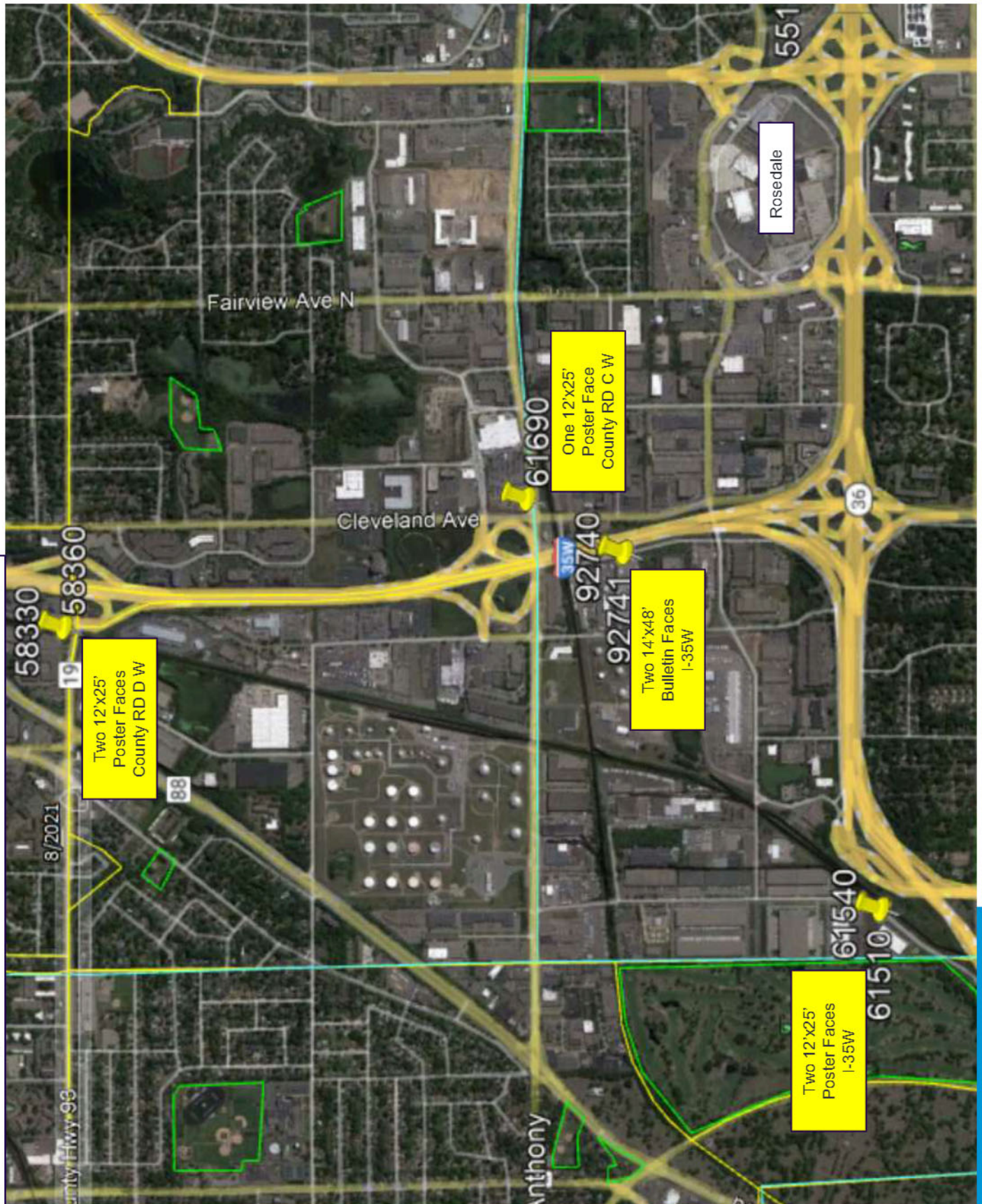


2024 MSP Digital Billboards 21 Cities 83 Dynamic/Digital Faces		
City	# Faces	
1 Blaine	2	
2 Burnsville	4	
3 Columbus	2	
4 Dayton	1	
5 Eagan	4	
6 Inver Grove Heights	2	
7 Landfall	2	
8 Mahtomedi	2	
9 Maple Grove	2	
10 Maplewood	3	
11 Minneapolis	20	
12 Minnetonka*	8	
13 Mounds View	3	
MSP Airport	5	
14 (Bloomington)	2	
15 New Brighton	4	
16 Plymouth	2	
17 Rogers	3	
18 Shoreview	4	
19 St Paul	4	
20 Vadnais Heights	2	
20 West St Paul	2	
21 White Bear Township	2	

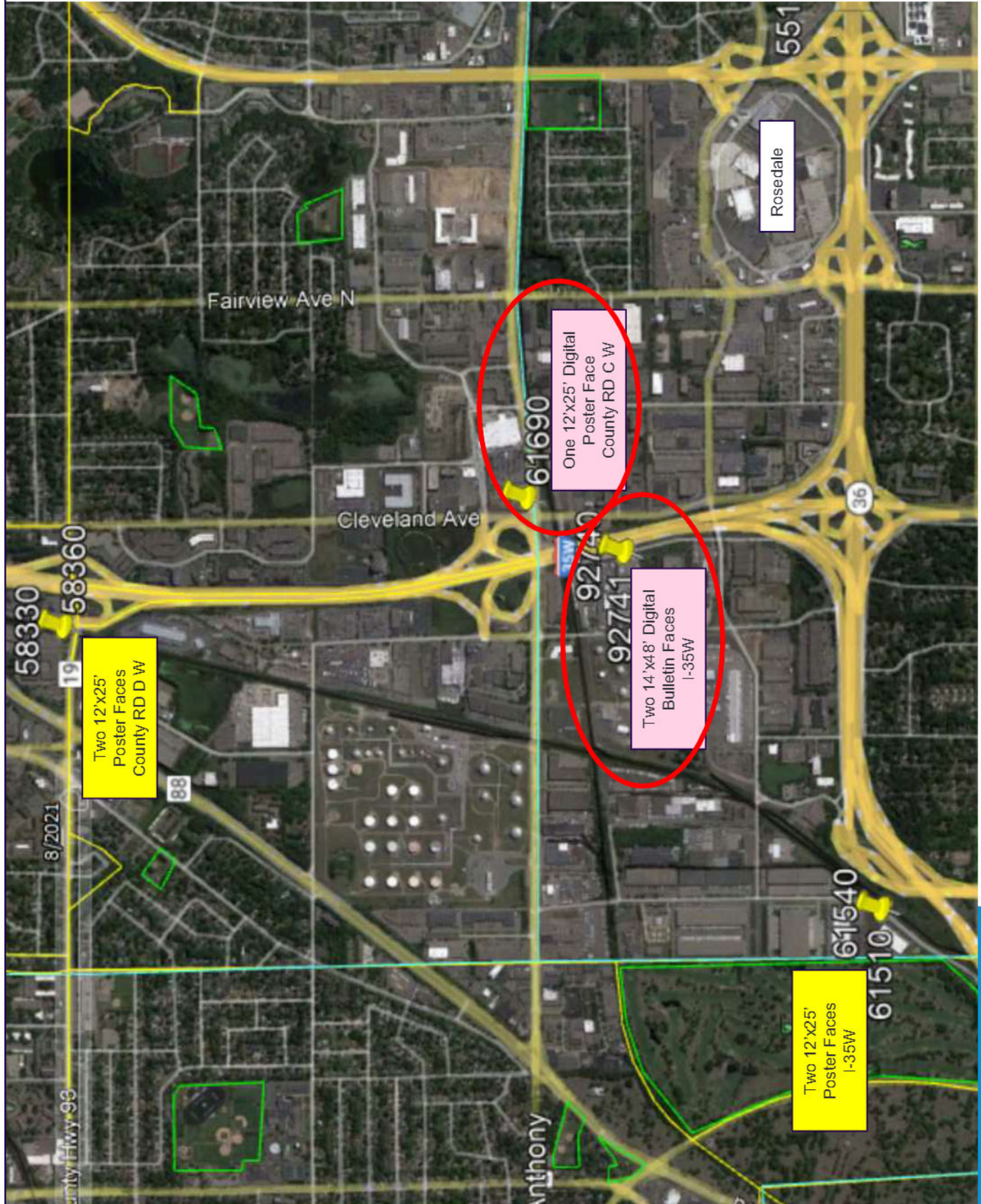
1st digital signs installed in 2006
in City of Minnetonka
Clear Channel Outdoor

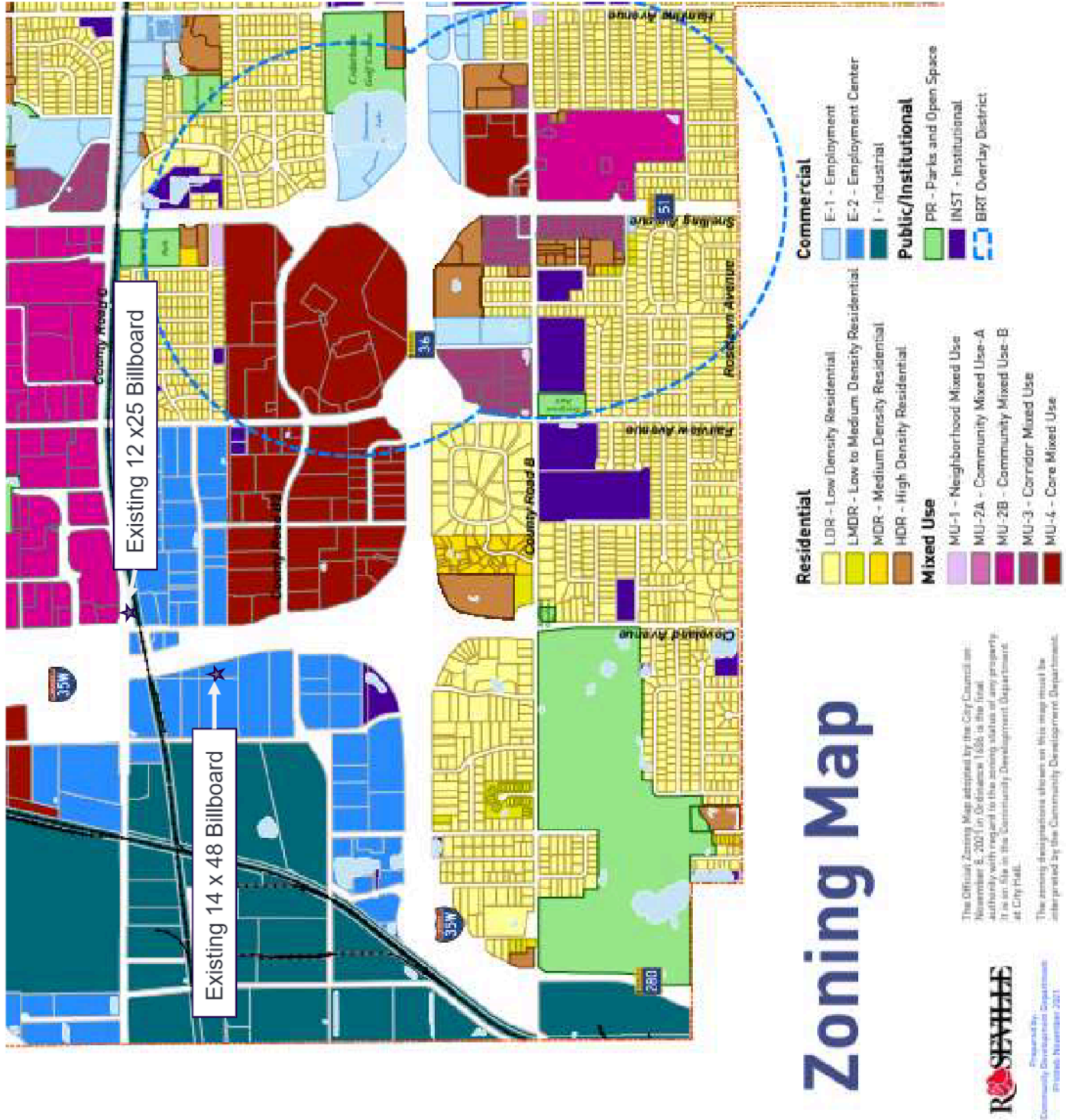
Page 240 of 391

Existing CCO City of Roseville Billboard Inventory



Existing CCO City of Roseville Billboard Inventory – proposed Dynamic/Digital Conversions





Existing Hwy 35W Billboard (14'x48') -panel 92740 and 92741
2560 LONG LAKE RD

Proposed conversion of Existing
14x48 printed Billboard to
14x48 Dynamic/Digital LED billboard

Attachment

Proposed conversion of Existing
14x48 printed Billboard to
14x48 Dynamic/Digital LED billboard



Existing Hwy 35W Billboard South Face (14'x48') -panel 92740
2560 LONG LAKE RD







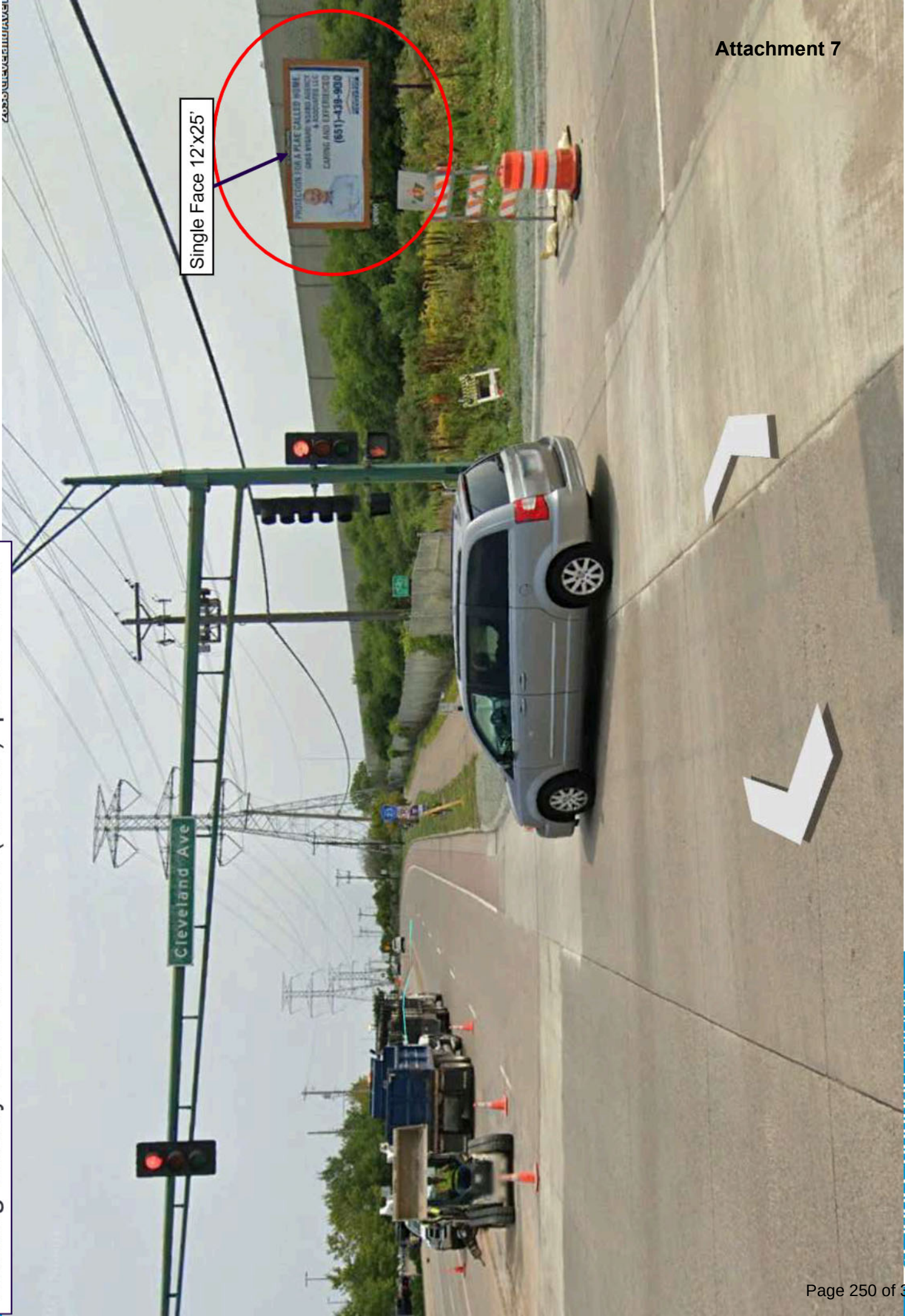
Existing Billboard

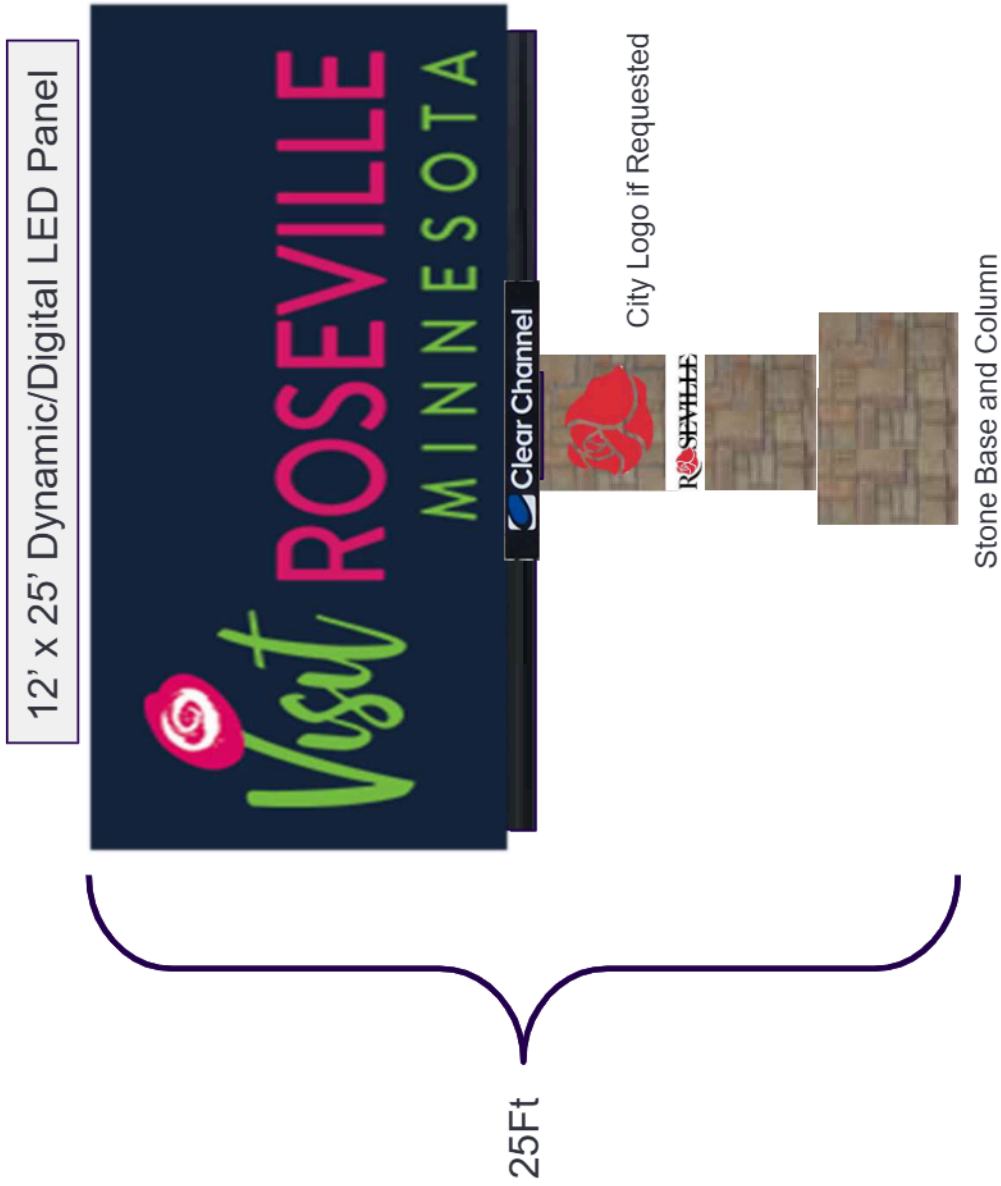


Proposed Billboard



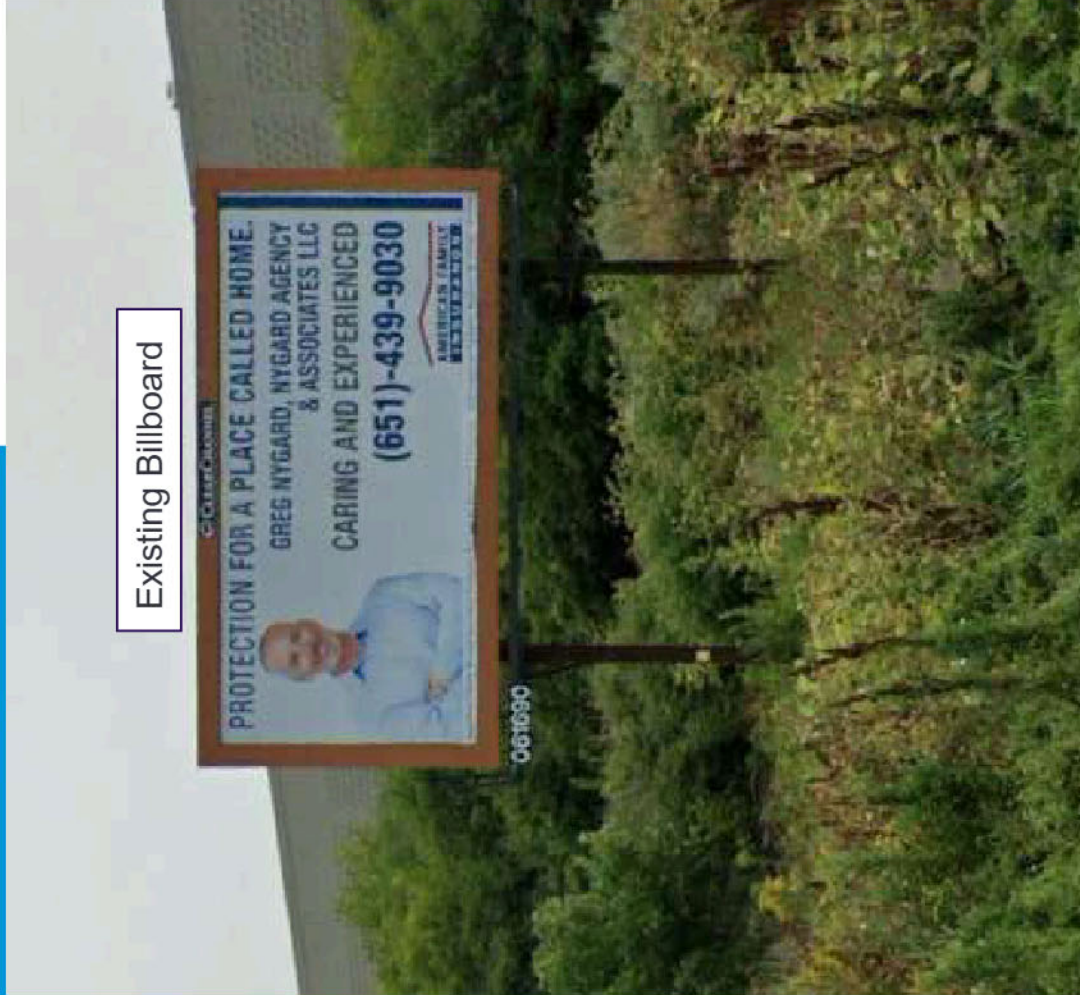
Proposed conversion of Existing
12x25 printed Billboard to
12x25 Dynamic/Digital LED billboard





Roseville, MN
Architectural Sign Design
Cleveland Ave / County RD C W

Existing Billboard



Proposed Billboard



Attachment 7

- **Standard Billboard Size**
 - Bulletin - 14 ft x 48 ft (672 sq ft)
 - Poster – 12ft x 25ft (300 sq ft)
- **Dynamic/Digital Billboards rotate 8 slots (static images)**
 - 8 second dwell times
- **Instantaneous transitions between images**
- **Appear like static billboards**
- **Ambient light sensor**
 - Constantly monitor ambient light conditions around sign and adjust brightness of the sign based on surrounding conditions
 - Higher during day and lower at night
- **Remote monitoring**
 - Web cams
 - Cellular network
 - Remote cut off switches
- **Dynamic/Digital billboards are permitted by the Federal Highway Administration (FHWA) and State of MN, subject to local approvals**

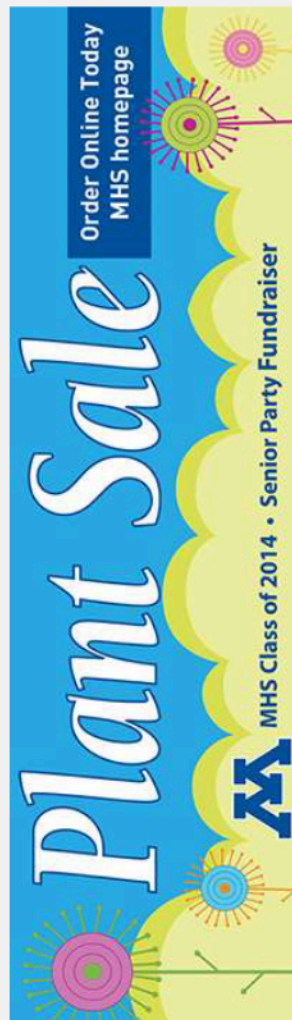
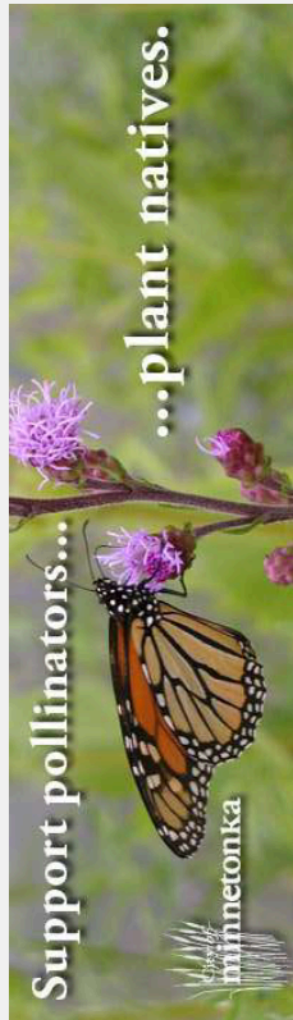
Summary Zoning Ordinance Changes

- **Permit Digital/Dynamic Faces**
 - Conversion of existing non-conforming billboards to digital/dynamic LED faces
- **8 second dwell times on digital displays**
 - Instantaneous transitions
- **Spacing requirement for dynamic billboards read from same direction**
- **PSA messaging requirements**
- **Brightness requirements**
 - The dynamic display sign must not exceed a maximum illumination of 6,500 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits(candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
 - ambient light sensors
 - operating characteristics set to perform like static billboards
 - Digital billboards shall not operate at brightness levels of more than 0.3 foot candles above ambient light, as measured using a foot candle meter at a pre-set as measured horizontal distance of two-hundred fifty (250) feet from the nominal size 14 ft x 48 ft sign face

Public Service Announcements (PSA)

- **Clear Channel Outdoor offers Cities**
 - Up to 20 hours PSA/digital face/month
 - 9,000 Eight (8) second public service messages
 - City and Community Events
- **In addition to City PSA, Clear Channel Outdoor provides the following PSA**
 - **Amber alerts**
 - **FBI Alerts**
 - **Severe Weather Warnings**
 - Hennepin and Ramsey County
 - **Regional Emergencies**
 - 35W Bridge Collapse
 - **County Sheriff messaging**
 - **Emergency Management Requests**

Clear Channel Outdoor – Minnetonka PSA Examples



Attachment 7

"Serving today, shaping tomorrow"

Welcome to Maple Grove

maplegrovern.gov

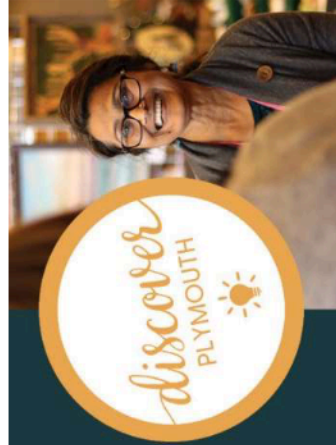


Become a
Maple Grove
FIREFIGHTER

Apply by July 17
mgfire.info

**CONNECT. SHOP.
EXPLORE. APRIL 23**

PLYMOUTH COMMUNITY CENTER



**PLYMOUTH
COMMUNITY
CENTER**



NOW OPEN



Clear Channel Outdoor – City PSA Examples



**Blaine's 2nd Annual
Pet Walk - April 28**
Sat. 10 AM Lakeside Commons Park

www.ci.blaine.mn.us for more info



CLICK IT OR TICKET
EXTRA SEATBELT
ENFORCEMENT
MAY 23 - JUNE 5



Eagan
Easy to Get Here Great to Stay



**Be a Neighborhood
Hero**
Clear Your Hydrant



Buckthorn is INVASIVE
Remove trees with
black fruit **FIRST**



Farmers' Market
Tuesdays
3-7 p.m.
Shoreview
Community Center



**Severe Weather Awareness Week,
April 11 – 15, 2011**
Check out the Blaine Web Site
for Severe Weather Safety Information
www.ci.blaine.mn.us

Digital messaging benefits – public safety



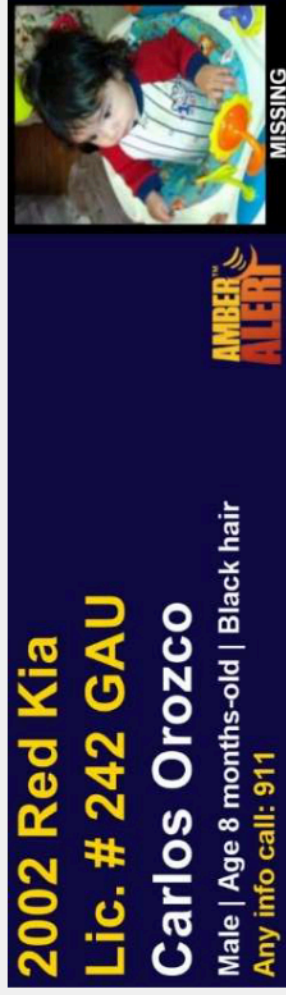
NO ICE Is Ever Completely Safe.
USE SAFETY PRECAUTIONS

Photo from Lake Minnetonka Patch.
Hennepin County Sheriff's Office



School is in session.
DRIVE SAFELY

Hennepin Sheriff.org



2002 Red Kia
Lic. # 242 GAU
Carlos Orozco
Male | Age 8 months-old | Black hair
Any info call: 911

AMBER ALERT
MISSING

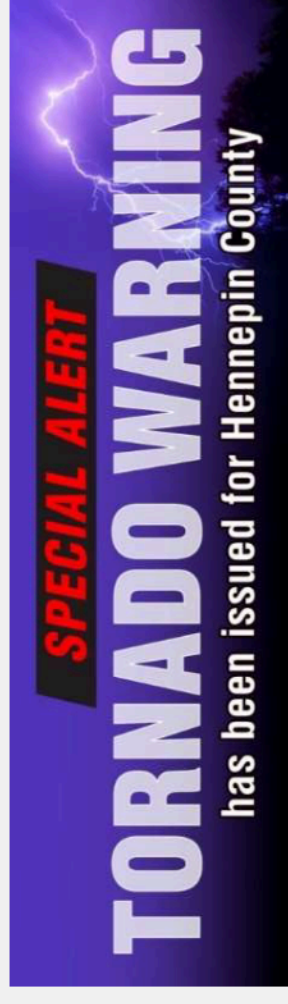


Life jackets save lives!

Hennepin Sheriff.org



WANTED: PHILLIP MIMS
aka James Mayfield
26 yrs old • 5'8" • 192lbs
(612) 376-3200 **FBI** ***REWARD**



SPECIAL ALERT
TORNADO WARNING
has been issued for Hennepin County

- Amber Alerts
- Local Police
- Safety Reminders

- FBI Most Wanted
- FEMA Disaster Assistance
- Weather Alerts

COVID-19 PSA examples

Thank You...
for patronizing our
local businesses



Twin Cities North
CHAMBER OF COMMERCE

Resources Available At TwinCitiesNorth.org



We Love Local  **Support Neighborhood Businesses**



MPLS
REGIONAL CHAMBER
Minneapolis | Bloomington | Northland



**TOO
LOCAL
to fail**

www.TooLocalToFail.com



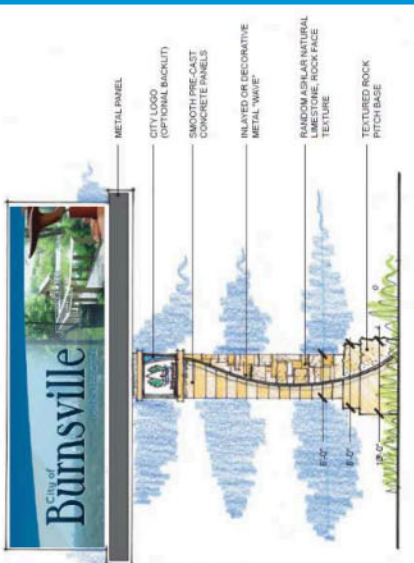
TwinWest
CHAMBER OF COMMERCE

- **Gateway Monuments**
 - **City logo**
- **Creative design and materials**
- **Progressive Modern Image**
- **Technologically advanced**
- **Open for business**
- **Entertainment areas**
- **wayfinding**

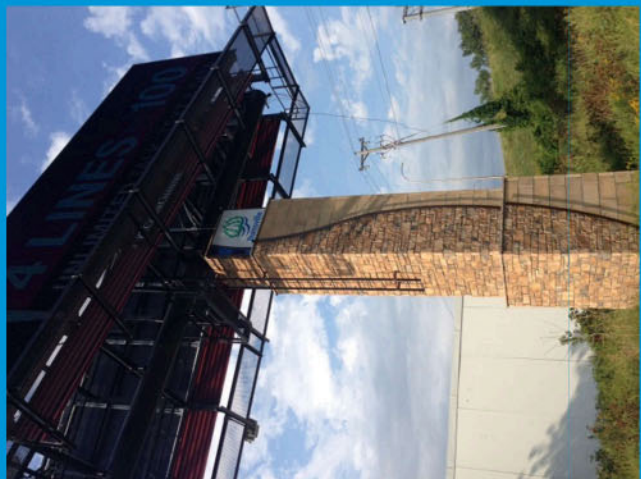
Examples of
Digital Architectural
Sign Designs



53 ft Tall center mount Double face
Similar height to Hwy 7 St Louis Park Sign - 48ft height



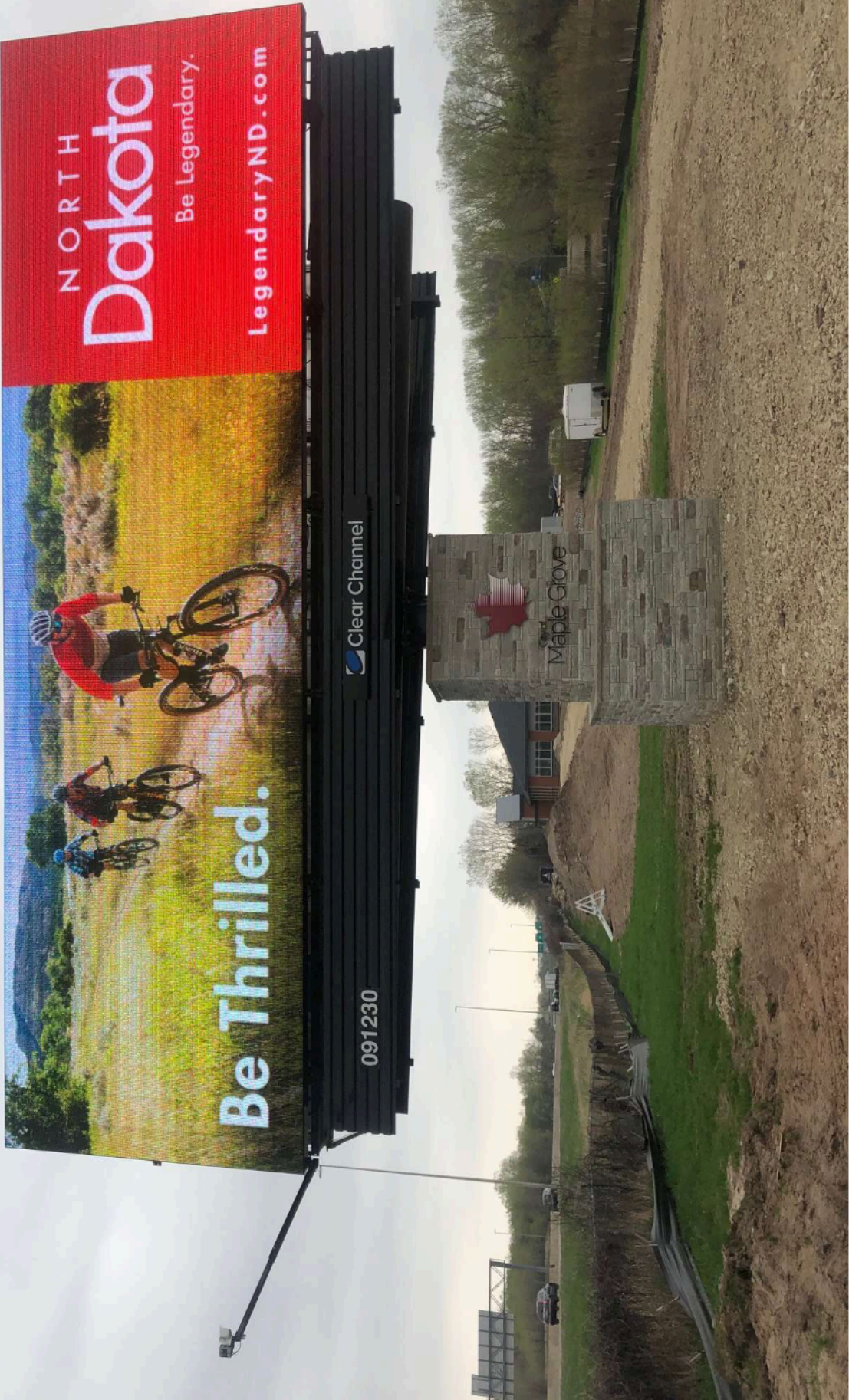
Burnsville, MN



Clear Channel Outdoor

Maple Grove
Architectural
Sign Design

14' x 48'



Shoreview, MN



50 ft Tall center mount single face
Similar height to St Louis Park Sign - 48ft height

Conclusion

- **Clear Channel Outdoor is interested in expanding its Digital Billboard Network into Roseville, MN**
 - CCO is requesting to upgrade the only 14 x 48 printed billboard located in Roseville with 14 x 48 digital LED faces and an architectural column
 - Modern Updated Digital Displays
 - Gateway Architectural Sign
 - Public Service Announcements
 - Community and Emergency Messaging
 - Great Locations in Commercial Corridor
 - Expanded advertising opportunities for local businesses
 - No new billboards

- **Questions**
 - **Matthew Weiland, VP Real Estate and Public Affairs**
 - **Clear Channel Outdoor, Inc.**
 - **Office- 612-605-5142**
 - **Cell – 651-592-4431**
 - **Email – matthewweiland@clearchannel.com**

**Clear Channel Outdoor
Contact Information**

Summary of Clear Channel Outdoor amendments to Title 10 Zoning / Chapter 1010 Sign Regulations:

1010.02: DEFINITIONS

Added 26. OFF-SITE BILLBOARD SIGN: An off-site sign larger than 250 sq ft.

1010.03: GENERAL PROVISIONS

Revised. C. Prohibited Signs.

8. The following specific signs shall be prohibited: off-site, flashing, mobile/portable, roof, rotating, and painted signs, banners, and billboards. This prohibition shall not apply to Off-Site Billboard Signs that are upgraded with dynamic displays subject to the provisions of 1010.10: DYNAMIC DISPLAYS.

Revised. D. Non-Conforming Signs: All nonconforming signs in existence on June 18, 2012, may continue subject to the provisions of Chapter 1011 of this Title and State Law. Legally established Non-Conforming Off-site Billboard Signs shall be permitted to be upgraded with dynamic displays subject to the provisions of 1010.10: DYNAMIC DISPLAYS

1010.10: DYNAMIC DISPLAYS

Revised 1. Duration: In all districts, the full sign image or any portion thereof must have a minimum duration of 25 8 seconds and must be a static display. No portion of the image may flash, scroll, twirl, change color, or in any manner imitate movement.

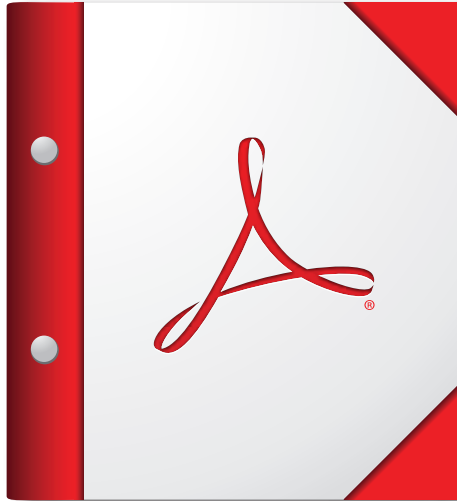
Revised 3. Brightness: The dynamic display sign must not exceed a maximum illumination of 5,000 6,500 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.

Added. 8. Off-Site Billboard Signs: A person may obtain a permit for a dynamic display sign on the surface of an existing legally established non-conforming off-site billboard signs if the following requirements are met:

(i) The dynamic display sign replaces an existing surface of an existing off-site billboard sign;

(ii) The applicant shall enter into an agreement with the city to provide to the city no less than twenty hours (9,000 eight-second spots) per month per dynamic display sign in the city for community and public service messages at such times as shall be determined by the city.

If the applicant complies with the permit requirements noted above, the city will issue a dynamic display sign permit for the designated off-site (billboard) sign. This permit will allow a dynamic display to occupy 100 percent of the potential copy and graphic area and to change no more frequently than once every eight seconds. The designated sign must meet all other requirements of this ordinance.



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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Review and affirm components of the Strategic Plan

Background

Over the past several months, the City Council and staff (City Manager and Department Heads) undertook a comprehensive strategic planning process to align its operations with community aspirations and guide decision making over the next five years. This process began in 2023 with the *Envision Roseville* community visioning initiative, which established community aspirations for Roseville. These aspirations were shaped by many months of public engagement and highlighted priorities that the community felt were important.

Building on this foundation, the Council and staff collaborated in a series of facilitated strategic planning sessions to refine the city's vision, mission, strategic directions and values. A visual graphic that helps outline the process and steps is included as

Attachment 1. Also included as **Attachment 2** is a document that includes:

- Strategy Tree - This includes the city's Vision, Mission, Strategic Directions and Values
- Values definitions - Values that will be used to guide the city in its interactions, operations and decision making
- Draft Success Indicators - These were the statements the group initially drafted

As part of the last facilitated session, Success Indicators were first drafted by the whole group. It was then agreed that given the amount of time left, staff would review and provide additional suggested edits. Staff's revised edits are included as **Attachment 3**. Council was also asked to share their suggested edits as well (**Attachment 4**). Success Indicators define what achieving the strategic directions would look like.

As part of staff's review of the success indicators, consideration was given to ensure the statements were clear, aligned with the city's vision, mission and values, statements addressed the most important outcomes for the strategic direction area, statements ensured equity was woven throughout each, and that they reflected the needs and perspectives of the entire community ensuring all residents and stakeholders can benefit from city initiatives.

The City Council and staff should finalize the Success Indicators as part of the Strategic Plan.

Next steps:

Once the success indicators have been finalized, council is asked to affirm the Values, Vision, Mission and Strategic Directions. The next steps will be to have staff draft objectives and measurable metrics for each indicator, followed by a work session with the City Council to jointly finalize them prior to the development of departmental work plans to operationalize the objectives. Ultimately this work will inform the city's 2026 budget and beyond as budgets are direct reflections of the city's priorities. After the creation of the objectives, metrics and workplans, staff will bring back the full strategic plan for formal adoption.

Policy Objectives

The components of the Strategic Plan align with the City's vision to create a high quality of life for all residents. The plan establishes a clear vision for the future, promotes accountability, community, equity, safety and integrity as guiding values, and integrates community feedback into actionable priorities. It serves as a framework for transparent decision-making and accountability across city operations.

Equity Impact Summary

Equity is a central value in the Strategic Plan. The draft success indicators explicitly address equity in multiple forms, ensuring inclusivity in city services, infrastructure, and engagement. Equity is a core principle guiding the plan's implementation and future objectives.

Budget Implications

The Strategic Plan itself does not have direct budgetary impacts. However, it is anticipated that the city's budget will align with the objectives and metrics to ensure the city is actively working to achieve the Success Indicators.

Staff Recommendations

Staff recommends finalization of the Success Indicators, and council affirmation of the Vision, Mission, Values, and Strategic Directions. This will allow staff to begin work on the next steps of creation of objectives, metrics and department work plans. The strategic plan will provide a clear roadmap for achieving community aspirations and enhancing quality of life.

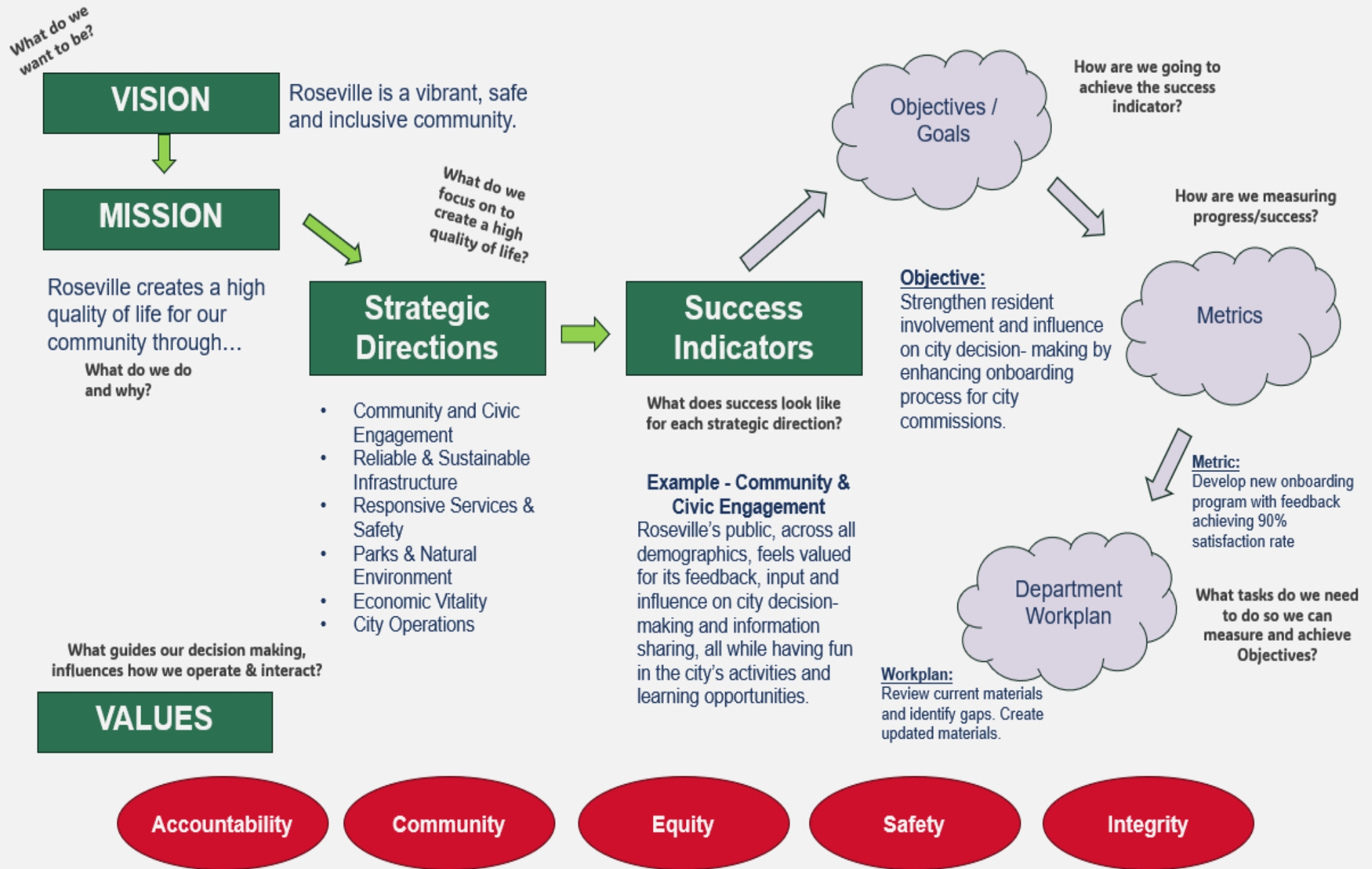
Requested Council Action

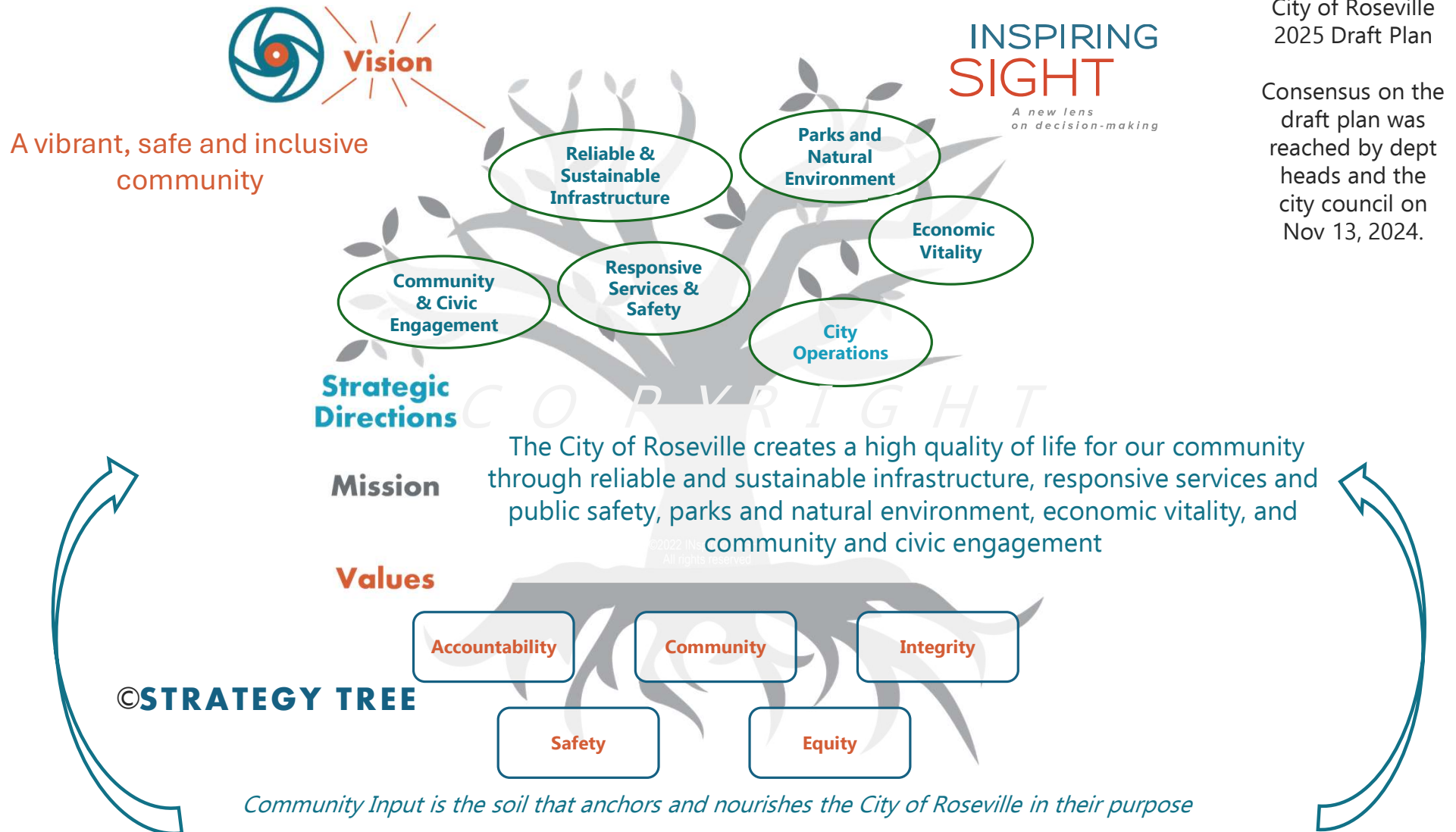
By motion, affirm the following components of the strategic plan which includes the city's Values, Vision, Mission, Strategic Directions, and Success Indicators.

Prepared by: Rebecca Olson, Assistant City Manager

Attachments:

1. Strategic Plan Graphic
2. Strategic Plan
3. Draft Success indicators_Staff
4. Draft Success indicators_Council

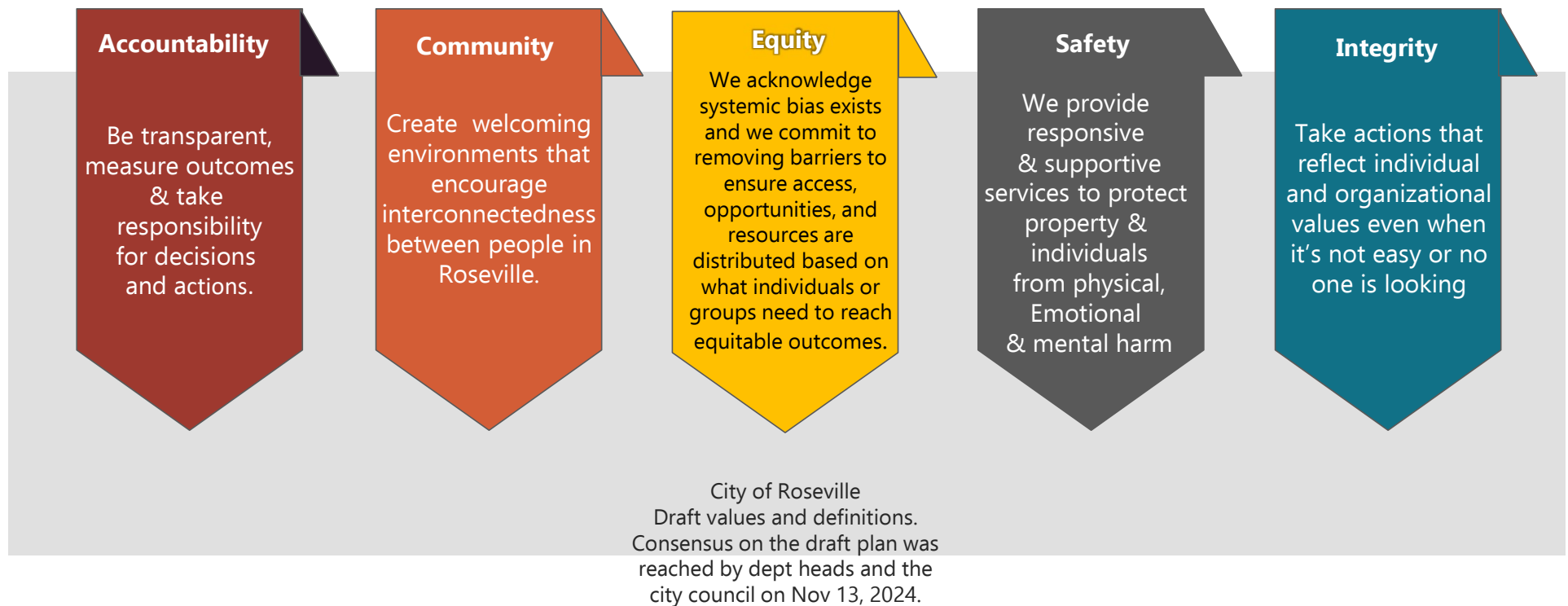


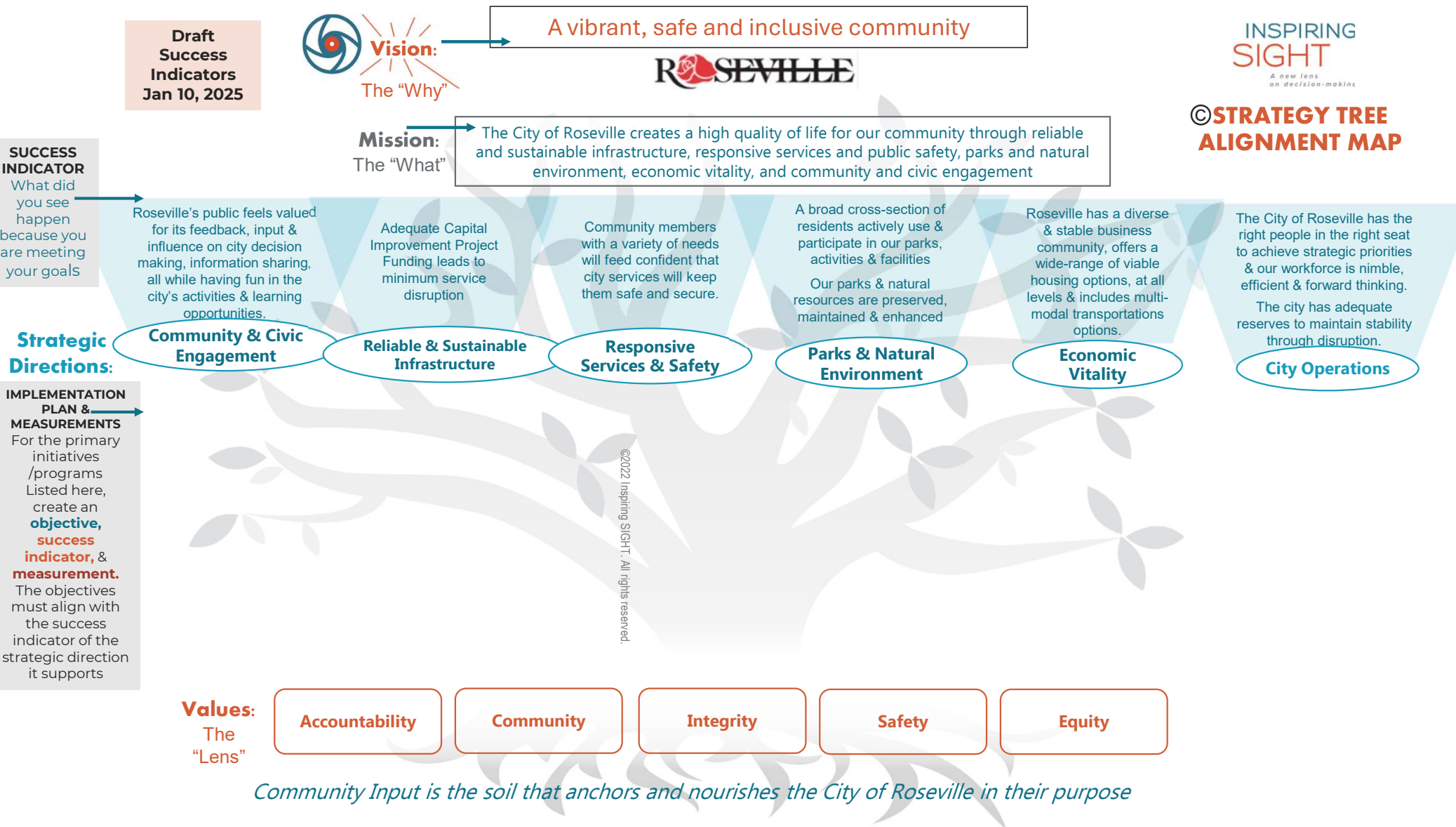


City of Roseville
2025 Draft Plan

Consensus on the draft plan was reached by dept heads and the city council on Nov 13, 2024.

Values Guiding the City of Roseville





Success Indicators (Staff Feedback)

Community & Civic Engagement

Roseville's public, across all demographics, feels valued for its feedback, input, and influence on city decision making, information sharing, all while having fun in the city's activities and learning opportunities.

Reliable & Sustainable Infrastructure

Roseville's assets and infrastructure are effectively, efficiently and sustainably planned, managed and funded.

Responsive Services & Safety

Community members with a variety of needs will feel confident that city services are responsive to ongoing needs and will keep everyone safe and secure and positively impact their quality of life.

Parks & Natural Environment

Our parks and natural resources are preserved, maintained and enhanced to ensure a broad cross-section of community members actively use and participate in our parks, activities and facilities now and into the future.

Economic Vitality

Roseville has a diverse and stable business community, offers a wide range of housing types at all income levels and includes multi-modal transportation options.

City Operations

Roseville's workforce and public officials are capable, nimble, and forward thinking in achieving its strategic priorities to ensure long term stability of the city.

Success Indicators – (Council Feedback)

Community & Civic Engagement

All community members ~~Roseville's public, across all demographics,~~ feels valued for its their feedback, input, and influence on city decision making, and information sharing are important and expected, and that participation all while having fun in the city's activities and learning opportunities is fun.

Reliable & Sustainable Infrastructure

Roseville's assets and infrastructure serve the changing needs of the community while experiencing minimal failures or outages due to age or lack of upkeep are effectively, efficiently and sustainably planned, managed and funded.

Responsive Services & Safety

All community members ~~with a variety of needs will~~ feel confident that city services ~~are~~ will be provided in a timely manner and address ~~responsive to their ongoing~~ needs, ~~and will~~ keeping everyone safe and secure and positively impacting their quality of life.

Parks & Natural Environment

Our parks and natural resources are preserved, maintained and enhanced, and ~~to ensure~~ a broad cross-section of community members actively use and participate in our parks, activities and facilities ~~now and into the future~~.

Economic Vitality

Roseville has a ~~diverse and stable~~ business community made up of a variety of jobs and opportunities across many sectors, offers a wide range of housing types for people at all income levels, and includes multi-modal transportation options.

City Operations

Success Indicators – (Council Feedback)

Roseville's workforce and public officials are capable, nimble, and forward thinking in achieving our ~~its~~ strategic priorities ~~to ensure long term stability of the city~~.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 7.d.

Department Approval

City Manager Approval



Item Description: Consider Amending City Council and Advisory Commission Rules of Procedure regarding public comment time limits

Background

At the January 13, 2025 City Council meeting, Mayor Roe requested the following item be considered by the City Council:

Amending the City Council and Advisory Commission 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.

A copy of the City Council and Advisory Commission Rules of Procedure with the proposed change is included as Attachment 1.

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.

Staff Recommendations

The City Council should discuss the current City Council and Advisory Commission Rules

36 and Procedure and determine if changes should be made based on Mayor Roe's request.

37
38 **Requested Council Action**

39 The City Council should discuss the current City Council and Advisory Commission Rules
40 and Procedure and determine if changes should be made based on Mayor Roe's request.

41
42 **Prepared by:** Patrick Trudgeon, City Manager

Attachments: 1. 2025 Revised Rules of Procedure as proposed to be amended 1.27.25

43

Revised January 6, 2025

Proposed Revision January 27, 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.

- 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.

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

132 in effect until amended or repealed by subsequent vote of the Council.
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138 **Rules Pertaining to the City Council Only**
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140 **Rule 11 Timing of Council Packet Formation and Delivery**

141 Every effort will be made to send draft agendas and supporting documents to Councilmembers four
142 days in advance of an item appearing on a Council agenda. This time will give Councilmembers
143 adequate time to study an issue and seek answers to questions.
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146 **Rule 12 City Council Task Force or Subcommittee Formation**

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of Payments

Background

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$1,989,054.80
111678 – 111820	\$1,025,756.14
Total	\$3,014,810.94

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

Staff recommends approval of all payment of claims.

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Requested Council Action

Motion to approve the payment of claims as submitted.

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					
100-00-00-210200	Federal Income Tax	IRS EFTPS- Non Bank	Remittance Check	75,160.45	2999
100-00-00-210200	Federal Income Tax	IRS EFTPS- Non Bank	Remittance Check	78,292.60	2999
100-00-00-210300	State Income Tax	MN Dept of Revenue-Non Ban	Remittance Check	35,665.21	2995
100-00-00-210300	State Income Tax	MN Dept of Revenue-Non Ban	Remittance Check	34,294.82	2995
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	28,783.72	2996
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	43,978.57	2996
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	28,581.05	2996
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	97.25	2996
100-00-00-210400	PERA Employee Ded.	PERA-Non Bank	Remittance Check	42,389.18	2996
100-00-00-210500	Life Ins. Employee	LINA	DECEMBER NEW YORK LIFE PREMIUMS	3,090.20	2960
100-00-00-210500	Life Ins. Employee	LINA	DECEMBER NEW YORK LIFE PREMIUMS	141.40	2960
100-00-00-210502	Employer Life Insurance	LINA	DECEMBER NEW YORK LIFE PREMIUMS	620.80	2960
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,212.00	2969
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	146.00	2969
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	584.00	2969
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	2969
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	980.00	111720
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,497.75	2986
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	26,481.18	2999
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	11,502.68	2999
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	27,014.32	2999
100-00-00-210800	FICA Employee Ded.	IRS EFTPS- Non Bank	Remittance Check	11,937.13	2999
100-00-00-210900	Long Term Disability	LINA	DECEMBER NEW YORK LIFE PREMIUMS	3,680.16	2960
100-00-00-210900	Long Term Disability	LINA	DECEMBER NEW YORK LIFE PREMIUMS	21.06	2960
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	12,739.00	2998
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	3,281.96	2998
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	1,227.09	2998
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	6,486.00	2998
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	13,189.00	2998
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	3,451.81	2998
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	1,196.66	2998
100-00-00-211000	MNDCP Def Comp	Great West- Non Bank	Remittance Check	6,586.00	2998
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,080.00	2998
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	562.11	2998
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,180.00	2998
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,230.00	2998
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	557.26	2998
100-00-00-211001	MNDCP Roth	Great West- Non Bank	Remittance Check	1,180.00	2998
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	2967
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,872.00	2967
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,204.07	2967
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,317.00	2967
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	2967
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	8,525.00	2979
100-00-00-211400	Medical Insurance Employee	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	14,982.96	3002
100-00-00-211400	Medical Insurance Employee	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	8,292.81	3002
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	4,583.26	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	1,804.81	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	106.52	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	526.92	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	937.64	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	76.96	3003

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					
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	193.18	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	396.75	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	20.06	3003
100-00-00-211402	Flex Spending Health	Alerus Financial NA - Non	BENEFIT REIMBURSEMENTS - FSA & DEPEND	343.67	3003
100-00-00-211404	MN State Retirement	MSRS-Non Bank	Remittance Check	12,707.67	2992
100-00-00-211404	MN State Retirement	MSRS-Non Bank	Remittance Check	3,264.67	2992
100-00-00-211404	MN State Retirement	MSRS-Non Bank	Remittance Check	12,851.52	2992
100-00-00-211501	Medical Employer	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	119,634.61	3002
100-00-00-211501	Medical Employer	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	(547.25)	3002
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	29,527.11	2996
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	3,684.87	2996
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	65,967.72	2996
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	29,323.43	2996
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	3,654.69	2996
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	97.25	2996
100-00-00-211600	PERA Employer Share	PERA-Non Bank	Remittance Check	63,583.84	2996
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	26,481.18	2999
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	11,502.68	2999
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	27,014.32	2999
100-00-00-211700	FICA Employer Share	IRS EFTPS- Non Bank	Remittance Check	11,937.13	2999
Total Department 00-00 GENERAL				984,440.47	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	206.50	2985
100-01-00-430005	Community Grants	NORTHEAST YOUTH & FAMILY S	ANNUAL CONTRACTS WITH NYFS FOR COMMUN	112,287.41	111778
100-01-00-440000	Conferences	BAUER, MATT	REIMBURSEMENT TO COUNCILMEMBER MATT B	350.00	3030
100-01-00-442000	Memberships & Subscription	League of MN Cities	Membership Dues Invoice - Attn: Finan	28,764.00	111726
100-01-00-442000	Memberships & Subscription	LEAGUE OF MN CITIES	MN MAYORS ASSOC. MEMBERSHIP DUES - DA	30.00	111727
Total Department 01-00 CITY COUNCIL				141,637.91	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Definitive Technology Solu	WASTE TONER	108.50	111795
100-02-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	55.18	3018
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA NOV SERVICE FEE PAID DEC 2024	219.00	111709
100-02-00-430000	Professional Services	Alerus Financial NA - Non	ALERUS ER REIMBURSEMENT ACCOUNT FEES	169.40	3003
100-02-00-430000	Professional Services	CivicPlus LLC	ANNUAL RECURRING SERVICES	6,265.00	111735
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING INVOICE - NOV 2024	183.08	111742
100-02-00-430000	Professional Services	Trans Union, LLC	BACKGROUNDING - DECEMBER 2024	111.65	111742
100-02-00-432000	Transportation	Montez, Antonio	MILEAGE REIMBURSEMENT	214.33	111809
100-02-00-441000	Training	Leadership Growth Group, L	2025 LEADERSHIP GROWTH GROUP MEETINGS	600.00	111793
100-02-00-441000	Training	Leadership Growth Group, L	PAYMENT FOR 2024 BOOKS USED AS PART O	147.94	111793
100-02-00-441100	Tuition Reimbursement	Cari McCollor	TUITION REIMBURSEMENT	1,142.80	3027
100-02-00-441100	Tuition Reimbursement	O'Neill, Daniel	TUITION REIMBURSEMENT	810.00	2962
100-02-00-441100	Tuition Reimbursement	O'Neill, Daniel	TUITION REIMBURSEMENT	690.00	2962
100-02-00-442000	Memberships & Subscription	MAMA-Metropolitan Area Man	2025 MEMBERSHIP DUES - MAMA	50.00	111775
100-02-00-442000	Memberships & Subscription	MCMA Secretariat	MCMA MEMBERSHIP DUES - TRUDGEON	240.00	111783
100-02-00-442000	Memberships & Subscription	SHI International Corp	VISIO LICENSE	208.30	2949
Total Department 02-00 ADMINISTRATION				11,215.18	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	DEC 2024 SERVICE CHARGE	776.39	111740
100-04-00-441000	Training	Bellefeull, Szur & Associa	REMOTE GL BUDGET TRAINING W ANGELO FE	1,200.00	111706
100-04-00-448600	Credit Card Fees	CHASE PAYMENTECH - NON-BAN	NOVEMBER PAYMENTECH/AMEX CC FEES	457.05	3004

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 04-00 FINANCE					
100-04-00-448600	Credit Card Fees	CHASE PAYMENTECH - NON-BAN NOVEMBER PAYMENTECH/AMEX CC FEES		171.10	3004
Total Department 04-00 FINANCE				2,604.54	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC COFFEE		368.76	111682
100-08-00-431100	Postage	American Mailing Machines- POSTAGE REFILL		3,000.00	3001
Total Department 08-00 CENTRAL SERVICES				3,368.76	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-415000	Employer Insurance	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	606.99	3002
100-10-00-415000	Employer Insurance	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	847.02	3002
100-10-00-415000	Employer Insurance	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	606.99	3002
100-10-00-420000	Office Supplies	Dell Marketing, L.P.	TWO MONITORS (POLICE SERV MGR MAHMUD)	333.48	111699
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS - DUXBURY, LARSON, KRO	231.10	2954
100-10-00-422000	Clothing	Corporate Mark, Inc.	ADMIN UNIFORM WITH UPDATED PATCHES -	400.50	111687
100-10-00-422000	Clothing	Galls, LLC	CSO NEW HIRE UNIF - QUAAS	157.00	2952
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - REGISTRATION RENEWALS	16.25	2997
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - REGISTRATION RENEWALS	16.25	2997
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - REGISTRATION RENEWALS	16.25	2997
100-10-00-423000	Vehicle Supplies & Mainten	License Center-Non Bank	PD - REGISTRATION RENEWALS	16.25	2997
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	NEW PATCH	12.00	2950
100-10-00-431000	Telephone	Verizon	DATA NOV 27-DEC 26 - ACC#487223064-00	40.01	111748
100-10-00-439000	CONTRACT MAINTENANCE	Acek9	2025 K9 TRACKING SOFTWARE (2)	336.00	111707
100-10-00-439000	CONTRACT MAINTENANCE	Lawburner	2024 SUBSCRIPTION	2,746.20	111700
100-10-00-441000	Training	MN BCA	POR AND INV CLASS - TANIS	25.00	111683
100-10-00-443500	Minor Equipment	Dell Marketing, L.P.	REPLACE/UPGRADE ANALYST (KRINKE) COMP	3,398.43	111699
100-10-00-443500	Minor Equipment	Dell Marketing, L.P.	SOCIAL WORKER COMPUTER REPLACEMENT	1,334.98	111699
Total Department 10-00 POLICE DEPARTMENT				11,140.70	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-415000	Employer Insurance	Minnesota Healthcare Conso	DECEMBER MEDICAL PREMIUMS	606.99	3002
100-13-00-422000	Clothing	Aspen Mills Inc.	PORTER	29.70	111718
100-13-00-422000	Clothing	Aspen Mills Inc.	REALI	429.88	111718
100-13-00-422000	Clothing	Aspen Mills Inc.	REALI	74.99	111718
100-13-00-430000	Professional Services	Fire Loss Management, LLC	PLAN REVIEW	200.00	111745
100-13-00-430000	Professional Services	Fire Loss Management, LLC	SPRINKLER REVIEW	200.00	111745
100-13-00-430000	Professional Services	Masa Consulting, Inc.	DEC	2,100.00	2983
100-13-00-430000	Professional Services	Performance Plus LLC	REALI	705.00	111689
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	DEC	97.50	111756
100-13-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	LIGHT	60.32	2966
100-13-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	LINEAR LIGHTHEAD	263.74	2966
100-13-00-439000	CONTRACT MAINTENANCE	AT&T	DEC	765.08	111757
100-13-00-439000	CONTRACT MAINTENANCE	Metro-INET	REALI IT SET UP	261.00	2987
100-13-00-439000	CONTRACT MAINTENANCE	Metro-INET	ONTIVEROS IT SET UP	261.00	2987
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile	DEC	20.67	111747
100-13-00-439000	CONTRACT MAINTENANCE	Target Solutions Learning,	ANNUAL	9,934.40	111754
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	HVAC MENAT	4,987.00	2981
100-13-00-441000	Training	Neil Sjostrom	DUBAY FLIGHT	396.57	2977
100-13-00-441000	Training	Neil Sjostrom	FLIGHT REIMBURSEMENT KOPIETZ	480.56	2977
Total Department 13-00 FIRE DEPARTMENT				21,874.40	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	4,240.15	2940

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
		Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION		4,240.15	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	74.54	2936
100-13-18-439000	CONTRACT MAINTENANCE	City of Eden Prairie	ANNUAL FENCING CONSORTIUM	8,759.00	111734
		Total Department 13-18 EMERGENCY SERVICES		8,833.54	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	111693
100-20-20-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	55.18	3018
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	7.47	3011
100-20-20-422000	Clothing	FOXTROT MARKETING GROUP	GIFT CERTIFICATES FOR ENGINEERING STA	400.00	3029
100-20-20-441000	Training	Leadership Growth Group, L	2025 LEADERSHIP GROWTH GROUP SERIES	600.00	111702
		Total Department 20-20 PUBLIC WORKS ADMINISTRATION		1,102.65	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	Allen Knoll	UNION PURCHASE REIMBURSEMENT	127.49	2948
100-20-21-424000	Operating Supplies	Certified Laboratories, In	PPE	421.26	2972
100-20-21-424000	Operating Supplies	K-Tech Specialty Coating,	BEET HEET	1,956.30	111701
100-20-21-424000	Operating Supplies	SKB Environmental, Inc.	COUCH/MATTRESS DISPOSAL	159.06	111773
100-20-21-437000	Contract Maint. - Vehicles	Crysteel Truck Equipment,	PLOW	8,690.00	2951
100-20-21-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE PRUNING AND REMOVAL, BRENNER ST	1,259.50	111685
100-20-21-439000	CONTRACT MAINTENANCE	Roadkill Animal Control	DEER REMOVAL	258.00	111792
		Total Department 20-21 STREET DEPARTMENT		12,871.61	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,236.97	2937
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	14,309.67	2939
100-20-22-439000	CONTRACT MAINTENANCE	TRAFFICALM SYSTEMS LLC	12" SE DFB YOUR SPEED W/60W WHT	3,202.00	111761
		Total Department 20-22 STREET LIGHTING		19,748.64	
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	9,798.92	111803
100-20-30-421000	Motor Fuel	MN Dept of Revenue-Non Ban	NOVEMBER FUEL TAX	194.09	2995
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111737
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	LED LIGHT	353.06	3007
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	STROBE	40.60	3007
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	484.98	3008
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BELT	38.71	2932
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BELT	31.03	2932
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	STOCK	176.85	2932
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	HOSE	99.82	2932
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HOSE	115.11	2964
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	RADIATOR	243.75	111704
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	HANDLE	351.75	111752
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	VALVE	221.67	2933
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	VALVE	409.67	2933
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	WIRE	181.87	111776
100-20-30-423000	Vehicle Supplies & Mainten	MIDWAY FORD CO.	RADIATOR	632.38	111678
100-20-30-423000	Vehicle Supplies & Mainten	MIDWAY FORD CO.	LINER	138.60	111777
100-20-30-423000	Vehicle Supplies & Mainten	Rigid Hitch Incorporated	JACK/WIRING	140.43	2975
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	756.96	111786
100-20-30-423000	Vehicle Supplies & Mainten	Suburban Tire Wholesale, I	TIRES	144.00	111738
100-20-30-423000	Vehicle Supplies & Mainten	WHITMORE INC	LOADRITE TRIGGER	1,636.93	111711

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-423000	Vehicle Supplies & Mainten	Ziegler Inc	BLADE	103.92	3013
100-20-30-424000	Operating Supplies	Jeff Domagala	CDL REIMBURSEMENT	70.48	2959
100-20-30-437000	Contract Maint. - Vehicles	MIDWAY FORD CO.	ABS MODULE	841.62	111777
100-20-30-437000	Contract Maint. - Vehicles	MIDWAY FORD CO.	IGNITION SYSTEM	492.68	111777
100-20-30-437000	Contract Maint. - Vehicles	MIDWAY FORD CO.	SERVICE	365.30	111777
Total Department 20-30 VEHICLE MAINTENANCE				18,110.32	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	MCGOUGH FACILITY MANAGEMEN	MANAGEMENT FEE	3,848.00	2978
100-23-00-430000	Professional Services	McGough Property Managemen	11/2024 EXPENSES	408.03	2955
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	384.54	111703
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	111703
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	ROSEDALE MALL POLICE OFFICE	2,074.01	3006
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL CH	122.22	111746
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL PD	311.02	111746
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	311.02	111746
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	122.22	111746
100-23-00-439001	CONTRACT MAINTENANCE - CIT	TK Elevator Corp.	5 BRONZE - OIL & GREASE ONLY, PAY FOR	1,800.00	111789
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL PW	115.23	111746
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL PW	115.23	111746
100-23-00-439003	Contract Maint.- City Gara	Life Safety Systems, Inc.	SERVICE CALL PW BUILDING PIV	395.00	2974
100-23-00-439003	Contract Maint.- City Gara	Total Tool	2024 ANNUAL CRANE AND HOIST INSPECTIO	240.00	2947
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	PERFORM FALL MAINTENANCE CH	1,997.00	2957
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	PERFORMED MAINTENANCE AS PER CONTRACT	1,947.00	2957
100-23-00-439010	Contract Manit. - HVAC	Yale Mechanical	12/23 BOILER PUMP 2 IN ALARM.	502.00	2981
Total Department 23-00 BUILDING MAINTENANCE				16,046.92	
Total Fund 100 General Fund				1,257,235.79	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230000	Deposits	CREATIVE HOMES	ESCROW REFUND	6,000.00	111770
103-00-00-230120	Encroachment Escrow	Integrity Land Development	ESCROW REFUND	4,526.50	111799
Total Department 00-00 GENERAL				10,526.50	
Department: 20-00 PUBLIC WORKS GENERAL					
103-20-00-448600	Credit Card Fees	US Bank-Non Bank	NOVEMBER 2024 TERMINAL CHARGES	2.69	3000
Total Department 20-00 PUBLIC WORKS GENERAL				2.69	
Total Fund 103 Contracted Engineering Svcs				10,529.19	
Fund: 200 Recreation Fund					
Department: 00-00 GENERAL					
200-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	NOVEMBER SALES AND USE TAX	7,351.57	2995
Total Department 00-00 GENERAL				7,351.57	
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS	55.19	3018
200-40-40-432000	Transportation	HANNAH NITZ	2024 MILEAGE REIMBURSEMENT	106.53	111768
200-40-40-441000	Training	Leadership Growth Group, L	LEADERSHIP GROUP TRAINING	600.00	111702
Total Department 40-40 RECREATION ADMINISTRATION				761.72	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-344000-PR0207	Fee Program Revenue	SCOTT THOMPSON	REFUND - BROOMBALL LEAGUE	385.00	111765

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	140.23	111787
200-40-41-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	168.81	111787
200-40-41-424000-PR0267	Operating Supplies	DEARY'S GYMNASTICS SUPPLY	GYMNASTICS EQUIPMENT	3,017.16	111710
200-40-41-424000-PR0267	Operating Supplies	GYMNASTECHS LLC	BEAM RECOVERY - SCHOOL	1,150.00	111808
200-40-41-424000-PR0267	Operating Supplies	NORTH SHORE GYM SALES	CHALK	786.00	111791
200-40-41-424000-PR0380	Operating Supplies	Taho Sportswear, Inc.	P&R CLOTHING ORDER	144.00	111679
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEREE PAYMEN	1,501.00	3021
200-40-41-430000-PR0220	Professional Services	Metro volleyball Officials	ADULT VOLLEYBALL REFEREE PAYMENT	3,298.00	2934
200-40-41-430000-PR0239	Professional Services	Angel Benes	TAP FOR OLDER ADULTS PAYOUT	530.00	2953
200-40-41-430000-PR0252	Professional Services	ZEN ENDEAVORS INC	KIDCREATE - WINTERBREAK CLASSES 24-25	2,106.00	111760
200-40-41-430000-PR0253	Professional Services	The Cleaning Authority, In	PARK BUILDING CLEANING	3,855.60	111744
200-40-41-430000-PR0255	Professional Services	City of Arden Hills	URBAN AIR FIELD TRIP	357.00	111686
200-40-41-430000-PR0270	Professional Services	Elizabeth Fletcher	MONDAY YOGA PAYMENT	680.00	3025
200-40-41-430000-PR0273	Professional Services	CITY OF LITTLE CANADA	ADULT TRIP - DULUTH TRIP 2 -2024	2,275.00	111695
Total Department 40-41 RECREATION FEE PROGRAMS				20,393.80	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-415100	Unemployment Insurance	Mn Dept of Employment & Ec	UNEMPLOYMENT BENEFITS ACCT: 07972714,	657.63	111787
200-40-42-424000-PR0101	Operating Supplies	CARLSON, SHELDON	COMMUNITY BAND REIMBURSEMENT	13.00	111805
200-40-42-424000-PR0102	Operating Supplies	James Foster	BIG BAND REIMBURSEMENTS	141.59	111696
Total Department 40-42 RECREATION NON FEE PROGRAMS				812.22	
Department: 40-49 RECREATION ACTIVITY CENTER					
200-40-49-422000	Clothing	Taho Sportswear, Inc.	P&R CLOTHING ORDER	1,000.00	111679
Total Department 40-49 RECREATION ACTIVITY CENTER				1,000.00	
Department: 40-53 SKATING CENTER					
200-40-53-420000	Office Supplies	Davis Lock & Safe Inc	KEYS	89.90	111721
200-40-53-423000	Vehicle Supplies & Mainten	R & R Specialties of wisco	IMPELLER FOR WATER PUMP	322.75	111723
200-40-53-423000	Vehicle Supplies & Mainten	R & R Specialties of wisco	ZAM PARTS	103.95	3014
200-40-53-423000	Vehicle Supplies & Mainten	R & R Specialties of wisco	PARTS FOR ZAMBONI	320.60	2970
200-40-53-424000	Operating Supplies	Becker Arena Products, Inc	NETTING FOR BANDY GOALS	2,148.72	3005
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	329.06	3020
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	326.80	3020
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	139.73	3020
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	290.79	3020
200-40-53-424000	Operating Supplies	Kaiser Manufacturing, Inc.	PAD RECOVERING	1,142.46	111725
200-40-53-424000	Operating Supplies	R & R Specialties of wisco	ICE PAINTING MATERIALS	508.00	2945
200-40-53-424000-PR5507	Operating Supplies	Ice Sports Industry-ISI	BADGES FOR SKATING SCHOOL	87.00	111722
200-40-53-424000-PR5507	Operating Supplies	Ice Sports Industry-ISI	BADGES FOR SKATING SCHOOL	54.00	111722
200-40-53-424000-PR5512	Operating Supplies	Watson Company	CONCESSION SUPPLIES	470.42	111739
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	261.59	111788
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	1,106.50	111800
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	439.70	111753
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	543.45	111753
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES	597.44	111739
200-40-53-430000	Professional Services	US Environmental Resources	BRINE CORROSION TEST	550.00	111690
200-40-53-430000	Professional Services	Voss Lighting	LIGHTING ISSUE	2,670.00	2935
200-40-53-433000	Advertising	Fryer Design	DASHER ADS	950.00	111698
200-40-53-433000	Advertising	Fryer Design	WINDOW CLING	400.00	111698
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	35,783.61	2941
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	11,402.19	2942
200-40-53-439000	CONTRACT MAINTENANCE	JDI SIGNS & GRAPHIC, LLC	ELECTRICAL FOR OVAL STADIUM LIGHTING	6,622.72	111762

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	Total Mechanical Services, ADD BRINE		511.00	111798
200-40-53-439000	CONTRACT MAINTENANCE	W.L. HALL CO.	BANQUET ROOM WALL REPAIR	590.00	111801
Total Department 40-53 SKATING CENTER				68,762.38	
Total Fund 200 Recreation Fund				99,081.69	
Fund: 201 Recreation Donations					
Department: 40-53 SKATING CENTER					
201-40-53-382200-PR0304	Donations	KNELVC LLC	AUDIO FOR ARENA	6,800.00	111807
Total Department 40-53 SKATING CENTER				6,800.00	
Total Fund 201 Recreation Donations				6,800.00	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111785
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111785
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111691
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111691
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111691
204-40-43-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	END-ROD, SPHERICAL	103.84	3010
204-40-43-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	FILTER-ENGINE OIL	68.95	3010
204-40-43-424000	Operating Supplies	Equinox Industries, Ltd.	BLACK BAGS MAXI, FREIGHT	678.00	111705
204-40-43-424000	Operating Supplies	Flagship Recreation	VARIOUS PARTS, DELIVERY TO SITE	1,527.00	111694
204-40-43-424000	Operating Supplies	Flagship Recreation	VARIOUS PARTS, DELIVERY TO SITE	70.00	111694
204-40-43-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	DUCT TAPE, CAUTION TAPE	40.21	111784
204-40-43-424000	Operating Supplies	MIDC Enterprises	1ST CHECK ASSY; CHECK RUBBER KIT	1,004.79	111680
204-40-43-430000	Professional Services	ELECTRO WATCHMAN	SERVICE CALL AT AUTUMN GROVE	455.00	2931
204-40-43-430000	Professional Services	Killmer Electric Co., Inc.	CENTRAL PARK ELECTRICAL WORK	75,496.10	111724
204-40-43-430000	Professional Services	Killmer Electric Co., Inc.	REPAIR TENNIS COURT LIGHTS AT BRUCE R	765.48	111681
204-40-43-430000	Professional Services	PROWIRE, INC.	LABOR AND TRIP FEE TO FIX FIRE SYSTEM	200.00	3012
204-40-43-430000	Professional Services	Total Tool	ANNUAL CRANE AND HOIST INSPECTIONS; S	465.00	2947
204-40-43-430000	Professional Services	Yale Mechanical	FIX ELECTRIC HEAT FURNACE AT ARB; MAT	422.00	3019
204-40-43-430000	Professional Services	Yale Mechanical	FIX HEAT AT STRIP MALL; MATERIAL, TRU	1,768.31	3019
204-40-43-431000	Telephone	Verizon	DATA NOV 27-DEC 26 - ACC#487223064-00	356.40	111748
204-40-43-431000-PR0627	Telephone	Verizon	DATA NOV 27-DEC 26 - ACC#487223064-00	35.01	111748
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	3,342.04	2943
Total Department 40-43 RECREATION MAINTENANCE				86,812.13	
Total Fund 204 PARK MAINTENANCE				86,812.13	
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-424000	Operating Supplies	James Foster	BIG BAND REIMBURSEMENTS	268.64	111696
221-40-45-424000	Operating Supplies	Kay Foster	END OF THE YEAR CELEBRATION - BIG BAN	291.61	111741
Total Department 40-45 BIG BAND ACTIVITIES				560.25	
Total Fund 221 Municipal Jazz Band				560.25	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230000	Deposits	Twin Cities Habitat for Hu	CONSTRUCTION DEPOSIT REFUND B23-0473	1,000.00	111802
Total Department 00-00 GENERAL				1,000.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 Community Development					
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-421000	Motor Fuel	Proulx, Gerald	FUEL REIMBURSEMENT	40.00	111764
260-56-17-430007	Electrical Inspections	Stephen Tokle Inspections,	DECEMBER 2024 ELECTRICAL INSPECTOR FE	7,234.16	2990
260-56-17-431000	Telephone	Verizon	DATA NOV 27-DEC 26 - ACC#487223064-00	52.16	111748
260-56-17-448600	Credit Card Fees	US Bank-Non Bank	NOVEMBER 2024 TERMINAL CHARGES	3,467.02	3000
260-56-17-448600	Credit Card Fees	US Bank-Non Bank	NOVEMBER 2024 TERMINAL CHARGES	155.09	3000
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				10,948.43	
Total Fund 260 Community Development				11,948.43	
Fund: 265 License Center					
Department: 00-00 GENERAL					
265-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	NOVEMBER SALES AND USE TAX	1,817.76	2995
Total Department 00-00 GENERAL				1,817.76	
Department: 05-00 DEPUTY REGISTER					
265-05-00-424000	Operating Supplies	Definitive Technology Solu	TONER WASTE BOX	108.50	111795
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL	317.73	111794
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL	317.73	111746
265-05-00-431000	Telephone	CenturyLink	SERVICE 12/10/24 - 1/9/25, ACCT 33353	53.69	111780
265-05-00-432000	Transportation	Alex Frederick	MILEAGE REIMBURSEMENT	77.72	2989
265-05-00-432000	Transportation	Kari Leverty	MILEAGE REIMBURSEMENT	16.08	2988
265-05-00-432000	Transportation	Mary Dracy	MILEAGE REIMBURSEMENT	209.71	2971
265-05-00-432000	Transportation	Steven Bickel	MILEAGE REIMBURSEMENT	155.44	3024
265-05-00-432000	Transportation	Vicki Linnell	MILEAGE REIMBURSEMENT	117.25	3026
265-05-00-442000	Memberships & Subscription	MDRA-MN Deputy Registrars	ANNUAL MEMBERSHIP DUES	1,210.00	111688
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	LC SHREDDING THRU DEC 2024	144.93	111796
Total Department 05-00 DEPUTY REGISTER				2,728.78	
Total Fund 265 License Center				4,546.54	
Fund: 271 Special "10" Fund					
Department: 67-00 CHARITABLE GAMBLING					
271-67-00-430000	Professional Services	Roseville Community Founda	LAWFUL GAMBLING PROCEEDS 2024	51,006.97	2976
Total Department 67-00 CHARITABLE GAMBLING				51,006.97	
Total Fund 271 Special "10" Fund				51,006.97	
Fund: 282 American Rescue Plan					
Department: 56-56 ECONOMIC DEVELOPMENT					
282-56-56-430000-CD0725	Professional Services	Metropolitan Consortium of	FORGIVABLE LOAN PROGRAM	6,000.00	111750
Total Department 56-56 ECONOMIC DEVELOPMENT				6,000.00	
Total Fund 282 American Rescue Plan				6,000.00	
Fund: 401 Fire Equipment					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
401-13-13-452004	Fire Department Vehicles	RIVIAN AUTOMOTIVE, LLC	COMMAND CAR	87,897.00	3031
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				87,897.00	
Total Fund 401 Fire Equipment				87,897.00	
Fund: 402 Parks & Recreation Vehicle Rev					
Department: 40-40 RECREATION ADMINISTRATION					
402-40-40-452000	Vehicles / Equipment	Cushman Motor Co Inc	TRACTOR, LIGHT BAR, DUMP BODY, SNOW B	150,573.00	3016
402-40-40-452000	Vehicles / Equipment	License Center-Non Bank	P&R 2012 GMC SAVANA REGISTRATION	757.91	2997

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 402 Parks & Recreation Vehicle Rev					
Department: 40-40 RECREATION ADMINISTRATION					
Total Department 40-40 RECREATION ADMINISTRATION				151,330.91	
Total Fund 402 Parks & Recreation Vehicle Rev				151,330.91	
Fund: 408 Pathway Maintenance Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
408-20-20-424000	Operating Supplies	Fra-Dor Inc.	BLACK DIRT	1,518.75	111779
408-20-20-424000	Operating Supplies	Ramy Turf Products, LLC	WOODTACK	250.20	2963
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				1,768.95	
Total Fund 408 Pathway Maintenance Fund				1,768.95	
Fund: 409 Plant Fund					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	COPIER RENTAL	2,993.09	111749
Total Department 08-00 CENTRAL SERVICES				2,993.09	
Total Fund 409 Plant Fund				2,993.09	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 40-53 SKATING CENTER					
410-40-53-424200	Repairs & Maintenance	Voss Lighting	PARKING LOT LED LIGHTING PROJECT	21,415.00	2935
410-40-53-424200	Repairs & Maintenance	Voss Lighting	ARENA LED LIGHTING PROJECT	70,575.11	2935
Total Department 40-53 SKATING CENTER				91,990.11	
Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND				91,990.11	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-424200-PR2330	Repairs & Maintenance	SHOOTING STAR NATIVE SEEDS	ROSEVILLE RESERVOIR	7,020.00	111763
411-40-40-424200-PR2330	Repairs & Maintenance	SHOOTING STAR NATIVE SEEDS	VILLA PARK	7,020.00	111763
Total Department 40-40 RECREATION ADMINISTRATION				14,040.00	
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-430000	Professional Services	Stantec Consulting Service	SUPPLEMENTAL SVCS FOR RV PARKS NAT RE	6,743.37	2958
411-40-43-430000-PR2350	Professional Services	Tree Trust	TREE REMOVALS, STUMP GRINDING, PLANTI	25,080.00	111730
Total Department 40-43 RECREATION MAINTENANCE				31,823.37	
Total Fund 411 Recreation Improvements				45,863.37	
Fund: 592 Street Construction - 2022					
Department: 20-23 STREET CONSTRUCTION					
592-20-23-490000-PW2204	Contractor Payments	MN DEPT OF TRANSPORTATION	BITUMINOUS PLANT INSPECTION	1,814.20	111729
Total Department 20-23 STREET CONSTRUCTION				1,814.20	
Total Fund 592 Street Construction - 2022				1,814.20	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	BEATRICE PARDEA	UB refund for account: 025881-000	9.67	111814
600-00-00-202000	Accounts Payable	DELORES A. BUCKLEY	UB refund for account: 006417-000	78.67	111816
600-00-00-202000	Accounts Payable	DREAM HOME AVE LLC	UB refund for account: 026334-000	154.28	111812
600-00-00-202000	Accounts Payable	ELIZABETH GUMBRELL	UB refund for account: 007096-000	3.84	111813
600-00-00-202000	Accounts Payable	GARY BOLEN	UB refund for account: 000469-000	30.75	111810
600-00-00-202000	Accounts Payable	GREENPOINT HOLDINGS LLC	UB refund for account: 026628-000	96.07	111818
600-00-00-202000	Accounts Payable	JAMES NELSON	UB refund for account: 026010-000	55.65	111713

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	LEESA MICHELS	UB refund for account: 011722-000	30.69	111771
600-00-00-202000	Accounts Payable	MARK DEZELER	UB refund for account: 004700-000	3.38	111712
600-00-00-202000	Accounts Payable	MATT VAVRA	UB refund for account: 022238-000	18.20	111819
600-00-00-202000	Accounts Payable	PATRICIA HANSON	UB refund for account: 025282-000	15.74	111714
600-00-00-202000	Accounts Payable	SHOWSHOE INVESMENTS	UB refund for account: 026683-000	86.39	111811
600-00-00-208000	Sewer SAC Charges	Metropolitan Council	DECEMBER 2024 SAC PAYMENT	2,460.15	2968
Total Department 00-00 GENERAL				3,043.48	
Department: 50-00 SANITARY SEWER					
600-50-00-430000	Professional Services	EHLERS & ASSOCIATES, INC.	2024 UTILITY RATE STUDY	5,465.00	111684
600-50-00-430000	Professional Services	InfoSend, Inc.	NOV 2024 BILLING	138.39	3023
600-50-00-430050	Sewer Department Claims	911 Restoration of Minneap	WATER MITIGATION - 2120 LEXINGTON AVE	4,233.14	111697
600-50-00-431100	Postage	InfoSend, Inc.	NOV 2024 BILLING	402.54	3023
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	2961
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3028
600-50-00-445000	Metro Waste Control Board	City of Lauderdale	SEWER REIMBURSEMENT 2024	2,466.93	111732
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	307,853.32	3009
600-50-00-448600	Credit Card Fees	CHASE PAYMENTECH - NON-BAN	NOVEMBER PAYMENTECH/AMEX CC FEES	6,505.58	3004
600-50-00-448600	Credit Card Fees	CHASE PAYMENTECH - NON-BAN	NOVEMBER PAYMENTECH/AMEX CC FEES	749.56	3004
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	DECEMBER INVOICE AND CC PROCESSING FE	3,226.14	2991
600-50-00-452000	Vehicles / Equipment	DAN STROBACH	GENIE GS2646 LIFT SERIAL NUMBER: GS46	2,833.33	111716
600-50-00-452000	Vehicles / Equipment	GARY CARLSON EQUIPMENT CO.	PIONEER PPAT66S12 6IN SILENT PACK TRA	15,000.00	111784
600-50-00-453000-PW2302	Other Improvements	Bolton & Menk, Inc.	DALE/OWASSO LFT STATION	707.00	111733
Total Department 50-00 SANITARY SEWER				353,127.11	
Total Fund 600 Sanitary Sewer				356,170.59	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	BEATRICE PARDEA	UB refund for account: 025881-000	5.08	111814
610-00-00-202000	Accounts Payable	DELORES A. BUCKLEY	UB refund for account: 006417-000	72.38	111816
610-00-00-202000	Accounts Payable	DREAM HOME AVE LLC	UB refund for account: 026334-000	29.90	111812
610-00-00-202000	Accounts Payable	DREAM HOME AVE LLC	UB refund for account: 026334-000	104.82	111812
610-00-00-202000	Accounts Payable	ELIZABETH GUMBRELL	UB refund for account: 007096-000	2.24	111813
610-00-00-202000	Accounts Payable	GARY BOLEN	UB refund for account: 000469-000	8.66	111810
610-00-00-202000	Accounts Payable	GREENPOINT HOLDINGS LLC	UB refund for account: 026628-000	136.24	111818
610-00-00-202000	Accounts Payable	JAMES NELSON	UB refund for account: 026010-000	59.88	111713
610-00-00-202000	Accounts Payable	JOYCE WYSKOCIL	UB refund for account: 004197-000	84.66	111820
610-00-00-202000	Accounts Payable	LEESA MICHELS	UB refund for account: 011722-000	43.52	111771
610-00-00-202000	Accounts Payable	MARK DEZELER	UB refund for account: 004700-000	8.76	111712
610-00-00-202000	Accounts Payable	MATT VAVRA	UB refund for account: 022238-000	18.52	111819
610-00-00-202000	Accounts Payable	Nicholas Brandt	UB refund for account: 018721-000	187.12	111772
610-00-00-202000	Accounts Payable	PATRICIA HANSON	UB refund for account: 025282-000	10.24	111714
610-00-00-202000	Accounts Payable	PATRICIA MOGA	UB refund for account: 005122-000	122.93	111817
610-00-00-202000	Accounts Payable	SHOWSHOE INVESMENTS	UB refund for account: 026683-000	62.08	111811
610-00-00-202000	Accounts Payable	STEVEN GANZ	UB refund for account: 026498-000	52.57	111815
610-00-00-208100	State Surcharge-Water	MN Dept of Health-Drinking	MN STATE DRINKING WATER CONNECTION FE	25,308.45	111774
610-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	NOVEMBER SALES AND USE TAX	4,514.24	2995
Total Department 00-00 GENERAL				30,832.29	
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	R900 MIU UPGRADE FEE	2,057.40	2980
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	R900 MIU UPGRADE FEE	2,362.20	2980

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					
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	8 ALPHA CPLG 8.60-9.10X12 SBR-304SS	824.92	2980
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	6 DI MJ RW OL GATE VLV L/A/ 8 DI MJ R	3,806.03	2980
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	12 DI MJ RW OL GATE VLV L/A	3,837.06	2956
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	3" MACH 10 METER 17"	3,822.15	2956
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	3" MACH 10 METER 17"	3,822.15	2956
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	RAP/ RIVER ROCK	895.20	111779
610-51-00-424000	Operating Supplies	General Industrial Supply	WINTER LEATHER GLOVE FOAM LINED	91.00	2984
610-51-00-424000	Operating Supplies	GRAINGER	THREADER RATCHET AND HANDLE UTIL	117.76	111719
610-51-00-424000	Operating Supplies	Suburban Ace Hardware	PNTBRSH XL GLIDE 2"	14.99	2993
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	WB SPOILS	1,615.00	111806
610-51-00-424000	Operating Supplies	W L Construction Supply In	GRINDING/CUTTING WHEEL	218.98	111708
610-51-00-424000	Operating Supplies	Ziegler Inc	EXCAVATOR SAND BUCKET	9,995.00	3013
610-51-00-430000	Professional Services	InfoSend, Inc.	NOV 2024 BILLING	138.39	3023
610-51-00-430000	Professional Services	Water Conservation Service	LEAK LOCATE'S 2950 HIGHCREST/2750 VIC	1,395.50	111736
610-51-00-431100	Postage	InfoSend, Inc.	NOV 2024 BILLING	402.55	3023
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	2961
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3028
610-51-00-439000	CONTRACT MAINTENANCE	GS SYSTEMS, INC	PREMIUM CUSTOMER CARE SUBSCRIPTION FO	6,920.00	111797
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	WATER MAIN REPAIR 1454 BELMONT LANE N	7,245.50	111731
610-51-00-442000	Memberships & Subscription	SUSA	REGISTRATION FEE ANNUAL	125.00	111717
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL	474,210.40	111782
610-51-00-452000	Vehicles / Equipment	DAN STROBACH	GENIE GS2646 LIFT SERIAL NUMBER: GS46	2,833.33	111716
610-51-00-452000	Vehicles / Equipment	GARY CARLSON EQUIPMENT CO.	PIONEER PPAT66S12 6IN SILENT PACK TRA	15,000.00	111784
610-51-00-453006-PW2601	Water Meters	Short Elliott Hendrickson,	WATER PIT AND METER REPLACEMENT	6,013.44	3015
610-51-00-453006-PW2601	Water Meters	Short Elliott Hendrickson,	WATER PIT AND METER REPLACEMENT	4,501.84	2946
Total Department 51-00 WATER FUND				555,811.97	
Total Fund 610 Water Fund				586,644.26	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209000	Sales Tax Payable	MN Dept of Revenue-Non Ban	NOVEMBER SALES AND USE TAX	861.63	2995
620-00-00-209001	Use Tax Payable	MN Dept of Revenue-Non Ban	NOVEMBER SALES AND USE TAX	86.80	2995
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(80.49)	2944
Total Department 00-00 GENERAL				867.94	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-425000	Merchandise for Sale	SMALL LOT COOP LLC	WINE FOR RESALE	154.00	111804
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,251.20	2944
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	MONTHLY SERVICE OF CO2	51.00	111758
620-52-51-439000	CONTRACT MAINTENANCE	Fikes, Inc.	RESTROOM CLEANING	24.32	2982
Total Department 52-51 CEDARHOLM GOLF COURSE				1,480.52	
Total Fund 620 Golf Course				2,348.46	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	BEATRICE PARDEA	UB refund for account: 025881-000	3.03	111814
640-00-00-202000	Accounts Payable	DELORES A. BUCKLEY	UB refund for account: 006417-000	43.25	111816
640-00-00-202000	Accounts Payable	ELIZABETH GUMBRELL	UB refund for account: 007096-000	1.33	111813
640-00-00-202000	Accounts Payable	GARY BOLEN	UB refund for account: 000469-000	10.74	111810
640-00-00-202000	Accounts Payable	JAMES NELSON	UB refund for account: 026010-000	25.41	111713
640-00-00-202000	Accounts Payable	MATT VAVRA	UB refund for account: 022238-000	11.07	111819

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	PATRICIA HANSON	UB refund for account: 025282-000	6.12	111714
640-00-00-202000	Accounts Payable	SHOWSHOE INVESMENTS	UB refund for account: 026683-000	37.12	111811
Total Department 00-00 GENERAL				138.07	
Department: 54-00 STORM WATER					
640-54-00-430000	Professional Services	InfoSend, Inc.	NOV 2024 BILLING	138.39	3023
640-54-00-430000	Professional Services	League of MN Cities	2025 MN CITIES STORMWATER COALITION C	1,830.00	111781
640-54-00-431100	Postage	InfoSend, Inc.	NOV 2024 BILLING	402.55	3023
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	20.48	2938
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	2961
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3028
640-54-00-452000	Vehicles / Equipment	DAN STROBACH	GENIE GS2646 LIFT SERIAL NUMBER: GS46	2,833.34	111716
640-54-00-452000	Vehicles / Equipment	GARY CARLSON EQUIPMENT CO.	PIONEER PPAT66S12 6IN SILENT PACK TRA	15,000.00	111784
640-54-00-453000	Other Improvements	Total Control Systems, Inc	SET DRIVE FOR NEW MOTOR INSTALL ST CR	311.50	111755
Total Department 54-00 STORM WATER				24,082.44	
Total Fund 640 Storm Drainage				24,220.51	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	BEATRICE PARDEA	UB refund for account: 025881-000	1.64	111814
650-00-00-202000	Accounts Payable	DELORES A. BUCKLEY	UB refund for account: 006417-000	23.45	111816
650-00-00-202000	Accounts Payable	ELIZABETH GUMBRELL	UB refund for account: 007096-000	0.72	111813
650-00-00-202000	Accounts Payable	GARY BOLEN	UB refund for account: 000469-000	5.82	111810
650-00-00-202000	Accounts Payable	MATT VAVRA	UB refund for account: 022238-000	6.00	111819
650-00-00-202000	Accounts Payable	PATRICIA HANSON	UB refund for account: 025282-000	3.32	111714
650-00-00-202000	Accounts Payable	SHOWSHOE INVESMENTS	UB refund for account: 026683-000	20.11	111811
Total Department 00-00 GENERAL				61.06	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Eureka Recycling	MONTHLY RECYCLING SERVICE THRU DEC 20	72,393.80	3017
Total Department 65-00 SOLID WASTE RECYCLE				72,393.80	
Total Fund 650 ENVIRONMENTAL				72,454.86	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	DEC 24 ADMIN SERVICES	100.00	2973
700-60-00-430011	Police Patrol Claims	SFM-Non Bank	CLAIMS AND INDEMNITY	2,453.79	2994
700-60-00-430015	Fire Department Claims	SFM RISK SOLUTIONS	DEC 24 ADMIN SERVICES	1,431.00	2973
700-60-00-430052	Golf Course Claims	SFM-Non Bank	CLAIMS AND INDEMNITY	425.68	2994
700-60-00-435000	Insurance	MN DEPT OF LABOR-FINANCIAL	2024 2ND HALF SCF ASSESSMENT	11,689.63	111751
Total Department 60-00 WORKERS COMPENSATION				16,100.10	
Total Fund 700 Workers Compensation				16,100.10	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEES DECEMBER 24	1,054.79	2965
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS DECEMBER 25	5,409.18	2965
Total Department 00-00 GENERAL				6,463.97	
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Arthur Gallagher Risk Mgt.	2025 SERVICE FEE	18,655.00	111743

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					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	325.40	111728
710-61-00-430056	Community Development Clai	MCDONALD HOPKINS LLC	PROFESSIONAL SERVICES RENDERED -DB	832.50	111759
710-61-00-435000	Insurance	CNA Surety Direct Bill	BOND #61909195, COMPANY 0601, AGENCY	100.00	111692
Total Department 61-00 RISK MANAGEMENT				19,912.90	
Total Fund 710 Risk Management				26,376.87	
Fund: 725 EDA Operating Fund					
Department: 57-56 EDA - PROGRAM					
725-57-56-430000	Professional Services	Golden Shovel Agency	JANUARY 25 MARKETING SERVICES	1,050.00	3022
Total Department 57-56 EDA - PROGRAM				1,050.00	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-490000	Contractor Payments	ANNE FRENCHICK & TED THOMP	SSA GOLD AWARD	500.00	111769
725-57-73-490000	Contractor Payments	CAROL AND TIM WAHL	SSA SILVER AWARD WINNER	250.00	111767
725-57-73-490000	Contractor Payments	KRISTINA KREPELA	SSA SILVER AWARD WINNER	100.00	111766
Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM				850.00	
Total Fund 725 EDA Operating Fund				1,900.00	
Fund: 727 South East Roseville Initiativ					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE & LARPEUR ALLIANCE PROFESSION	10,416.67	111790
Total Department 57-00 EDA - GENERAL				10,416.67	
Total Fund 727 South East Roseville Initiativ				10,416.67	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210200	Federal Income Tax	153,453.05	
		100-00-00-210300	State Income Tax	69,960.03	
		100-00-00-210400	PERA Employee Ded.	143,829.77	
		100-00-00-210500	Life Ins. Employee	3,231.60	
		100-00-00-210502	Employer Life Insurance	620.80	
		100-00-00-210600	Union Dues Deduction	7,492.75	
		100-00-00-210800	FICA Employee Ded.	76,935.31	
		100-00-00-210900	Long Term Disability	3,701.22	
		100-00-00-211000	MNDGP Def Comp	48,157.52	
		100-00-00-211001	MNDGP Roth	5,789.37	
		100-00-00-211100	ICMA Def Comp	9,543.07	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-00-00-211202	HRA Employer	8,525.00	
		100-00-00-211400	Medical Insurance Employee	23,275.77	
		100-00-00-211402	Flex Spending Health	8,989.77	
		100-00-00-211404	MN State Retirement	28,823.86	
		100-00-00-211501	Medical Employer	119,087.36	
		100-00-00-211600	PERA Employer Share	195,838.91	
		100-00-00-211700	FICA Employer Share	76,935.31	
		100-01-00-430000	Professional Services	206.50	
		100-01-00-430005	Community Grants	112,287.41	
		100-01-00-440000	Conferences	350.00	
		100-01-00-442000	Memberships & Subscriptions	28,794.00	
		100-02-00-420000	Office Supplies	163.68	
		100-02-00-430000	Professional Services	6,948.13	
		100-02-00-432000	Transportation	214.33	
		100-02-00-441000	Training	747.94	
		100-02-00-441100	Tuition Reimbursement	2,642.80	
		100-02-00-442000	Memberships & Subscriptions	498.30	
		100-04-00-430000	Professional Services	776.39	
		100-04-00-441000	Training	1,200.00	
		100-04-00-448600	Credit Card Fees	628.15	
		100-08-00-424000	Operating Supplies	368.76	
		100-08-00-431100	Postage	3,000.00	
		100-10-00-415000	Employer Insurance	2,061.00	
		100-10-00-420000	Office Supplies	564.58	
		100-10-00-422000	Clothing	557.50	
		100-10-00-423000	Vehicle Supplies & Maintenance	65.00	
		100-10-00-424000-PD0032	Operating Supplies	12.00	
		100-10-00-431000	Telephone	40.01	
		100-10-00-439000	CONTRACT MAINTENANCE	3,082.20	
		100-10-00-441000	Training	25.00	
		100-10-00-443500	Minor Equipment	4,733.41	
		100-13-00-415000	Employer Insurance	606.99	
		100-13-00-422000	Clothing	534.57	
		100-13-00-430000	Professional Services	3,205.00	
		100-13-00-437000	Contract Maint. - Vehicles	421.56	
		100-13-00-439000	CONTRACT MAINTENANCE	16,229.15	
		100-13-00-441000	Training	877.13	
		100-13-13-436000	Utilities	4,240.15	
		100-13-18-436000	Utilities	74.54	
		100-13-18-439000	CONTRACT MAINTENANCE	8,759.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		100-20-20-420000	Office Supplies	102.65	
		100-20-20-422000	Clothing	400.00	
		100-20-20-441000	Training	600.00	
		100-20-21-422000	Clothing	127.49	
		100-20-21-424000	Operating Supplies	2,536.62	
		100-20-21-437000	Contract Maint. - Vehicles	8,690.00	
		100-20-21-439000	CONTRACT MAINTENANCE	1,517.50	
		100-20-22-436000	Utilities	16,546.64	
		100-20-22-439000	CONTRACT MAINTENANCE	3,202.00	
		100-20-30-421000	Motor Fuel	9,993.01	
		100-20-30-422000	Clothing	45.14	
		100-20-30-423000	Vehicle Supplies & Maintenance	6,302.09	
		100-20-30-424000	Operating Supplies	70.48	
		100-20-30-437000	Contract Maint. - Vehicles	1,699.60	
		100-23-00-430000	Professional Services	4,256.03	
		100-23-00-436001-PW2660	Utilities-City Hall	384.54	
		100-23-00-436003-PW2660	Utilities-City Garage	1,354.40	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	4,740.49	
		100-23-00-439003	Contract Maint.- City Garage	865.46	
		100-23-00-439010	Contract Mani. - HVAC	4,446.00	
		103-00-00-230000	Deposits	6,000.00	
		103-00-00-230120	Encroachment Escrow	4,526.50	
		103-20-00-448600	Credit Card Fees	2.69	
		200-00-00-209000	Sales Tax Payable	7,351.57	
		200-40-40-420000	Office Supplies	55.19	
		200-40-40-432000	Transportation	106.53	
		200-40-40-441000	Training	600.00	
		200-40-41-344000-PR0207	Fee Program Revenue	385.00	
		200-40-41-415100	Unemployment Insurance	309.04	
		200-40-41-424000-PR0267	Operating Supplies	4,953.16	
		200-40-41-424000-PR0380	Operating Supplies	144.00	
		200-40-41-430000-PR0202	Professional Services	1,501.00	
		200-40-41-430000-PR0220	Professional Services	3,298.00	
		200-40-41-430000-PR0239	Professional Services	530.00	
		200-40-41-430000-PR0252	Professional Services	2,106.00	
		200-40-41-430000-PR0253	Professional Services	3,855.60	
		200-40-41-430000-PR0255	Professional Services	357.00	
		200-40-41-430000-PR0270	Professional Services	680.00	
		200-40-41-430000-PR0273	Professional Services	2,275.00	
		200-40-42-415100	Unemployment Insurance	657.63	
		200-40-42-424000-PR0101	Operating Supplies	13.00	
		200-40-42-424000-PR0102	Operating Supplies	141.59	
		200-40-49-422000	Clothing	1,000.00	
		200-40-53-420000	Office Supplies	89.90	
		200-40-53-423000	Vehicle Supplies & Maintenance	747.30	
		200-40-53-424000	Operating Supplies	4,885.56	
		200-40-53-424000-PR5507	Operating Supplies	141.00	
		200-40-53-424000-PR5512	Operating Supplies	470.42	
		200-40-53-425000-PR5512	Merchandise for Sale	2,948.68	
		200-40-53-430000	Professional Services	3,220.00	
		200-40-53-433000	Advertising	1,350.00	
		200-40-53-436000	Utilities	47,185.80	
		200-40-53-439000	CONTRACT MAINTENANCE	7,723.72	
		201-40-53-382200-PR0304	Donations	6,800.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		204-40-43-422000	Clothing	14.00	
		204-40-43-423000	Vehicle Supplies & Maintenance	172.79	
		204-40-43-424000	Operating Supplies	3,320.00	
		204-40-43-430000	Professional Services	79,571.89	
		204-40-43-431000	Telephone	356.40	
		204-40-43-431000-PR0627	Telephone	35.01	
		204-40-43-436000	Utilities	3,342.04	
		221-40-45-424000	Operating Supplies	560.25	
		260-00-00-230000	Deposits	1,000.00	
		260-56-17-421000	Motor Fuel	40.00	
		260-56-17-430007	Electrical Inspections	7,234.16	
		260-56-17-431000	Telephone	52.16	
		260-56-17-448600	Credit Card Fees	3,622.11	
		265-00-00-209000	Sales Tax Payable	1,817.76	
		265-05-00-424000	Operating Supplies	108.50	
		265-05-00-430000	Professional Services	635.46	
		265-05-00-431000	Telephone	53.69	
		265-05-00-432000	Transportation	576.20	
		265-05-00-442000	Memberships & Subscriptions	1,210.00	
		265-05-00-448000	Miscellaneous	144.93	
		271-67-00-430000	Professional Services	51,006.97	
		282-56-56-430000-CD0725	Professional Services	6,000.00	
		401-13-13-452004	Fire Department Vehicles	87,897.00	
		402-40-40-452000	Vehicles / Equipment	151,330.91	
		408-20-20-424000	Operating Supplies	1,768.95	
		409-08-00-438100	Rental-Copier Machines	2,993.09	
		410-40-53-424200	Repairs & Maintenance	91,990.11	
		411-40-40-424200-PR2330	Repairs & Maintenance	14,040.00	
		411-40-43-430000	Professional Services	6,743.37	
		411-40-43-430000-PR2350	Professional Services	25,080.00	
		592-20-23-490000-PW2204	Contractor Payments	1,814.20	
		600-00-00-202000	Accounts Payable	583.33	
		600-00-00-208000	Sewer SAC Charges	2,460.15	
		600-50-00-430000	Professional Services	5,603.39	
		600-50-00-430050	Sewer Department Claims	4,233.14	
		600-50-00-431100	Postage	402.54	
		600-50-00-438000	Rental	3,546.18	
		600-50-00-445000	Metro Waste Control Board	310,320.25	
		600-50-00-448600	Credit Card Fees	10,481.28	
		600-50-00-452000	Vehicles / Equipment	17,833.33	
		600-50-00-453000-PW2302	Other Improvements	707.00	
		610-00-00-202000	Accounts Payable	1,009.60	
		610-00-00-208100	State Surcharge-Water	25,308.45	
		610-00-00-209000	Sales Tax Payable	4,514.24	
		610-51-00-424000	Operating Supplies	33,479.84	
		610-51-00-430000	Professional Services	1,533.89	
		610-51-00-431100	Postage	402.55	
		610-51-00-438000	Rental	3,546.18	
		610-51-00-439000	CONTRACT MAINTENANCE	14,165.50	
		610-51-00-442000	Memberships & Subscriptions	125.00	
		610-51-00-444000	St. Paul Water	474,210.40	
		610-51-00-452000	Vehicles / Equipment	17,833.33	
		610-51-00-453006-PW2601	Water Meters	10,515.28	
		620-00-00-209000	Sales Tax Payable	861.63	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		620-00-00-209001	Use Tax Payable	6.31	
		620-52-51-425000	Merchandise for Sale	154.00	
		620-52-51-436000	Utilities	1,251.20	
		620-52-51-439000	CONTRACT MAINTENANCE	75.32	
		640-00-00-202000	Accounts Payable	138.07	
		640-54-00-430000	Professional Services	1,968.39	
		640-54-00-431100	Postage	402.55	
		640-54-00-436000	Utilities	20.48	
		640-54-00-438000	Rental	3,546.18	
		640-54-00-452000	Vehicles / Equipment	17,833.34	
		640-54-00-453000	Other Improvements	311.50	
		650-00-00-202000	Accounts Payable	61.06	
		650-65-00-430000	Professional Services	72,393.80	
		700-60-00-430000	Professional Services	100.00	
		700-60-00-430011	Police Patrol Claims	2,453.79	
		700-60-00-430015	Fire Department Claims	1,431.00	
		700-60-00-430052	Golf Course Claims	425.68	
		700-60-00-435000	Insurance	11,689.63	
		710-00-00-210503	DENTAL	6,463.97	
		710-61-00-430000	Professional Services	18,980.40	
		710-61-00-430056	Community Development Claims	832.50	
		710-61-00-435000	Insurance	100.00	
		725-57-56-430000	Professional Services	1,050.00	
		725-57-73-490000	Contractor Payments	850.00	
		727-57-00-430000	Professional Services	10,416.67	
--- TOTALS BY FUND ---					
		100	General Fund	1,257,235.79	
		103	Contracted Engineering Svcs	10,529.19	
		200	Recreation Fund	99,081.69	
		201	Recreation Donations	6,800.00	
		204	PARK MAINTENANCE	86,812.13	
		221	Municipal Jazz Band	560.25	
		260	Community Development	11,948.43	
		265	License Center	4,546.54	
		271	Special "10" Fund	51,006.97	
		282	American Rescue Plan	6,000.00	
		401	Fire Equipment	87,897.00	
		402	Parks & Recreation Vehicle Rev	151,330.91	
		408	Pathway Maintenance Fund	1,768.95	
		409	Plant Fund	2,993.09	
		410	GENERAL FACILITIES REPLACEMENT FUND	91,990.11	
		411	Recreation Improvements	45,863.37	
		592	Street Construction - 2022	1,814.20	
		600	Sanitary Sewer	356,170.59	
		610	Water Fund	586,644.26	
		620	Golf Course	2,348.46	
		640	Storm Drainage	24,220.51	
		650	ENVIRONMENTAL	72,454.86	
		700	Workers Compensation	16,100.10	
		710	Risk Management	26,376.87	
		725	EDA Operating Fund	1,900.00	
		727	South East Roseville Initiativ	10,416.67	
		Total For All Funds:		3,014,810.94	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve 1 Temporary Gambling Permit

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 Gambling Permit

Whitetails Unlimited Twin Cities Deer Camp
17725 Nine Oaks Dr
Spring Grove, MN 55921

Whitetails Unlimited is a non-profit organization holding a raffle at the Doubletree by Hilton hotel at 2540 N Cleveland Ave, Roseville, on Saturday March 22, 2025.

Policy Objectives

Required by City Code

Equity Impact Summary

NA

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 Gambling Permit for Whitetails Unlimited Twin Cities Deer Camp.

Prepared by: Allie Sertich

Attachments: 1. Whitetails Unlimited Temp Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Whitetails Unlimited
Two Cities Deer Camp
 Minnesota Tax ID Number, if any: _____ Previous Gambling Permit Number: X- 93888-24-008
 Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 17725 Nine Oaks Dr
 City: Spring Grove State: MN Zip: 55921 County: Houston
 Name of Chief Executive Officer (CEO): Chris Peterson
 CEO Daytime Phone: (507) 450-6256 CEO Email: c.peterson@whitetailsonline.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Doubletree by Hilton
 Physical Address (do not use P.O. box): 2540 N Cleveland Ave

Check one:
☒ City: Roseville Zip: 55113 County: Ramsey
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Saturday March 20, 2025

Check each type of gambling activity that your organization will conduct:

- ☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Chris Peterson Date: 1/8/2025

(Signature must be CEO's signature; designee may not sign)

Print Name: Chris Peterson**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- ☒ a copy of your proof of nonprofit status; and
- ☒ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



**WHITETAILS
UNLIMITED**
Est. 1982

Working for an American Tradition
Education • Habitat Conservation • Hunting Tradition

Internal Revenue Service

Date: September 2, 2004

Whitetails Unlimited Inc. National Headquarters
% Jeffrey Schinkten
P.O. Box 720
Sturgeon Bay, WI 54235-0720

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Yvette Davis 31-07751
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:
513-263-3756
Federal Identification Number:
39-1415070
Group Exemption Number:
9362

Dear Sir or Madam:

This is in response to your request of September 2, 2004, regarding your organization's tax-exempt status.

In June 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list your organization submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

National Headquarters
PO Box 720
2100 Michigan St.
Sturgeon Bay, WI 54235

Phone: (920) 743-6777
Fax: (920) 743-4658
www.whitetailsunlimited.com
nh@whitetailsunlimited.com

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve Renewal of Consumption and Display Permit for Nazareth Council Inc. dba Knights of Columbus #4021

Background

The City has received application(s) for the renewal of a Consumption and Display Permit from the following:

Nazareth Council Inc. dba Knights of Columbus #4021
2233 N Hamline Ave. #B12
Roseville, MN 55113

Consumption and Display permits are addressed in MN Statute 340A. The State requires approval from the local entity prior to submitting to the Alcohol and Gambling Enforcement Division.

Policy Objectives

The regulation of establishments that sell and permit alcoholic beverages has been a long-standing practice by the State and the City.

Equity Impact Summary

NA

Budget Implications

NA

Staff Recommendations

The applicants meet all requirements set forth under state statutes. Staff recommends approval of the renewal of the Consumption and Display Permits, valid through March 31, 2026.

Requested Council Action

Motion to approve Nazareth Council Inc. dba Knights of Columbus #4021's request for the renewal of a Consumption and Display Permit.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments: 1. Knights of Columbus Application



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street 1600
St Paul, Minnesota 55101
651-201-7507
RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250

Iden: 1285

License Code: CDPV

Expires: 3/31/2025

Nazareth Council Inc.
DBA: Knights of Columbus 4021
2233 N Hamline Ave/Suite B-12
Roseville, MN 55113-5010

IF NAME AND
ADDRESS SHOWN
ARE NOT CORRECT,
MAKE CHANGES
BELOW

Business Phone: 651-631-0538

EMC INSURANCE

GD40245-3

2/1/2025 - 2/1/2026

Worker's Comp. Ins. Name

Policy No.

Policy Period

City/County where permit approved

ROSEVILLE/RAMSEY

Licensee Name

NAZARETH BUILDING ASSN INC.

Address, City, State, Zip

2233 HAMLINE AVE N, STE B-12, ROSEVILLE, MN 55113

Business Phone

651-631-0538

Email

kofc4021@gmail.com

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following:

Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Additional information to be provided as is necessary

- Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report (on back of page) any license rejections or revocations:
- City/County Comments:

Licensee Signature

(Signature certifies all application information to be correct and permit has been approved by city/county.)

Date

1/12/2025

City Clerk/County Signature

Date

(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.d.

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.

Staff Recommendations

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

38
39
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43
44

Requested Council Action

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

Prepared by: Joshua Kent - Assistant Finance Director

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

45

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	Motorola Solutions, Inc.	Portable Radios	(a) \$	102,000	\$ 50,827	2025 CIP

Key

- (a) To meet new FBI encryption of criminal justice information requirements, Roseville continues to replace police radios with advanced encryption technology.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Equipment
Total Estimated Cost:	\$252,200
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

Police vehicles are equipped with a variety of technology, tools and other items to perform their assigned duties including:

- 1) Radar equipment \$7,000
- 2) Stop sticks \$2,200
- 3) Squad conversion & computers \$139,000
- 8) Defibrillators \$2,000
- 9) Police radios and equipment \$102,000

Equipment and installation costs to outfit police vehicles have increased significantly over recent years due to technological advances and more recently, inflation and supply and demand challenges. Replacements of Stop Sticks tire deflation devices, increased from two to four.

To meet new FBI encryption of criminal justice information requirements, Roseville continues to replace police radios with advanced encryption technology. Increases in 2025 costs are due to inflation and the need to replace additional radios to convert to newer technology at a quicker pace.

Beginning in 2024, squad camera costs were moved to the operating budget as Roseville's current vendor implemented an annual subscription program to include equipment replacements and upgrades.

Location:

Not applicable.

REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.e.

Department Approval

City Manager Approval



Item Description: Receive City Grant Applications Update

Background

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

Grant dollars awarded (not including city contribution) in 2025 have so far totaled \$397,000.00

Grant dollars awarded (not including city contribution) in 2024 totaled \$1,790,867.68

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

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

Staff Recommendations

Receive the report.

Requested Council Action

Receive the report.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

1. Grant Report 2025
2. Grant Report 2024
3. Resolution 10711

New Information	Total amount awarded	\$397,000.00
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	A	B	C	D	E	F	G	H
1	2024							
2	Organization/Agency	Purpose	Date of Application	Department	City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
3	Ramsey-Washington Metro Watershed District	Street Sweeping Grant	2/1/2024	PW	\$0	\$3,000	\$3,000	\$3,000
4	Ramsey County	SCORE- Recycling Funds	10/26/2023	PW	\$0	\$89,291	\$89,291	\$1,027,420
5	Ramsey County Comm Dev	Marion Street Pathway Construction	3/10/2022	PW	Staff time for construction admin	\$292,400	\$292,400	\$292,400
6	Ramsey County Comm Dev	CR B - Snelling Pedestrian Study	9/28/2022	PW	\$20,000	\$50,000.00	\$25,000.00	\$70,000.00
7	Metropolitan Council	2023 Water Efficiency Grant Amendment	9/8/2023	PW	\$2,000	\$8,000.00	\$8,000.00	\$10,000.00
8	Metropolitan Council	2024-2026 Water Efficiency Grant	3/1/2024	PW	20%	\$32,000.00	\$27,500.00	\$33,000.00
9	MnDOT	Active Transportation Bike Plan	11/29/2023	PW	Staff time to administer program	\$100,000 worth of consultant work	\$100,000.00	\$100,000 worth of consultant work
10	Metropolitan Council	I&I Repair for Private Homeowners	12/13/2023	PW	Staff time to administer program	\$50,000	\$40,000	\$40,000
11	Metropolitan Council	2024-2025 I&I Repair for City Sanitary Sewer	1/25/2024	PW	\$1,537,500	\$675,000	\$212,500	\$1,750,000
12	U.S. Department of Energy	Climate Action Planning - Energy Efficiency Conservation Block Grant	1/30/2024	PW	Staff time to administer program	\$76,370.00	\$76,370.00	\$76,370.00
13	Ramsey-Washington Metro Watershed District	Street Sweeping Grant	9/18/2024	PW	None	\$3,250.00	\$3,250.00	\$3,250.00
14	Ramsey-Washington Metro Watershed District	Drainage Improvement	10/2/2024	PW	50% match	\$15,000.00	\$15,000.00	\$30,000.00
15	MN Dep of Public Safety	Pathways to Policing	1/31/2024	PD	50% Match (CSO/Cadet Salary Costs)	\$50,000	\$50,000	\$100,000
16	MN Dep of Public Safety	Intensive Comprehensive Peace Officer Education and Training (ICPOET) for two trainees	1/31/2024	PD	none	\$100,000.00	\$100,000.00	\$100,000.00
17	MN Dep of Public Safety	Firearms Storage Grant	1/31/2024	PD	none	\$33,683.47	\$12,804.71	\$33,683.47
18	MN Dep of Public Safety	ARMER Equipment (radios)	6/18/2024	PD	5% Match	\$71,082.40	\$50,000.00	\$52,631.58
19	Department of Justice	Supporting LE Agencies Seeking Accreditation	6/3/2024	PD	none	\$250,000.00	\$250,000.00	\$250,000.00
20	Office of Justice Programs	Bulletproof Vest Replacement Program	6/7/2024	PD	50% Match	\$21,900	\$21,629	\$43,258
21	MN Dep of Public Safety	Crisis Response (21 months)	8/19/2024	PD	none	\$200,000		\$200,000
22	AARP	2024 AARP Community Challenge	3/6/2024	PD	none	\$4,300	\$0	\$4,300
23	Ramsey County	North Central High Intensity Drug Trafficking Area (HIDTA) overtime reimbursement	Quarterly	PD	None- reimbursement	\$7,494.78	\$7,494.78	\$7,494.78
24	MN Dep of Public Safety	Toward Zero Deaths Traffic Safety Initiative (2024-25)	Annual	PD	none	\$26,428	\$26,428	\$26,428
25	WalMart	Local Community Grant: Shop with a Cop	9/25/2024	PD	none	\$3,200.00	\$3,200.00	\$3,200.00
26	Americorps	Forrestry Support - requesting three staff for the summer to support the EAB Program including two for watering/ pruning and one administrative support	2/1/2024	Parks and Recreation	Office space and staff support	(\$39,800 in value)	\$0.00	\$39,800.00
27	Minnesota Department of Natural Resources	Expedited Conservation Project - Reservoir Woods Natural Resources	9/17/2024	Parks and Recreation	\$5,000 in kind	\$50,000	TBD	Ongoing
28	MN PCA	Implementation Grants for Community Resilience	12/18/2024	Parks and Recreation	50% match	\$213,000.00	\$0	\$792,000.00
29	Metropolitan Council - LCA	Affordable homeownership	9/30/2024	CD	50% of eligible project gap costs	\$500,000	\$375,000	\$375,000
30	EDAM Intern grant	Intern for Summer 2025	11/22/2024	CD	dollar for dollar	\$2,000.00	\$2,000	\$4,000.00
31								
32								
33	New information					Total amount awarded	\$1,790,867.68	

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

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

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

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

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

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

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

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

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

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

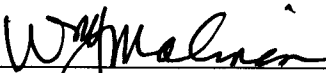
The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Roe, Johnson, Ihlan, Pust and Klausing
and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

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

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



William J Malinen, City Manager

(Seal)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.f.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

Item Description: Adopt a Resolution approving a Conditional Use for BFA, Inc., on behalf of Wal-Mart, allowing improvements to the parking lot and the construction of a 2,500 square foot online pickup and delivery addition at 1960 Twin Lakes Parkway.

Background

The subject property, 1960 Twin Lakes Parkway, better known as Walmart, lies within the 280+ acre Twin Lakes Redevelopment Area. Prior to 2010, the subject property had a zoning classification of General Industrial (I2) and Retail Office Service (B4) district.

In December 2010, the City of Roseville adopted major updates to the zoning code and the official zoning map. These changes included the creation of the Community Mixed-Use (CMU) district in the Twin Lakes Redevelopment Area as well as a regulating plan, design standards to govern site development, building placement, and other building design elements. The CMU zoning district permitted retail with few restrictions. Walmart was the first site and structure to be reviewed under the new development standards adopted in 2010. That process began in November 2011 and culminated with approval of permits in July 2012.

In 2015, the Community Development Department introduced the Twin Lakes Re-Envisioning Process. After public input meetings and City Council discussions concerning the Twin Lakes Redevelopment Area, the Planning Division was directed to initiate the formal process of amending the comprehensive plan's future land use map, the official zoning map, and amend the zoning code to effect change to the Twin Lakes Redevelopment Area that came out of public input sessions and subsequent Council discussions.

The outcome of this process included splitting the Community Mixed-Use district into four (4) separate and slightly unique mixed-use districts (CMU-1, CMU-2, CMU-3, and CMU-4); the creation of a new table of uses; amendments to the dimensional standards specific to "big box retail"; and the creation of a definition for "Retail, Large Format" and its allowance only in the CMU-4 district as a conditional use. The previously adopted regulating plan remained in place as a guiding development document with a few slight amendments.

In 2021, the City completed a zoning code update process as an outcome of the 2040 comprehensive plan update. The 2021 update process included changes to the CMU district names and some of the uses in the Mixed-Use table were broadened, eliminated,

and/or clarified. The Walmart site (and adjacent property) was rezoned to Community Mixed-Use (MU-2B) and large format retail continued as a CU, working in conjunction with the existing regulating plan.

Over the past several months, Walmart has been working with the Community Development Department regarding their desire to construct a 2,500 square foot online pickup and delivery addition to the west side of the building, adjacent to the garden center, as well as minor parking lot and access improvements. Table 1005-1 allows Retail, Large Format as a Conditional Use. Therefore, the existing site and the proposed improvements are required to obtain an approved Conditional Use prior to the City's issuance of permits.

The Request for Planning Commission Action dated December 4, 2024 (attached) details all relevant conditional use criteria related to the improvements proposed. Planning Division staff finds all criteria have been met and are recommending approval consistent with the submitted plans.

Policy Objectives

The objective of the Conditional Use process is to ensure the proposal satisfies applicable standards and criteria established for the protection of public health, safety, and general welfare.

Equity Impact Summary

Equity impacts were not evaluated for this request.

Budget Implications

Not Applicable

Staff Recommendations

Planning Commission Action

The duly noticed public hearing for this application was held by the Planning Commission on December 4, 2024 (See Attachment 1). No persons were present or provided testimony.

At the hearing Commissioner McGehee was interested in knowing whether the on-line pick-up canopy would relocate to the new area adjacent to the addition and Commissioner Bauer asked if Walmart could better handle trash in the parking lot (See Attachment 2). The applicant's representative addressed the questions to the satisfaction of commission members.

The Planning Commission voted unanimously to recommend the City Council approve the Conditional Use for Walmart, 1960 Twin Lakes Parkway, consistent with the staff recommendation.

Requested Council Action

Adopt a Resolution (Attachment 3) approving a Conditional use pursuant to §1009.02.C of the Roseville City Code in support of Retail, Large Format at 1960 Twin Lakes Parkway, based on the comments and findings of the Request for Planning Commission Action dated December 4, 2024.

82

83

Prepared by: Thomas Paschke, City Planner

Attachments:

1. 12/4/24 Request for Planning Commission Action & Attachments
2. Extract of 12/4/24 Planning Commission meeting minutes
3. Resolution

84

REQUEST FOR COMMISSION ACTION

Date: **12/4/2024**Item No.: **6.a.**

Department Approval

Janice Gundlach

Agenda Section

Public Hearing

Item Description: A request by BFA, Inc. on behalf of Wal-Mart, for a Conditional Use for the pre-existing building and site, the proposed improvements to the parking lot, and the construction of a 2,500 square foot online pickup and delivery addition at 1960 Twin Lakes Parkway

Application Information

Applicant: BFA Engineering
 Location: 1960 Twin Lakes Parkway
 Application Submission: November 5, 2024
 City Action Deadline: January 4, 2025
 Zoning: Community Mixed-Use (MU-2B)

Background

The subject of the request is the Walmart store located at 1960 Twin Lakes Parkway, which lies within the 280+ acre Twin Lakes Redevelopment Area. Prior to 2010, the subject property had a zoning classification of General Industrial (I2) and Retail Office Service (B4) district.

In December 2010 the City of Roseville adopted major updates to the zoning code and the official zoning map. Specific to the Twin Lakes Redevelopment Area, these changes included the creation of the Community Mixed-Use (CMU) district and a regulating plan, along with design standards to govern site development, building placement, and other building design elements. The CMU zoning district permitted retail with few restrictions. The Roseville Walmart was the first site and structure to be reviewed under the new development standards adopted in 2010. That process began in November 2011 and culminated with approval of the site and building permit in July 2012.

In 2015, the Community Development Department introduced the Twin Lakes Re-Envisioning Process, which, after public input meetings and City Council discussions concerning the Twin Lakes Redevelopment Area, the Planning Division was directed to initiate the formal process of amending the comprehensive plan's future land use map, the official zoning map, and amend the zoning code to effect change to the Twin Lakes Redevelopment Area that came out of public input sessions and subsequent Council discussions.

The outcome of this process included splitting the Community Mixed-Use district into four (4) separate and slightly unique mixed-use districts (CMU-1, CMU-2, CMU-3, and CMU-4); the creation of a new table of uses; amendments to the dimensional standards specific to "big box retail"; and the creation of a definition for "Retail, Large Format" and its allowance only in the CMU-4 district as a conditional use. The requirement of a CU for large format retail imposed restrictions on what improvements could be made to the site and/or building without requiring a Planning Commission and City Council review. The previously adopted regulating plan remained in place as a guiding development document with a few slight amendments.

In 2021, the City completed a zoning code update process, an outcome of the 2040 comprehensive plan

update, whereby the CMU district names were changed, and some of the uses in the Mixed-Use table were broadened, eliminated, and/or clarified. The Walmart site (and adjacent property) was rezoned to Community Mixed-Use (MU-2B) and large format retail continued as a CU, working in conjunction with the existing regulating plan.

Over the past several months, Walmart has been working with the Community Development Department regarding their desire to construct a 2,500 square foot online pickup and delivery addition to the west side of the building, adjacent to the garden center, as well as minor parking lot and access improvements (see Attachment 3). Table 1005-1 allows Retail, Large Format as a Conditional Use. Therefore, the existing site and the proposed improvements are required to obtain an approved Conditional Use prior to the City's issuance of permits.

Zoning Code sections §1009.02.C establishes the general criteria for reviewing a conditional use. There are no specific criteria to be reviewed for a large format retail use. The Planning Division has reviewed the general criteria regarding the proposed addition and improvements and offers the below analysis:

Conditional Use Analysis

Review of General Conditional Use Criteria: §1009.02.C of the Zoning Code establishes standards and criteria for all conditional uses, which the Planning Commission and City Council must determine compliance with those stated findings.

The general code standards of §1009.02.C are as follows:

- a. *The proposed use is not in conflict with the Comprehensive Plan.* While a retail store's addition does not appreciably advance the goals of the Comprehensive Plan aside from facilitating continued investment in a property, Planning Division staff believe it also does not conflict with the Comprehensive Plan. More specifically, the General and Commercial Area Goals and Policies sections of the Comprehensive Plan include several policies related to reinvestment, redevelopment, and quality development.
- b. *The proposed use is not in conflict with a Regulating Map or other adopted plan.* The proposed building addition has been reviewed by the Planning Division and determined to comply with the required standards of the Regulating Plan and Section 1005.02A Non-Residential Design Standards. Similarly, the existing building and site conform to these same requirements, as they were in effect in 2012 when the site development plans were approved.
- c. *The proposed use is not in conflict with any City Code requirements.* The Planning Division concludes the proposed addition does not conflict with any other City Code requirements. Similarly, the Planning Division is not aware of any conflicts the existing site or building has with the Zoning Code. The 2,500 sq. ft. building addition is minor when compared against the existing site improvements.
- d. *The proposed use will not create an excessive burden on parks, streets, and other public facilities.* The Planning Division finds this criterion to be met. The proposed western 2,500 sq. ft. expansion intends to create a more efficient space for online pick-up and delivery on the premises. The associated site modifications are designed to create less confusion at the roundabout exit and within this area of the parking lot. These improvements, coupled with the existing site and building, will not create an excessive burden on parks, streets, or other public facilities. Further, the Public Works/Engineering staff have reviewed the plans and find them acceptable.
- e. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.* The Planning Division finds this criterion to be met. The existing Walmart business has been in operation since 2013 and has not been injurious to the surrounding neighborhood, has not negatively impacted traffic or property values, and has not harmed the public health, safety, and general welfare of the area. The Roseville Police Department and Walmart have a yearly agreement for off-duty officers and work closely with one another to address ongoing operational issues. Regarding the proposed 2,500 sq. ft. addition and parking

lot modifications, these improvements will only improve upon public health, safety and general welfare given they intend to create a more harmonious and safe relationship between pedestrians and vehicles.

Staff Recommendation

The Planning Division recommends approval of the Conditional Use in support of the large format retail use and the proposed 2,500 sq. ft building addition and parking lot improvements based on the comments, findings, and plans submitted, attached, and contained within this Request for Planning Commission Action dated December 4, 2024.

Requested Planning Commission Action

By motion, recommend approval of a Conditional use for Walmart, 1960 Twin Lakes Parkway, as a large format retail use and the proposed 2,500 sq. ft. building addition and parking lot improvements based on the comments, findings, and plans submitted, attached, and contained within this Request for Planning Commission Action dated December 4, 2024.

Alternative Actions

1. Pass a motion to table the item for future action. An action to table must be tied to the need for clarity, analysis, and/or information necessary to make a recommendation on the request.
2. Pass a motion recommending denial of the proposal. A motion to deny must include findings of fact germane to the request.

Prepared by: Thomas Paschke, City Planner

Attachments:

1. Base Map
2. Aerial Photo
3. Applicant Narrative and Plans

RE: Conditional Use Permit Written Narrative
Wal-Mart Supercenter
1960 Twin Lakes Pkwy
Roseville, MN 55113

November 5, 2024

Legal Description: **TWIN LAKES 2ND ADDITION LOT 1 BLK 1**

Parcel Identification Number: **042923330027**

To Whom it May Concern,

Walmart is proposing improvements to their parking lot, such as adjusting crosswalk striping, adding stop conditions, refreshing existing linework, and replacing existing signs and adding new signs to promote safety and efficiency for customers. There will be an addition of an Online Pickup and Delivery (OPD) expansion, as well as pickup stalls, OPD designation stall signs, and directional signs. There is also a proposal to adjust the entrance near the roundabout on the north side of the site to make the traffic flow more efficiently and promote safety for customers, pedestrians, and associates. These improvements will expand this store's current online grocery pickup operations, will enable the store to better meet customer's shopping options who use the OPD services, and increase the efficiency of this store to serve those customers, thus enhancing the overall OPD shopping experience.

The proposed parking lot improvements will increase safety for pedestrians around the building and provide clearer traffic flow in the improved parking areas. The Online Pickup Delivery (OPD) expansion will expand pickup operations and give associates more space for storage to provide customers quicker and more efficient service, which effectively improves the overall shopping experience for customers.

The OPD expansion and parking lot improvements will not conflict with the Comprehensive Plan, any Regulation Maps, or other plans as the Walmart Supercenter exists today. City Staff comments have been incorporated into the plans per the initial review, adhering to City Codes. The improvements will not create an excessive burden on parks, streets, or other surrounding public facilities. The expansion of the OPD services, and reconfiguration of the entrance at Twin Lakes Parkway, will not be injurious to the surrounding neighborhood or negatively impact traffic or property values, as they are improvements to an already existing Walmart Supercenter.

Sincerely,



Rick Rohlfing
Project Engineer for BFA, Inc.

OVERALL SITE PLAN

(IMAGE BASED ON GOOGLE MAPS AERIAL)



NOTES:
1. THE ENGINEERING SCOPE OF WORK FOR REVISED SITE PLAN INCLUDES DESIGN AND IMPROVEMENTS WHICH ARE LIMITED ONLY TO HIGHLIGHTED AREAS. ORIGINAL PROVIDED SITE PLAN WAS DESIGNED BY OTHERS AND/OR AERIAL PHOTO TAKEN FROM GOOGLE.

PLAN IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT TO SCALE.

ACTUAL SITE FEATURES MAY BE DIFFERENT THAN THOSE SHOWN ON THIS AERIAL PHOTO, INCLUDING BUT NOT LIMITED TO PARKING, UTILITIES, LANDSCAPING, LIGHTING, SIDEWALKS, ETC.

PICKUP DIRECTIONAL SIGNAGE HAS ALREADY BEEN INSTALLED ON THIS SITE. CONTRACTOR SHALL REMOVE EXISTING ORANGE PICKUP SIGNAGE AND REPLACE THEM WITH NEW WALMART BLUE DIRECTIONAL SIGNAGE AS SHOWN.

THE CONTRACTOR SHALL PRUNE EXISTING LANDSCAPING BUSHES AND TREES AS NEEDED THROUGHOUT THE SITE FOR CLEAR VISIBILITY OF EXISTING AND PROPOSED SIGNS, AND TO IMPROVE SIGHT TRIANGLE DISTANCES AT INTERSECTIONS AND DRIVES WITHIN THE PARKING LOT.

CONSTRUCTION COORDINATION
CONTRACTOR SHALL COORDINATE WITH ALL UTILITIES AND AGENCIES TO ENSURE NO INTERFERENCE WITH EXISTING OR PROPOSED UTILITIES OR AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND UTILITIES.

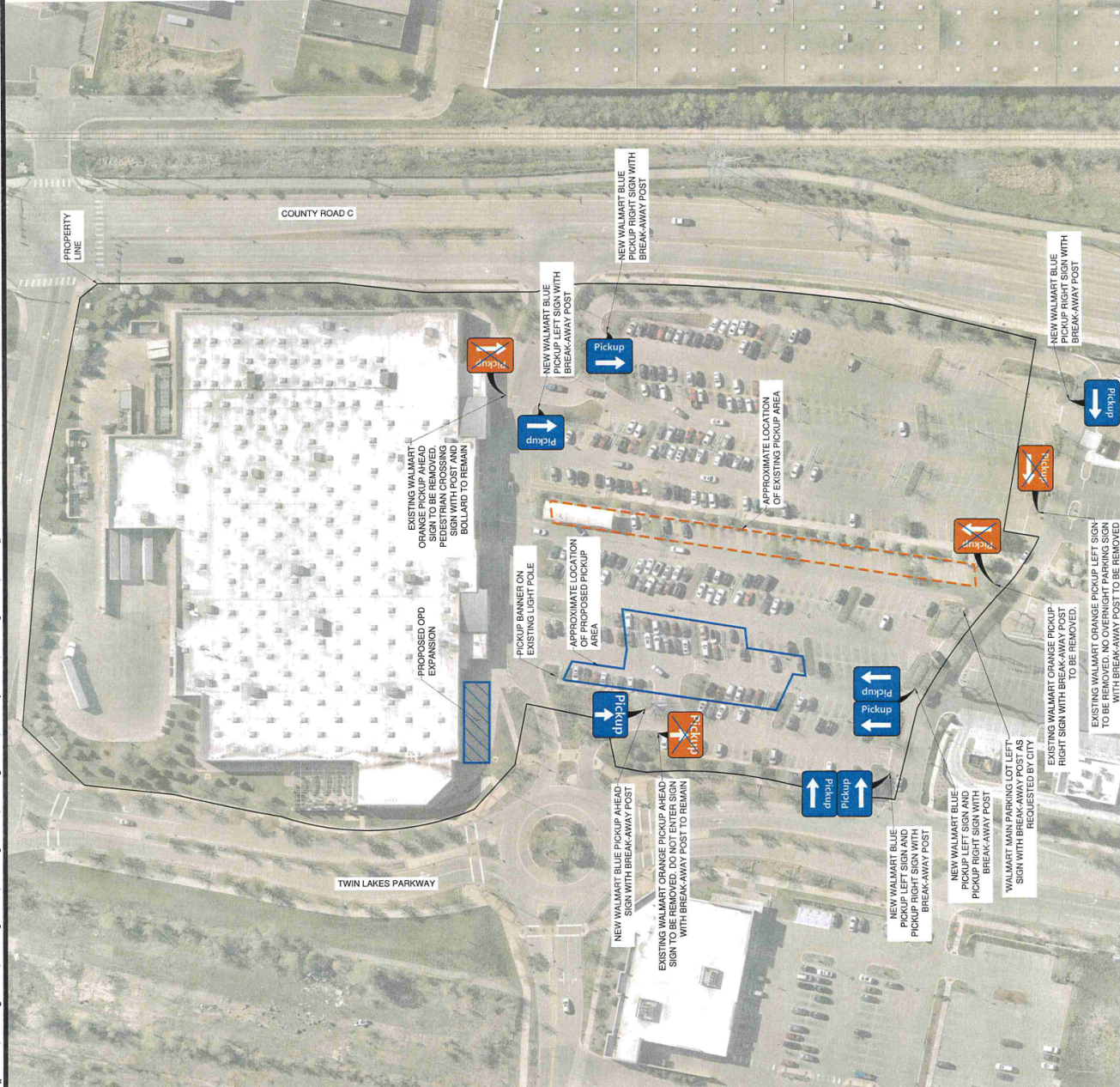
DESCRIPTION	DIMENSIONS	QUANTITY
WAITING SPACES LEFT	18 X 24	1
WAITING SPACES RIGHT	18 X 24	1
WAITING SPACES AHEAD	18 X 24	1
RESERVED	18 X 24	1
PICKUP RIGHT PHARMACY LEFT	18 X 24	1
PICKUP RIGHT PHARMACY RIGHT	18 X 24	1
STOP THANKS FOR ORDERING	18 X 36	1
PICKUP TRUCKS	18 X 36	1
RESERVED	18 X 18	1
PHONE NUMBER	8 X 18	1
VERTICAL PICKUP	18 X 24	3
PICKUP AHEAD	18 X 24	1
PICKUP RIGHT	18 X 24	1
PICKUP BANNER AND MOUNTING	24 X 60	1
INTERMEDIATE BANNER SIGN WITH PYRAMID BASE	24 X 60	1

CAUTION: NOT TO BE CONSIDERED A REQUIREMENT FOR CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND UTILITIES.

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Walmart #3034-201
1960 Twin Lakes Parkway
Roseville, AR 72716
Walmart, Inc. 2608 SE J Street
Bentonville, AR 72716

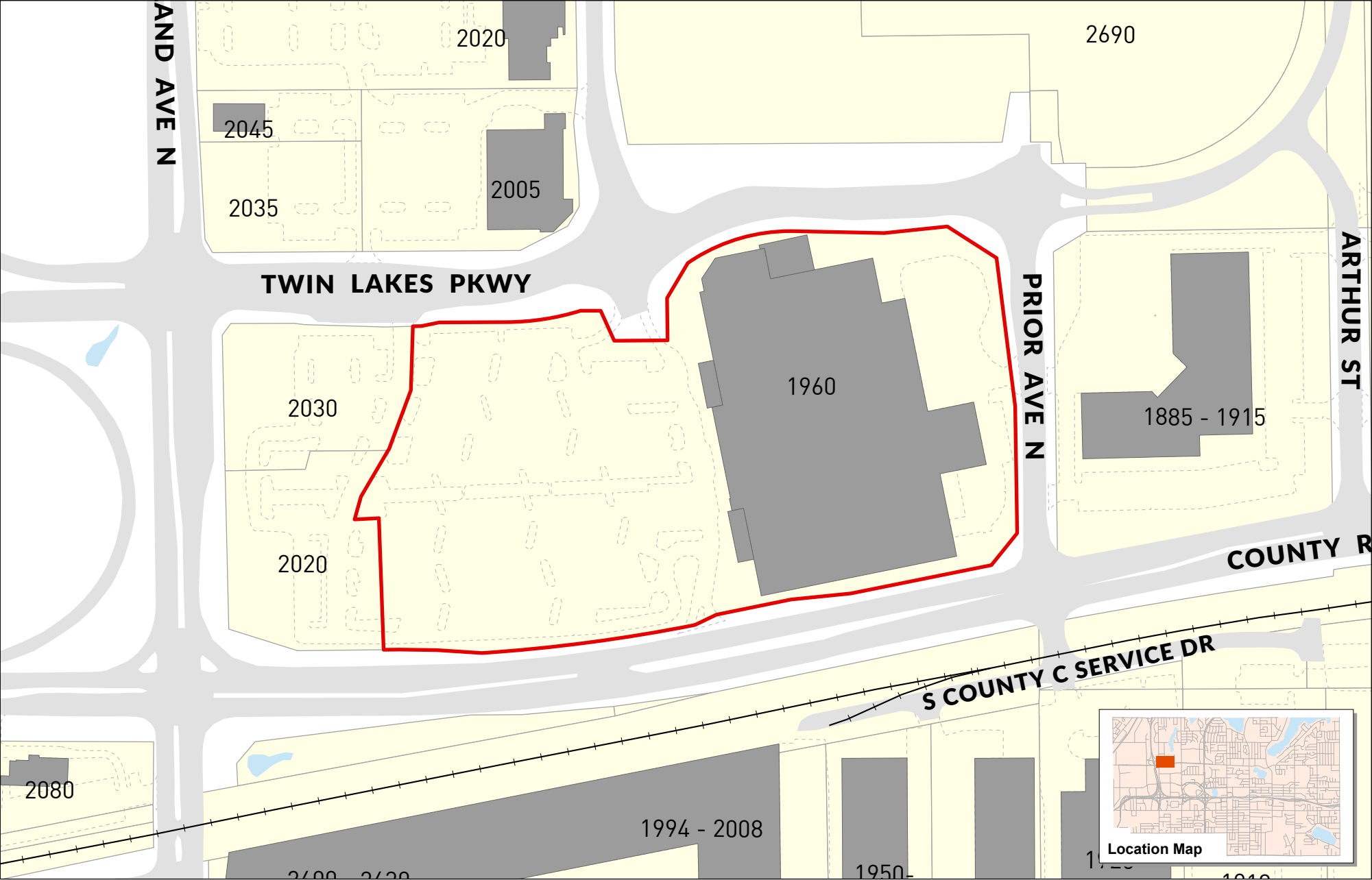
OSP-1
SHEET 1 OF 1
DATE: 07/22/2024
BY: [Signature]
CHECKED: [Signature]
SCALE: 1" = 40'



Frederick D. Ostrosky
JOURNAL EDITOR
ARTS & LETTERS
JULY 1, 2001
1005 N. 2ND ST.
MIDLAND, MI 48601
419-833-6500
JDO@MID.EDU

SHEET NOTES

Attachment 1: Planning File 24-018



Attachment 2: Planning File 24-018



Prepared by:
Community Development Department
Printed: November 21, 2024

Data Sources

- * Ramsey County GIS Base Map (11/4/2024)
- * Aerial Data: EagleView (4/2024)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer: This is 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 651-792-7085. 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.

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EXTRACT OF THE DECEMBER 4, 2024, PLANNING COMMISSION MEETING DRAFT MINUTES

- 1 a. **A request by BFA, Inc., on behalf of Wal-Mart, for a Conditional Use for the Pre-**
2 **existing Building and Site, the Proposed Improvements to the Parking Lot, and the**
3 **Construction of a 2,500 square foot Online Pickup and Delivery Addition at 1960 Twin**
4 **Lakes Parkway (PF24-018)**

5 Vice-Chair Schaffhausen opened the public hearing for PF24-018 at approximately 6:40 p.m.
6 and reported on the purpose and process of a public hearing. She advised this item will be
7 before the City Council on December 27, 2024.

8 City Planner Paschke summarized the request as detailed in the staff report dated December
9 4, 2024.

10 Member McGehee asked if this was essentially a drive-thru.

11 City Planner Paschke stated it is not, it is a walk-up pickup. The customer parks and calls
12 into the store and the items are then brought to the car.

13 Member Bauer asked if there would be a change in signage.

14 City Planner Paschke stated some modifications have already been made but are not material
15 to the Zoning Code. There were modifications made to the entry area, which were approved
16 by the City Engineer and Public Works Director.

17 Member Bjorum asked about the number of parking stalls.

18 City Planner Paschke stated no additional stalls will be added.

19 Member Aspnes asked about the aerial view of the area. The current pickup area will be
20 relocated to the area indicated on the drawing.

21 **Public Comment**

22 Mr. Craig Winkelmann, from BFA Inc., applicant, stated he read the staff report and all is
23 correct. The expansion is not open to the public and is just for the associates of the store.
24 Freezers and refrigerators will be in that area. He indicated the location of the pickup area,
25 noting the current pick-up area will become regular parking spaces.

26 Member Bauer encouraged the applicant to look at the garbage that accumulates in the
27 parking lot.

28 Mr. Winkelmann explained it is difficult to deal with the garbage on site design but they will
29 look at keeping the area clean. They are also working with the architects and he will mention
30 to them about adding more trash receptacles throughout the parking lot.

31 No one else appeared to address the Commission.

32 Vice-Chair Schaffhausen closed the public hearing at 6:52 p.m.

MOTION

Member McGehee moved, seconded by Member Bjorum, to recommend to the City Council approval of the proposed Conditional Use for the Pre-existing Building and Site, the proposed improvements to the parking lot, and the construction of a 2,500 square-foot online pickup and delivery addition at 1960 Twin Lakes Parkway (PF24-018).

Ayes: 5

Nays: 0

Motion carried.

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 27th day of January 2025, at 6:00 p.m.

The following Council Members were present: _____;
and _____ were absent.

Council Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. ____ A RESOLUTION APPROVING A CONDITIONAL USE FOR WALMART AT 1960 TWIN LAKES PARKWAY (PF24-018).

WHEREAS, the use “Retail, Large Format” in the Community Mixed-Use (MU-2B) district requires an approved Conditional Use, and

WHEREAS, City Code §1009.02.C establishes general Conditional Use criteria that are required to be met by a Conditional Use proposal; and

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed CONDITIONAL USE for Walmart, 1960 Twin Lakes Parkway, concerning the proposed 2,500 sq. ft. building addition and minor parking lot and site improvements on December 4, 2024, voting 5-0 to recommend approval; and

WHEREAS, the property located at 1960 Twin Lakes Parkway is legally described as:

Parcel ID: 042923330027

Lot 1, Block 1, Twin Lakes 2nd Addition

WHEREAS, the City Council considered the request and determined that approval of the Conditional Use for the proposed improvements at 1960 Twin Lakes Parkway, pursuant to 1009.02.C of the City Code, will not result in adverse impacts to the surrounding properties based on the following findings:

GENERAL CONDITIONAL USE CRITERIA §1009.02.C:

1. ***The proposed use is not in conflict with the Comprehensive Plan.*** While a retail store’s addition does not appreciably advance the goals of the Comprehensive Plan aside from facilitating continued investment in a property, the City Council concludes it also does not conflict with the Comprehensive Plan. More specifically, the General and Commercial Area Goals and Policies sections of the Comprehensive Plan include several policies related to reinvestment, redevelopment, and quality development.
2. ***The proposed use is not in conflict with a Regulating Map or other adopted plan.*** The proposed building addition has been reviewed by the City Council and determined to comply with the required standards of the Regulating Plan and Section 1005.02A Non-Residential Design Standards. Similarly, the existing building and site conform to these same requirements, as they were in effect in 2012 when the site development plans were approved.
3. ***The proposed use is not in conflict with any City Code requirements.*** The City Council concludes the proposed addition does not conflict with any other City Code requirements.

Similarly, the City Council is not aware of any conflicts the existing site or building has with the Zoning Code. The 2,500 sq. ft. building addition is minor when compared against the existing site improvements.

4. ***The proposed use will not create an excessive burden on parks, streets, and other public facilities.*** The City Council finds this criterion to be met. The proposed western 2,500 sq. ft. expansion intends to create a more efficient space for online pick-up and delivery on the premises. The associated site modifications are designed to create less confusion at the roundabout exit and within this area of the parking lot. These improvements, coupled with the existing site and building, will not create an excessive burden on parks, streets, or other public facilities. Further, the Public Works/Engineering staff have reviewed the plans and find them acceptable.
5. ***The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.*** The City Council finds this criterion to be met. The existing Walmart business has been in operation since 2013 and has not been injurious to the surrounding neighborhood, has not negatively impacted traffic or property values, and has not harmed the public health, safety, and general welfare of the area. The Roseville Police Department and Walmart have a yearly agreement for off-duty officers and work closely with one another to address ongoing operational issues. Regarding the proposed 2,500 sq. ft. addition and parking lot modifications, these improvements will only improve upon public health, safety and general welfare given they intend to create a more harmonious and safe relationship between pedestrians and vehicles.

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council to APPROVE the requested Conditional Use for the proposed improvements at 1960 Twin Lakes Parkway, based on the submitted plans and information attached to the Request for Planning Commission Action dated December 4, 2024.

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 _____ voted against.

WHEREUPON said resolution was declared duly passed and adopted.

Need signature page.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Approve the Agreement With DaySmart Recreation for Recreation Management Software and Authorize Staff to Proceed With Implementation

Background

The Parks and Recreation Department utilizes recreation management software (RMS) to streamline and centralize administrative operations associated with the administration of parks and recreation services. RMS manages essential functions such as program and class registration, facility reservations, financial transactions, and marketing communications for the parks and recreation department. This system also serves as the portal that customers interface with when registering for a program or reserving a facility online.

Since 2002, the City has used ActiveNet for its recreation management software. In 2024, ActiveNet processed more than 10,000 transactions for the City (program registrations, facility rentals, etc) and our current ActiveNet database contains more than 11,000 customers. The ActiveNet pricing model is based on a percentage of each sale (the city currently pays 4% on in-person transactions and 6.85% for each online transaction). These fees have regularly increased over time. In recent years, staff have made several inquiries to ActiveNet to adjust these fees to reduce the cost to the City, but have been rebuffed.

Over the past several years, the City has received a significant number of complaints from customers about the ActiveNet user interface. Specifically, our database and registration method is reflective of the early 2000s when less than 10% of our transactions occurred online, as opposed to the current needs of parks and recreation participants where the vast majority of customers view options and register online.

In 2024 the Parks and Recreation Commission identified the City's RMS as one of the department's top weaknesses during their SWOT (Strength Weakness Opportunity and Threat) analysis and encouraged staff to consider working with another vendor.

In August 2024, the City Council authorized staff to issue a Request for Proposals (RFP, attachment 3) to review the departments' options for a recreation management system. The City received 11 proposals (including one from ActiveNet). Following an initial review, staff conducted demos with the top five vendors.

The RFP scoring was based on the following criteria*:

- Functional & Technical - 40%
- Experience - 15%
- Support and Training - 15%
- Cost - 30%

*Additional information about criteria is included as part of the RFP Attachment under section 4.1.

The scoring results of those proposals and demos are shown in Attachment 2 and are summarized below:

Vendor	ActiveNet	Civic Plus	DaySmart	RecDesk	Vermont Systems
RFP Score	289	369	399	327	344
Cost Year 1	\$38,200	\$32,261	\$15,000	\$22,500	\$22,168
Cost Year 2	\$34,000	\$25,857	\$15,750	\$22,500	\$16,395
Cost Year 3	\$34,000	\$27,150	\$16,536	\$22,500	\$16,887
3 Year Total	\$106,200	\$85,268	\$47,286	\$67,500	\$55,450

DaySmart Recreation was both the highest-scoring vendor and the lowest three-year cost. As an extra check, staff conducted an additional clarification meeting, and checked references of other DaySmart clients. DaySmart is relatively new to Minnesota, but has several clients that are comparable to Roseville in other states who speak very highly of their RMS system.

It is anticipated that the move to DaySmart will save the City a minimum of \$25,000 per year, and improve the customer experience.

Following the adoption of the agreement, staff will work with DaySmart to develop a milestone schedule to allow for a planned implementation in late 2025.

It should be noted that the implementation of DaySmart will require customers to build new profiles and customer logins for parks and recreation program registration, which will cause some disruption. However, staff feel that this can be managed with clear and proactive communication and a thoughtful product rollout.

Our City Attorney has reviewed the enclosed three-year agreement with DaySmart Recreation (attachment 1).

Policy Objectives

Adoption of this agreement is consistent with the City practice of offering the best possible service for the lowest possible price and competitively bidding professional service agreements.

Equity Impact Summary

Equity was used as an evaluation criterion in the RFP. Specifically, vendors were asked to describe their methodology for tracking participant demographics, for purposes of analysis and adjustment to program offerings.

DaySmart can track customer demographics and provide regular demographic reports. This will allow parks and recreation staff to measure the extent to which our programs and services are being used by our whole community, and adjust accordingly.

Our current software (ActiveNet) is not set up to do that, and ActiveNet has been unable to provide a workable solution to this shortcoming.

Budget Implications

The annual agreement for DaySmart is \$15,000 in year 1, \$15,750 in year 2, and \$16,550 in year 3. In addition to the software agreement, the City will need to enter into an agreement with a credit card processor who will assess the city a fee (likely 3% per credit card transaction) for their services. Based on the anticipated transaction volume for 2025, it is estimated that the credit card fee will be \$60,000 for a total of \$76,750 on the RMS.

In 2025, the Parks and Recreation budget includes \$132,000 for RMS software and for credit card fees.

In addition to the annual expenses, the City will need to purchase an estimated \$18,000 in one-time items to aid in this transition (card readers, computer updates, etc). The 2024 CIP (Vehicle and Equipment Fund) includes \$27,000 for this transition.

Staff Recommendations

Authorize enclosed Services Agreement with DaySmart Recreation for Recreation Management Services (attachment 1).

Requested Council Action

Authorize Mayor and City Manager to execute the enclosed Services Agreement with DaySmart Recreation for Recreation Management Services (attachment 1).

Prepared by: Matthew Johnson, Parks and Recreation Director
Carrie Anderson, Assistant Parks and Recreation Director

Attachments:

1. DaySmart Recreation Service Agreement
2. Rec Management System Scoring Summary
3. Recreation Management Request for Proposal



Service Agreement

Dash Platform, LLC (dba DaySmart Recreation) (“We”, “Our” or “Us”) and the **City of Roseville, Minnesota** (“Client”, “You” or “Your”) agree to enter into this Service Agreement which covers all of the terms described herein, including the terms described below, any Exhibits and the DaySmart Recreation standard ***Terms of Service*** (collectively, the “Agreement”). This Agreement will commence on the date the Agreement is signed by both parties (“Effective Date”) and will be in force for thirty-six (36) months (the “Initial Term”). In the event that neither party gives sixty (60) days-notice to terminate prior to the end of the Initial Term or any subsequent renewal term, this Agreement will automatically renew for an additional 1-year Renewal Term.

Terms of Service

Dash Platform, LLC dba DaySmart Recreation (“DaySmart Recreation”, “We”, “Our” or “Us”) provides its Services to you (“You” or “Your”) through its web site located at daysmartrecreation.com (the “Site”), subject to these Terms.

By accepting these Terms, You represent and acknowledge that You have read, understand, and agree to be bound by these Terms, and that the information You provide to DaySmart Recreation via the Service or the Site is accurate, complete, and is Yours or within Your right to use. If You are entering into these Terms on behalf of a company or another legal entity, You represent that You have the authority to bind such entity and its subsidiaries and affiliates to these Terms. If You do not have such authority, or if You do not agree with these Terms, You must not accept these Terms and may not use the Service.

You acknowledge that these Terms constitute an agreement between You and Us, and that these Terms govern Your use of the Service and supersede any prior version of these Terms.

Description Of Service

The “Service” includes the Site and applications (“Apps”), and services provided to You through the Site including all software, data, text, images, sounds, videos, and other content made available through the Site (collectively, “Content”). Any new features added to or augmenting the Service are also subject to these Terms.

We make commercially reasonable efforts to have the Site, Apps and services available 24x7, except for: (a) planned downtime or (b) circumstances beyond Our reasonable control, such as, but not limited to, acts of God, acts of government, acts of terror or civil unrest, technical failures, or failures of our vendors or suppliers.

General Conditions/Access And Use Of The Service

Subject to the terms and conditions of these Terms, You agree to access and use the Service only for Your business purposes as contemplated by these Terms, or as otherwise authorized by

DaySmart Recreation in a writing signed by DaySmart Recreation (the “Sports Facilities Service Agreement”). Except Your limited right to access and use the Service as expressly granted to You here, all rights, title and interest in and to the Service and its components, including all related intellectual property rights, will remain with and belong exclusively to Us and Our third-party vendors.

You agree not to (a) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, or otherwise commercially exploit or make the Service available to any third party, other than as expressly permitted by these Terms; (b) use the Service to process data on behalf of any third party, (c) modify, adapt or hack the Service to falsely imply any sponsorship or association with Us, or otherwise attempt to gain unauthorized access to the Service or its related systems or networks; (d) use the Service in any unlawful manner, including but not limited to violation of any persons privacy rights, infringing any person’s intellectual property rights, or sending spam or otherwise duplicative or unsolicited messages in violation of applicable law, (e) use the Service in any manner that interferes with or disrupts the integrity or performance of the Service and its components; (f) attempt to decipher, decompile, reverse engineer or otherwise discover the source code of any software making up the Service; (g) use the Service to knowingly post, upload, link to, send or store any content that is unlawful, or contains any viruses, malware, Trojan horses, time bombs, or any other similar harmful software; or (h) try to use, or use the Service in violation of these Terms.

You are responsible for all information, data, text, messages or other materials that You post or otherwise transmit via the Service. You are responsible for maintaining the confidentiality of Your login and account, and are fully responsible for any and all activities that occur under Your login or account.

Our failure to enforce at any time any provision of these Terms does not constitute a waiver of that provision or of any other provision of these Terms.

Data Privacy And Security

In providing You the Service, We shall use commercially reasonable efforts to maintain appropriate administrative, physical and technical safeguards designed to protect the security, confidentiality and integrity of Your data. These safeguards include, where applicable, encryption of Your data in transmission (using SSL or similar technologies), except for external third-party integrations that do not support encryption, which You may link to the Service at Your choice.

You agree that We can access Your account information in order to provide you the Service. We will not disclose such data except if compelled by law, permitted by You, or pursuant to the terms of **Our Privacy Policy** (found in EXHIBIT A), and is incorporated by reference into these Terms.

DaySmart Recreation will use commercially reasonable efforts to secure the storage, transmission, and processing of Payment Data that flows through its systems. DaySmart Recreation will use commercially reasonable efforts to use validated PCI DSS Service Providers to facilitate the storage, transmission and processing of Payment Data. DaySmart Recreation will use commercially reasonable efforts to maintain compliance with PCI DSS requirements. At no point is cardholder data intentionally stored on Our systems and at no point does intentionally unencrypted cardholder data flow through Our network.

Subject to the limitations within these terms, We will use, and You hereby grant us the right to use, Your data for the purpose of creating anonymized aggregated data. ***We will not use or sell any non-anonymized personal data from Your database.*** You agree that We will have ownership of any derivative data created from such data, so long as it is anonymized in such a way that it cannot reasonably be attributed back to You and/or any of Your users. You agree that we have the right to use or license such derivative data for any other purpose, including for DaySmart Recreation or third party products or services.

Your data is hosted by Amazon Web Services in the U.S.A.

Intellectual Property Rights

We expressly reserve all rights, title and interest in and to all our patents, inventions, copyrights, trademarks, domain names, trade secrets, know-how and any other intellectual property and/or proprietary rights (collectively, “Intellectual Property Rights”). The rights granted to You to use the Service under these Terms do not convey any additional rights in the Service, or in any Intellectual Property Rights associated therewith. You grant to Us a royalty-free, worldwide, transferable, sub-licensable, irrevocable and perpetual license to incorporate into the Service or otherwise use any suggestions, enhancement requests, recommendations or other feedback We receive from You. Our product and service names, and logos used or displayed on the Service are Our registered or unregistered trademarks (collectively, “Marks”), and You may only use such Marks to identify yourself as a customer and user of the Service; provided You do not attempt, now or in the future, to claim any rights in the Marks, degrade the distinctiveness of the Marks, use any confusingly similar marks, or use the Marks to disparage or misrepresent Us, or Our services or products.

Third Party Services

External Sites. The Service may contain links to, or otherwise may allow You to connect to and use third party products, services or software under separate terms and conditions (collectively, “Other Services”) in conjunction with Our Service. If You decide to access and use Other Services, be advised that Your use is governed solely by the terms and conditions of such Other Services, and We do not endorse, are not responsible for, and make no representations as to such Other Services, their content or the manner in which they handle Your data. We are not liable for any

damage or loss caused or alleged to be caused by or in connection with Your access or use of any Other Services, or Your reliance on the privacy practices or other policies of Other Services.

Integration. The Service may contain features that enable various Other Services (such as social media services like Facebook and Twitter) to be directly integrated into Your experience. To take advantage of these features, You will be required to register for, or log into, such Other Services on their respective websites. By enabling third party services within the Service, You are expressly allowing Us to pass Your log-in information to these Other Services for this purpose.

Cancellation And Termination

We reserve the right to (i) modify or discontinue, temporarily or permanently, any of the Apps or the Service (or any part thereof) and (ii) refuse any/all current and future use of the Service, or suspend or terminate your account if You breach of the Terms of this Agreement. If We reasonably believe that You are in breach, We will provide notice to You directly via email and U.S. Certified Mail of the basis of the breach and thirty (30) days' to contest or cure such Breach prior to suspension of Your account. Any fraudulent, abusive, or illegal activity may be grounds for immediate termination of Your use of the Service, and may be referred to law enforcement authorities.

Training Cancellation/No Show/Late Show Fees:

Violation Tiers:

- No notice, no show/Short Notice cancellation (within 24 hrs) – This deducts the full scheduled training time from client's allotted hours
- Late show – The amount of time missed is deducted from client's allotted hours

Disclaimer Of Warranties

YOU ACKNOWLEDGE THAT WE DO NOT WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED, TIMELY, SECURE, ERROR-FREE OR VIRUS-FREE, AND NO INFORMATION OR ADVICE OBTAINED BY YOU FROM US OR THROUGH THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THIS PARAGRAPH.

Limitation Of Liability

UNDER NO CIRCUMSTANCES AND UNDER NO LEGAL THEORY (WHETHER IN CONTRACT, TORT, NEGLIGENCE OR OTHERWISE) WILL EITHER PARTY TO THESE TERMS, OR SUCH PARTY'S AFFILIATES OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUPPLIERS OR LICENSORS BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL, PUNITIVE OR OTHER SIMILAR DAMAGES, INCLUDING LOST PROFITS, LOST SALES OR BUSINESS, LOST DATA, BUSINESS INTERRUPTION OR

ANY OTHER LOSS INCURRED BY SUCH PARTY IN CONNECTION WITH THESE TERMS OR THE SERVICE, REGARDLESS OF WHETHER SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN SUCH DAMAGES. THE LIMITATIONS OF THIS SECTION DO NOT APPLY TO YOUR INFRINGEMENT OR MISAPPROPRIATION OF ANY INTELLECTUAL PROPERTY RIGHTS. NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY IN THESE TERMS, OUR (INCLUDING ANY OF OUR AFFILIATES) AGGREGATE LIABILITY, FOR DAMAGES (MONETARY OR OTHERWISE) CLAIMED BY YOU ARISING FROM OR RELATING TO OUR SERVICE OR SITE, SHALL BE LIMITED TO THE (I) ACTUAL DAMAGES INCURRED AND PROVEN, CAPPED AT \$1.5 MILLION. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE ESSENTIAL PURPOSE OF THIS SECTION IS TO ALLOCATE THE RISKS UNDER THESE TERMS BETWEEN THE PARTIES AND LIMIT POTENTIAL LIABILITY GIVEN THE FEES CHARGED UNDER THIS AGREEMENT, WHICH WOULD HAVE BEEN SUBSTANTIALLY HIGHER IF WE WERE TO ASSUME ANY FURTHER LIABILITY OTHER THAN AS SET FORTH HEREIN. THE PARTIES HAVE RELIED ON THESE LIMITATIONS IN DETERMINING WHETHER TO ENTER INTO THESE TERMS.

Some states do not allow the exclusion of implied warranties or limitation of liability for incidental or consequential damages, which means that some of the above limitations may not apply to You. In these states, our liability will be limited to the greatest extent permitted by law.

Indemnification

Indemnification by Us. We will indemnify and hold You harmless, from and against any claim against You by reason of Your use of the Service as permitted hereunder, brought by a third party alleging that the Service infringes a valid U.S. patent or copyright, or misappropriates a third party's trade secret (such claims, collectively, "Claim"). We shall, at our expense, defend such Claim and pay all damages finally awarded against You in connection therewith, including the reasonable fees and expenses of the attorneys engaged by Us for such defense, provided that (i) You promptly notify Us of the threat or notice of such Claim, (ii) We have the sole and exclusive control and authority to select defense attorneys, defend and/or settle any such Claim, and (iii) You fully cooperate with Us in connection therewith. If Your use of the Service has become, or in Our opinion is likely to become, the subject of any such Claim, We may at our option and expense (a) procure for You the right to continue using the Service as set forth hereunder; (b) replace or modify the Service to make it non-infringing; or (c) if options (a) or (b) are not reasonably practicable, terminate these Terms and repay You any unused Service fees. We will have no liability or obligation with respect to any Claim if such claim is caused in whole or in part by (i) compliance with designs, data, instructions or specifications provided by You; (ii) modification of the Service by You; or (iii) the combination, operation or use of the Service with other hardware or software chosen by You where the Service would not by itself be infringing.

Indemnification by You. You agree to defend, indemnify, and hold Us harmless from and against any claims, actions or demands, including, without limitation, reasonable legal and professional services fees, arising or resulting from Your breach of these Terms, or Your access to, use, misuse

or illegal use of the Service. We will provide You notice of any such claim, suit, or proceeding. We reserve the right to assume the exclusive defense and control of any matter which is subject to indemnification under this section, in which case You will not be responsible for costs of such defense, and agree to cooperate with any reasonable requests to assist Our defense of such matter.

Assignment; Entire Agreement; Revisions

We may assign or transfer these Terms, in whole or in part, without restriction, provided the assignee provides identical Services and agrees to be fully bound by these Terms. You may assign or transfer these Terms, in whole or in part, with Our prior written consent, which may not be unreasonably withheld. These Terms supersede prior versions of these Terms, or any other discussions, agreements or understandings by or among the parties (other than written agreements, such as a Sports Facilities Service Agreement, expressly accepted and executed by both parties). Any amendments to the provisions of these Terms is valid only when We have provided You not less than sixty (60) day's advance written notice (via U.S. Mail or email) of such changes and You have not objected to such change.

Severability

If any provision in these Terms is held by a court of competent jurisdiction to be unenforceable, such provision shall be modified by the court and interpreted so as to best accomplish the original provision to the fullest extent permitted by law, and the remaining provisions of these Terms shall remain in effect.

Export Compliance And Use Restrictions

Content and software components of the Service are subject to U.S. export control and economic sanctions laws. You agree to comply with all such laws and regulations as they relate to such software and Content, and access and use of the Service. You shall not access or use the Service if you are located in any jurisdiction prohibited by U.S. Laws, and You shall also not provide access to the Service to any government, entity or individual located in any such jurisdictions.

Relationship Of The Parties

The parties are independent contractors. These Terms do not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship among the parties.

Survival

Sections (General Conditions/Access and Use of the Service), (Intellectual Property Rights), (Billing, Plan Modifications and Payments), (Cancellation and Termination), (Disclaimer of

Warranties), (Limitation of Liability), (Indemnification), (Assignment; Entire Agreement; Revisions), (Severability), (Export Compliance and Use Restrictions), (Relationship of the Parties) and (Governing Law; Venue; Attorney's Fees) will survive any termination of these Terms.

Governing Law; Venue; Attorney's Fees

These Terms shall be governed by the laws of the State of Minnesota without regard to conflict of laws principles. Exclusive venue for any legal action shall be in the federal and state courts of the State of Minnesota, Washington County. You hereby expressly agree to submit to the exclusive personal jurisdiction of such courts for the purpose of resolving any dispute relating to Your access to or use of the Service.

Required Fees (Annual Subscription & Training)

Below is a 3-year schedule of the fees you will incur to use DaySmart Recreation. The Annual Subscription Fee includes support, maintenance, hosting and updates. All Credit Card & ACH Processing Fees are separate and are **not** included in the fees listed in the grid below. The Annual Subscription is subject to an annual inflationary increase (5.0%) as illustrated in the grid below. **All fees listed in U.S. Dollars.**

Year	Annual Fee	Virtual Onboarding & Training
Year 1	\$15,000	Waived/Free
Year 2	\$15,750	N/A
Year 3	\$16,536	N/A

Virtual Onboarding & Training Fees

We are offering 15 Hours of **FREE** virtual onboarding & training. If you require more hours than we have allotted, you will be charged additionally at \$120/hour. **Note:** You will have a maximum of 6 months from the agreement signing date to use the allotted training hours.

Payment Terms

- First year subscription fee shall be invoiced after the Agreement has been signed by both parties
- Renewals shall be invoiced on the Effective Date of relevant calendar years beginning with the second year of service
- Payment Terms are **Net 60 Days** on all invoices
- Acceptable Payment Methods for Annual Billings are as follows
 - Check

- ACH (initiated by DaySmart Recreation)
- Credit Card (+ 3% service fee)

Delinquency

In the event of any delinquency in payment, we may, at our discretion: (i) add an additional 1.5% (or the highest amount allowed by law, whichever is lower) per month to the delinquent fees, (ii) following not less than thirty (30) days' notice, suspend Client access to the use of DaySmart Recreation Services, or (iii) terminate this Agreement upon sixty (60) days' notice. Charges do not include any applicable sales, use or other taxes, which are the responsibility of the Client. You will be liable for any fees incurred by DaySmart Recreation in connection with the collection of unpaid fees.

Optional Fees/Services

Below is a list of ***optional*** services with fees if you elect to use these third-party services. Some of these services (Twilio & Constant Contact) will require you to create and manage your own account with the third party. These services are ***not*** required to operate DaySmart Recreation. They are in place to enhance the use of the software.

Text Messaging

- 3rd Party Twilio (<https://twilio.com>)
- Fee TBD – You must create/manage your own account
- Note DaySmart Rec offers FREE text messaging within the app. However, the FREE service requires staff to manage mobile phone carriers for all customers. Twilio allows texting without needing the customer's phone carrier which is a more efficient way to manage text messaging.

Enhanced Emailing

- 3rd Party Constant Contact (<https://constantcontact.com>)
- Fee TBD – You must create/manage your own account
- Note DaySmart Rec offers FREE emailing within the app. However, if you want to send out enhanced emails along with tracking the activity of those emails (ex: open rates, click rates, etc.) we would recommend using our integration with Constant Contact.

Electronic Signature (Rental Contracts)

- 3rd Party DropBox Sign (<https://www.dropbox.com/sign>)
- Fee \$0.99 per signature
- Note If you want to upload the facility rental contracts into DropBox Sign to allow customers to electronically agree and sign, the cost is \$0.99 per signature/document.

TV Display (Event List)

- 3rd Party Reach Media (<https://reachmedianetwork.com>)
- Fee \$49.00 per month
- Note DaySmart Rec offers FREE schedule display if you want to display daily event schedules on a TV display in the lobby of any facility. However, if you'd prefer advanced features like paid ads (from local businesses, etc.) we would recommend the integration with Reach Media which will then cost you \$49.00 per month to use this service.

Sticker/Wristband Printing (Remote Printing)

- 3rd Party N/A – Add-on option within DaySmart Recreation
- Fee \$49.00 per month
- Note If you would like to print stickers or wristbands for any of your events. For Example: Printing out participant event stickers at check-in so when the participant reaches the field/court/ice an attendant can confirm they are registered/paid. Internally we call this "Remote Printing".

Customer Service & Support

The following customer support services are included with your Subscription Fees

- **Customer Support Hours** – 8:00 AM – 8:00 PM EST, Monday through Friday.
- **In App Chat** – Within our application, we provide Communications with our support team via Chat (during normal support hours).
- **Email** – Emailing our support team at rec-support@daysmart.com creates a support ticket in our database and broadcasts your email to all support team members.
- **Schedule Appointment** – Use our support appointment calendar to schedule exclusive time with our support team. Appointments are available in 15-minute increments during normal support hours.
- **Online Knowledge Base** – Search our online knowledge base for guidance as to how to use different system features or reports.
- **E-Learning** – Our E-Learning system includes videos, tutorials and how-to guides and will be available to you during and after training.
- **Emergency Support** – Available 24 hours a day, seven days a week to resolve outage issues or compromised service issues.

Termination

Either party may terminate this Agreement (i) upon sixty (60) days written notice to the other party if the other party materially breaches any provision of this Agreement and such breach remains uncured at the expiration of such period, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation, or assignment for the benefit of creditors. After the Initial Term, either party may terminate this Agreement with ninety (90) days written notice.

Additionally, DaySmart Recreation may terminate this Agreement as set forth in the ***Terms of Service*** or for delinquency of payments upon notice.

Acceptance

We, the undersigned, agreeing to the conditions specified in this Agreement, understand and authorize the provision of services and fees in this Agreement.

City of Roseville, MN

By: _____

Name: _____

Title: _____

Date: _____

Dash Platform, LLC

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A – Privacy Policy

DaySmart Software, the makers of DaySmart Recreation, appreciate the trust you place in us and we are committed to respecting your privacy and the security of your personal information. Our privacy policy describes the information we collect and how we use it.

Whether you purchase products through DaySmart Recreation's website or via mail or phone, or which are delivered to you through the DaySmart Recreation Cloud website, any personal information that you may share with us (and with the business partners that help this site function or assist us in fulfilling your order) is kept absolutely private.

Types of Personal Information We May Gather

- Purchases — When you place an order, you give us your name, address, phone number, or e-mail address, and, in some cases, credit card information. You authorize us to store your name and shipping address(es), and optionally, credit card and billing information. If you purchase under a payment plan, you may authorize us to store your credit card information.
- Trial version requests — We need your name and email address and phone number in order for you to download a trial version of our software.

We maintain the data that you provide us, along with a record of your purchases, in a secure database.

Using Information We Collect

At DaySmart Software, Inc., we always want to provide you with the best possible experience and fulfill your orders exactly as you've requested. In order to do this, we use the information we collect to:

- Process and track your order
- Provide the products and services you request
- Contact you about the status of an order
- Contact you regarding promotional offers we believe will be of interest to you
- Identify your product and service preference
- Customize our communications to you
- Provide information concerning product recalls or products you have purchased
- Improve our merchandise selection and customer service

How We Use Cookies

As with most other websites, we collect and use the data contained in log files comprised only of basic service interaction/page downloads and/or errors. We use web sessions for the temporary storage of basic information to help display the appropriate content on the page to you. Cookies are unique identifiers that we transfer to your device to enable our systems and advertising partners to recognize your device and to provide features such as retargeting personalized advertisements on other websites based on your interaction with DaySmart Recreation product software sites. These cookies do not collect personal information such as your name, email address, postal address or telephone number.

Our Business Partners

In order to supply, ship, and track merchandise, we make your name and address available to our hardware suppliers and such companies as Dell Computers, BlueStar, United Parcel Service, Federal Express, and the U.S. Postal Service. We provide these companies with only the information they need to supply merchandise that you have ordered and perform their services. We do not authorize these business affiliates to use your personal information for any other purpose. From time to time we provide the information to trusted partners who work on behalf of or with DaySmart Recreation under confidentiality agreements. These companies may use your personal information to communicate with you about offers from DaySmart and our marketing partners. However, these companies do not have any independent right to share this information with any other party. Except as stated above, neither your name nor anything about you is sold or shared with any other non-affiliated company or agency.

How We Use E-mail

When you provide us with your email address, we may send you emails necessary to process your order or respond to a request.

Links to Other Sites

Occasionally, we provide links on our websites to other sites we think you will find useful in your business. These sites operate independently of DaySmart Recreation and have established their own privacy and security policies. For the best online experience, we strongly encourage you to review these policies at any site you visit.

Cloud Services, Security, and Data Retention

It is our intent to protect against the loss, misuse, or alteration of information that we have collected from you. We use a variety of current technologies and processes for the protection of our customer data. For example, we store the personal information we collect on computer systems with limited access, which are located in controlled facilities. When we transmit highly

confidential information (such as a credit card number or password) over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

We permanently delete all personal information obtained in the course of delivery of products and services to you through the DaySmart Software Cloud website when you no longer subscribe to those products or services, after 90 days or immediately upon your request. We limit the information we provide to outside companies with whom we contract to only what they need to carry out their responsibilities. When you make a purchase or request a trial on our website, your transactional information is transmitted in a safe, encrypted format.

Privacy of Children on Our Web Site

Our website is not intended for use by children under the age of 13, and we do not knowingly collect personal information from children under the age of 13. If a child has provided our website with personally identifiable information, we ask that a parent or guardian call (248) 491-0200 and we will delete the information about the child from our files.

Your Consent

By using our website you consent to our use of information that is collected or submitted as described in this online privacy policy.

Policy Changes

From time to time we may use customer information for unanticipated uses not previously disclosed in our privacy notice. We may change or add to this privacy policy. If our information practices change, we will post these changes on our website. We encourage you to review our privacy policy periodically.

Specific Privacy Disclosures for the European Economic Area

This section applies to data processing activities of data subjects residing in the European Economic Area as well as, regardless of residence, to the processing of any such data occurring in the European Economic Area.

“Personal Data,” for purposes of this section, means any information relating to an identified or identifiable natural person (“data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

“Services” means any of our products, services, or deliverables.

“Site” means any website operated and controlled by us.

Pursuant to the European Union General Data Protection Regulation (GDPR), we function as a “processor” for the Services we offer to our customers. The scope of applicable data protections and processing for those Services are set forth in contractual agreements with our customers and are therefore not covered by this Privacy Notice.

In our controller role, we process certain Personal Data in order to maintain and provide the Services to our customers, such as this website, and our customer contact names, addresses, email addresses, phone numbers, and other contact information for designated customer representatives or personnel (“Customer Relationship Data”). In addition, we may send marketing materials or communications to potential or existing customers (“Marketing Activities”). For purposes of Customer Relationship Data and Marketing Activities, we function as a “controller.” Our disclosures with respect to our processing of data as a controller are set forth in this section.

1. How We Collect and Use Personal Data

We collect data as described in the “Types of Personal Information We May Gather” section above. We collect data when you submit it to us on our website or through other forms and when you make purchases (including subscriptions), renew your software license, and when we activate our software for you or service your account. We also use third parties such as Google Analytics to provide customer analytics on our site. In the future, we may also use third parties for our own advertising purposes to retarget ads to our site visitors

2. How We Disclose Personal Data

Our disclosure is limited to circumstances where we are permitted to do so under applicable European and national data protection laws and regulations. We share data with companies as necessary to obtain CRM and cloud services and for order fulfillment whose practices are in line with GDPR.

3. Legal Basis for Processing

We collect and process your Personal Data for a variety of different purposes which are set out in further detail in this section.

In some cases, we will ask for your consent so that we may process your Personal Data. However, in certain circumstances, applicable data protection laws allow us to process your Personal Data without needing to obtain your consent.

3.1. Processing Personal Data Where Consent Not Required

In certain cases, separate consent is not required, including:

- **For the performance of a contract.**
To perform our contractual obligations to you, including our fulfilling orders or purchases you have made, contacting you in relation to any issues with your order or use of our Services, in relation to the provision of our Services, or where we need to provide your Personal Data to our service providers related to the provision of the Services, including for license activation and management.
- **To comply with legal obligations.**
To comply with laws, regulators, court orders, or other legal obligations, or pursuant to legal process.
- **Legitimate Interests.**
To operate our business and provide our Services (other than in performing our contractual obligations to you) for our “legitimate interests” and for the purposes of applicable law, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data. Legitimate interests may include:
 - To communicate with you regarding the Services and to address and respond to your requests, inquiries, and complaints.
 - For our direct marketing purposes.
 - To send you surveys in connection with our Services.
 - To assist in the investigation of suspected illegal or wrongful activity, and to protect and defend our rights and property, or the rights or safety of third parties.
 - To develop, provide, and improve our Services.
 - To enforce our Terms of Use, License Agreements, or this Privacy Notice, or agreements with third parties.

3.2. Consent For Processing

In cases where we are not already authorized to process the Personal Data under applicable law, we may ask for your consent to process your Personal Data, including:

- **Marketing**
We may ask for your consent for our partners or vendors to contact you by telephone, SMS, post and/or email about other offers, products, promotions, developments or Services which we think may be of interest to you and for other marketing purposes. For

our own marketing, we will contact you about our Services when you voluntarily provide us your information on our Site.

- **Use of Cookies**

Our Site uses cookies and similar technologies to improve user experience and for analytics. We use our own cookies for authentication and session management as well as to understand how our website is used.

We use third-party cookies for analytics. Specifically, we use Google Analytics to improve our site. We do not use Google Analytics to personally identify you. More information about Google's services, including Google Analytics, can be found here:

<https://www.google.com/policies/privacy/partners>

If you want to block or delete cookies, most major browsers will allow you to do this through settings.

4. Withdrawing Your Consent

Where consent is the basis of processing, you may at any time withdraw the consent you provide for the processing of your Personal Data by contacting us at **support@daysmart.com**, provided that we are not required by applicable law or professional standards to retain such information. If you want to stop receiving future marketing messages and materials, you can do so by clicking the "unsubscribe" link included in our email marketing messages.

5. Data Subject Rights

You have the right in certain circumstances to request confirmation from us as to whether or not we are processing your Personal Data. Where we are processing your Personal Data, you also have the right to request access to, modification of, or deletion of such Personal Data. You also have the right in certain circumstances to receive the Personal Data concerning you that you provided to us, to restrict processing of your Personal Data, or to transmit such data to another controller.

As permitted by law, certain data elements may not be subject to access, modification, portability, restriction, and/or deletion. Furthermore, where permissible, we may charge for this service. We will respond to reasonable requests as soon as practicable and as required by law.

6. Data Retention

We will retain your Personal Data for as long as you maintain an account or subscription agreement or as otherwise necessary to provide you the Services. We will also retain your Personal Data as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

7. Right to Lodge a Complaint With A Supervisory Authority

You may have a right to lodge a complaint with a supervisory authority.

Contact Us

For questions, comments, or assistance, we invite you to contact us at (800) 604-2040 or via e-mail at **rec-support@daysmart.com**.

RMS Proposal Scoring Summary					
RMS Proposal Scoring	Active Net	Civic Plus	DaySmart	RecDesk	Vermont Systems
Staff 1	285	315	363	309	306
Staff 2	304	361	397	348	337
Staff 3		376	425	318	410
Staff 4	232	331	423	309	270
Staff 5	276	401	395	361	353
Staff 6	321	417	409	338	325
Staff 7	318	382	383	304	408
Totals	1736	2583	2795	2287	2409
Averages	289	369	399	327	344

Costs					
Year 1	\$38,200.00	\$32,261.00	\$15,000.00	\$22,500.00	\$22,168.00
Year 2	\$34,000.00	\$25,857.00	\$15,750.00	\$22,500.00	\$16,395.00
Year 3	\$34,000.00	\$27,150.00	\$16,536.00	\$22,500.00	\$16,887.00
Total 3 years	\$106,200.00	\$85,268.00	\$47,286.00	\$67,500.00	\$55,450.00

Vendor chosen as highest scoring/perfered vendor

Vendor	Active Net	Civic Plus	DaySmart	RecDesk	Vermont Systems
Average RFP Score (Total pts/7 staff)	289	369	399	327	344
Cost Year 1	\$38,200	\$32,261	\$15,000	\$22,500	\$22,168
Cost Year 2	\$34,000	\$25,857	\$15,750	\$22,500	\$16,395
Cost Year 3	\$34,000	\$27,150	\$16,536	\$22,500	\$16,887
3 Year Total	\$106,200	\$85,268	\$47,286	\$67,500	\$55,450

REQUEST FOR PROPOSALS

Software, Implementation & Ongoing Maintenance Services

for a

RECREATION MANGEMENT SOFTWARE

for the

City of Roseville, MN



ISSUANCE DATE: AUGUST 6, 2024

DATE DUE: AUGUST 29, 2024 (4:00p.m.):

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1.0 RFP Introduction

1.1 Introduction

The City of Roseville (the “City”) is soliciting proposals from qualified vendors (“Proposers”) who specialize in recreation management software to provide a full range of applications that include software, implementation services, initial and ongoing training, technical support, and compliance with State and Federal mandated requirements and ongoing enhancements.

Ideally, the City would like to acquire these software modules as one integrated solution from a single vendor (the “Vendor”). The City expects a system that hosts online registration and facility reservations that is user-friendly, responsive, and customizable that is intuitive and easy-to-use for customer facing staff and administration. The system should allow for the City to utilize updated technology to meet the advanced needs of customers as well as the needs of the department.

The City will evaluate all “cloud” or “hosted” environment options. Please supply software and services pricing with all these options in mind. Please include a detailed list of all recommended hardware (card readers, e.g.) and 3rd Party software (payment processors, e.g.) requirements. Also include a budget estimate for these hardware and Third Party software components. The City reserves the right to procure these components on its own if it decides upon a hosted solution.

1.2 Project Summary

The City of Roseville, incorporated in 1948, is located in Ramsey County, with an estimated 2021 population of 35,566. The City is located 15 minutes north of both downtown Minneapolis and downtown St. Paul.

The Roseville Parks and Recreation Department is a CAPRA accredited agency and provides outstanding parks and recreation programs and facilities to the community. The department is made up of Cedarholm Golf Course, Roseville Skating Center, Harriet Alexander Nature Center, Gymnastics Center, Dance and Wellness Studio, 32 parks and over 600 acres of parkland.

The City has been utilizing a number of systems to manage parks and recreation components. ActiveNet has been used since 2005 for all of its activity registrations and facility reservations. Other systems are being used for specialty functions such as ice rentals, league management, and golf management. At this time, the focus of the RFP will be activity registration and facility reservation, however, additional modules may be considered.

The current software (ActiveNet) is used to register participants for classes and programs and to manage facility bookings. Existing annual transactions are as follows (based on fiscal year 2023):

Total Revenue through ActiveNet: \$1,650,000

- Program Registration Revenue: \$1,300,000
 - Online Reservations: 91%
 - Front Desk (Phone or In Person): 9%
 - Number of transactions: 12,000
- Facility Reservation Revenue: \$350,000
 - Online Reservations: 10%
 - Front Desk (Phone or In Person): 90%
 - Number of transactions: 2,384

The City seeks to implement an off-the shelf system with minimum customization. Applications to be quoted are:

- Activity Registration
- Facility Reservations
- Household Management with (GIS Management Options Preferred)
- Calendars (customer facing: facility, programs, events)
- Merchant options/credit card processing (PCI Compliance)
- Mobile Responsive
- Email/SMS Blast to registered users
- Customizable reports
- Customer Demographic Reports: Ability to run confidential demographic reports
- Customer Portal: Ease for customers to access receipts and update household information
- Point of sale – Ability to sell and inventory merchandise.
- Ticketing: Events

The City is interested in learning more about other product offerings that proposers feel the City might be interested in but not specifically within the scope of this proposal. For those product offerings, please provide a short description of what is available from your firm, and the costs associated with those offerings.

The City anticipates having three sets of staff users: Administrative, Payment Processing, and Support. Administrative users are those who utilize the system by setting up activities, managing facility rentals, and creating reports. Payment Processing staff have the responsibility to work directly with customers to process payments either over the phone or in-person. Support staff will access the system to run rosters or facility reports.

System	Users
Administrative	18
Payment Processing	15
Support	15

1.3 System Scope and Procurement Schedule

The City is seeking proposals for an integrated RMS system that will include software implementation services ongoing training and technical support. Ideally a single vendor will provide this integrated solution for all systems. Below is the timetable that has been set for this project.

Procurement Schedule	
August 6, 2024	RFP released
August 19, 2024	Last day to accept questions and requests for clarification on the RFP - 4:00 PM (Central)
August 22, 2024	Answers to submitted questions provided by 4:00 PM (Central)
August 29, 2024	Proposals due – 4:00 PM (Central)
Early September	Finalists are selected and notified of software demonstration
September 16 through 20	Software demonstrations
September 24, 2024	Clarification meeting/documentation completed with apparent best value. Draft service agreement provided.
October 7, 2024	Anticipated Award of contract by City Council
Mid-October	Implementation Begins (tentative go-live date Feb, 2025)

*schedule subject to change at the City's discretion.

1.4 Inquiries

Inquiries concerning this procurement including questions related to technical issues are to be directed to:

Carrie Anderson
 Assistant Parks and Recreation Director
 City of Roseville
 2660 Civic Center Drive
 Roseville, MN 55113
 Email: carrie.anderson@cityofroseville.com
 Phone: 651-792-7102

All questions concerning the RFP must reference the RFP page number, section heading and paragraph. Please state the question as concisely as possible. All questions regarding this RFP must be received via email no later than 4:00pm on August 22nd, 2024.

Proposers are directed specifically to not contact any other staff other than specified personnel identified above for any purpose. Unauthorized contact of any personnel may be cause for rejection of the proposer's RFP response.

1.5 Selection Process

The vendor/s selected for an award will be the vendor/s whose proposal is responsive, responsible, and the most advantageous to the City, as determined by the City in its sole discretion. The City anticipates awarding the contract to the best valued vendor. The vendor will be prioritized based on price, past performance of the vendor/s, and current performance capability as outlined in this document. The City anticipates that all vendors will have a fair and reasonable opportunity to provide service.

The City will require select proposers, at their own cost, to provide demonstrations.

The City may request clarification and conduct discussions with any Proposer who submits a proposal.

The award/negotiation sequence will be based on a selection methodology established by the City. Once the proposals are opened a committee selected by the City will evaluate each proposal taking into consideration the criteria and methodology stipulated in this RFP. The City will be the sole judge in evaluation considerations and may make an award to the bidder(s) who submit the proposal judged by the City to be most advantageous. A recommendation as to the proposal that is believed to be in the best interest of the City as determined by the evaluation committee will be presented to the City Council.

All proposals submitted shall be valid for a period of one-hundred twenty (120) calendar days from the date of the proposal opening. No proposal may be withdrawn during this 120-day period.

1.6 Issuance

Issuance of this RFP does not compel the City to award a contract. The City reserves the right to reject any or all proposals wholly or in part; to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The City reserves the right to request clarification or additional information. The City reserves the right to re-solicit for proposals, or to temporarily or permanently abandon the procurement.

If the City awards a contract, it will award the contract to the Respondent whose proposal is the most advantageous to the City, as determined by the City in the exercise of its sole discretion.

2.0 Response Requirements and Conditions

2.1 Proposal Response Instructions

The Proposal must be **received no later than 4:00 PM (C.D.T.) on Thursday, August 29, 2024**, at the following address:

Carrie Anderson
Assistant Parks and Recreation Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Proposals must be submitted in sealed packages with the following information clearly marked on the outside of each package:

- Name of responder
- Project title: **City of Roseville RMS Proposal**

IF A PROPOSAL IS MAILED, CERTIFIED MAIL IS RECOMMENDED. Proposers may verify the City's receipt prior to the deadline by email to carrie.anderson@cityofroseville.com

Failure to comply with the requirements of this RFP may result in disqualification.

Electronic and facsimile bids will not be considered. Proposers shall have sole responsibility for delivery of bids on time and to the proper location. Proposals received subsequent to the time and date specified above will not be considered.

Proposers are required to submit **four** (4) hard copies of the proposal together with one (1) electronic copy of the proposal.

The RFP and data submitted to the City are governed by the Minnesota Government Data Practices Act (the "Data Practices Act"). Upon submission, all proposals shall be classified pursuant to the Data Practices Act. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the proposer to clearly identify those portions with the word "Confidential" printed on the top right-hand corner of each page for which such privilege is claimed. Examples of potentially confidential materials include trade secret information and selected business information. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The proposer must also submit a written explanation of the basis for its conclusion that the identified data is not subject to disclosure under the Minnesota Government Data Practices Act. The City will consider a proposer's request for exemptions from disclosure; however, the City is governed by and must make any data classification determination based upon the Data Practices Act and other applicable laws. A statement by a bidder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the bid.

2.2 Rejection of Proposals

The City reserves the right to reject any and all proposals received in response to this proposal offering, and to waive any informality or irregularities in this proposal offering. The award of the contract shall be at the sole discretion of the City of Roseville, Minnesota. The award will be made to the responsible proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth in this proposal package. The City may make the award without further discussion of the Proposals submitted. Therefore, the proposal should be submitted initially on the most favorable terms, which the proposer can propose with respect to price, product, service, and technical capability. The contents of the proposal of the selected proposer will become the basis for the City's and the Vendor's contractual obligations when the award is made.

2.3 Withdrawal of Proposals

- Proposals may not be withdrawn for a period of 120 days after the time set for the bid opening.
- Proposals may be withdrawn prior to the proposal due date and time. Such requests must be in writing.

2.4 Proposal Costs

Those submitting proposals do so entirely at their sole cost and expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals providing additional information when requested by the City or for participating in any selection interviews or product demonstrations.

2.5 Local State and Federal Compliance Requirements

Proposers shall comply with all local, state and federal ordinances, statutes, regulations, directives and orders as applicable to this bid and subsequent contract(s) including but not limited to:

- Equal Employment Opportunity (EEO) in compliance with Executive Order 11246 as amended and applicable to this contract.
- Occupational Safety and Health Act (OSHA) as applicable to this contract.

2.6 Insurance

Successful bidder shall not commence work under the contract until proof of all required insurance has been submitted to City and approved by City.

General Liability

The Vendor shall at all times during the term of any contract carry, maintain, and keep in full force and effect, a policy or policies of Commercial General Liability Insurance, with minimum limits of one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) general aggregate for bodily injury, death, loss or property damage for products or completed operations and any and all other activities undertaken by the Vendor in the performance of any contract.

Professional Liability

The Vendor shall at all times during the term of any contract, carry, maintain, and keep in full force and effect a policy or policies of professional liability insurance with a minimum limit of one million dollars (\$1,000,000) per claim and aggregate for errors and/or omissions of the Vendor in the performance of any contract.

Automobile Liability

Vendor shall at all times during the term of any contract obtain, maintain, and keep in full force and effect, a policy or policies of Automobile Liability Insurance, with minimum of one million dollars (\$1,000,000) per claim and occurrence and two million dollars (\$2,000,000) in the aggregate for bodily injuries or death of one person and five hundred thousand dollars (\$500,000) for property damage arising from one incident.

Worker's Compensation

The Vendor agrees to maintain in force at all times during the performance of work under any contract worker's compensation insurance as required by the law. The Vendor shall require any subcontractor similarly to provide such compensation insurance for their respective employees.

Primary Coverage

The insurance provided by the Vendor shall be primary to any coverage available to the City. The insurance policies (other than workers compensation and professional liability) shall include provisions for waiver of subrogation.

Indemnification

Vendor agrees to accept all responsibility for loss or damage to any person or entity, including City, and to indemnify, hold harmless, and release the City, its Mayor, Councilmembers, officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including the Vendor, that arise out of, pertain to, or relate to Vendor's performance or obligations under any contract. The Vendor agrees to provide a complete defense for any claim or action brought against the City based upon a claim relating to Vendor's performance or obligations under any contract. The Vendor's defense, indemnification and hold harmless obligations under this Section apply whether or not there is concurrent negligence on City's part, but to the extent required by law, excluding liability due to City's conduct. City shall have the right to select its legal counsel at Vendor's expense, subject to Vendor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for the Vendor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

3.0 Proposal Format and Instructions

3.1 Proposal Format

In order to facilitate the analysis of responses to this RFP proposers are required to prepare their proposals in accordance with the instructions outlined in this section.

The City may make such investigations it deems necessary to determine the ability of the bidder to perform the work proposed. Conditional proposals will not be accepted.

If revisions become necessary to the RFP, the City will provide addenda to all proposers who have received the RFP. All addenda issued by the City must be so noted on any proposals that are submitted to the City. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in a proposal being deemed non-responsive to the RFP.

Proposals should be prepared as simply as possible and provide a straightforward concise description of the bidder's capabilities to satisfy the requirements of the RFP. Emphasis should be on accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled.

The proposal should be organized into the following major sections:

Proposal Section	Section Number
Transmittal Letter and Executive Summary	3.2
Project Approach and Software Solution	3.3
Implementation Methodology	3.4
Company Background and History	3.5
Key Proposed Personnel and Team Organization	3.6
Project Roles and Responsibilities	3.7
Project Schedule	3.8
Data Conversion Plan	3.9
Software Hosting	3.10
Hardware	3.11
Quality Assurance Plan	3.12
Sub-Contracting	3.13
References	3.14
Responses to Narrative Questions	3.15
Exceptions to Terms and Conditions	3.16
Price Proposal	3.17

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Each section shall be clearly labeled with the **proposal section and number in bold typeface**. Proposers may choose to use the provided templates, or utilize their own document.

Omission of (or unclear labeling of) any of the above proposal sections may result in proposer disqualification.

3.2 Transmittal Letter and Executive Summary

The Proposal should contain the Transmittal Letter and Executive Summary. The Transmittal Letter shall be signed by an authorized representative of the company such as the owner, partner, or in the case of a corporation, the President, Vice President, Secretary, or other corporate officer(s).

The Transmittal Letter must provide the Proposer's primary contact information, including the following:

1. Name of the Proposer representative
2. Title
3. Name of company
4. Address
5. Telephone number
6. E-mail address and
7. Signature of authorized officer of the firm

The Transmittal Letter shall be printed on the Proposer's letterhead and must include the following acknowledgement:

By signing this Transmittal Letter I acknowledge and accept that by submitting a Proposal in response to this solicitation, the Proposer submitting this Proposal, on whose behalf I am signing, shall be deemed to have accepted all specifications, terms, and general conditions and requirements set forth in and explained in this RFP, except any such specifications, terms, general conditions, and requirements that are explicitly identified in the Proposal.

The Executive Summary should provide a brief summary of the Proposal contents, emphasizing any unique aspects or strengths of the Proposal. The Executive Summary may be incorporated as part of the Transmittal Letter.

3.3 Project Approach and Software Solution

The Proposal should include a description of the proposed approach for providing the services described in Section 1.2 Project Summary. This section must also include a summary description of the capabilities for each functional in narrative format. The purpose of this summary is so that the City has a high-level understanding of the proposed solution. The narrative should be written for an audience of City staff who will utilize the system.

Marketing materials should not be submitted on the proposed functionality.

Proposers shall describe any assumptions made in Proposals in detail. These should include any assumptions related to the current City technical environment, staffing, project management approach, and City resources available during implementation and support phases.

This section must not exceed five pages (12 point font).

3.4 Implementation Methodology

The Proposal should include a comprehensive description of the proposed implementation methodology for the Project. The description should include how the Proposer has developed this methodology to both incorporate lessons learned from past experiences as well as to meet the needs described in Section 1.2.

The City has identified a tentative anticipated go-live of February 2025. In addition to this narrative section, vendors shall include a proposed Project schedule as required in section 3.8.

3.5 Company Background and History

The Proposal should include a comprehensive narrative history of the firm, including the development of its experience in providing services similar to those described in Section 1.2. The following points should be addressed in the Proposal.

1. Total number of employees
2. Office locations
3. Total number of active clients
4. Total number of active government clients
5. Total number of active city government clients
6. Total years offering government RMS systems
7. Largest active government installation including population
8. Smallest active government installation including population and
9. Other products offered by company

If a partnership with third-party companies is a part of a Proposal, the company background and history shall be provided for all third-party companies. It is expected that all of the points above shall be addressed for each company involved in a Proposal, prime or third-party.

3.6 Key Proposed Personnel and Team Organization

The Proposal should include the resumes of the proposed Project personnel as well as the structure of the proposed Selected Vendor Project Team. The resumes and structures shall be provided for the implementation team as well as the personnel involved in live operation and ongoing support and maintenance.

Resumes shall be specific to the actual personnel to be assigned to this Project for all primary roles. Resumes shall include the following information:

1. Name and title
2. Role on the project
3. Description of project roles and responsibilities
4. Relevant credentials and experience

The City reserves the right to require background checks be conducted on any individual conducting work as either an employee of the Vendor, or on the Vendor's behalf.

3.7 Project Roles and Responsibilities

The Proposal should include the proposed resource levels for the City Implementation Project Team and Selected Vendor Project Teams.

Proposers shall provide resource hour estimates by system module for each of the project activities.

3.8 Project Schedule

The Proposal should include the proposed Project schedule including major milestones, activities, and timing of deliverables.

3.9 Data Conversion Plan

The Proposal should include data conversion options for the City's current data.

3.10 Software Hosting

The Proposal shall include a full description of the Proposer's technical and operational capabilities for software hosting.

The Proposer shall include the following information in addition to this description:

1. Where are the data center and storage facilities?
2. Total number of active clients currently served by hosted solutions provided by your company.
3. How many years has your company provided hosted solutions?
4. How are hosted software applications deployed for use by numerous customers?
5. What availability and response time do you guarantee?
6. How many instances of unplanned outages have any of your customers experienced within the past five (5) years?
7. What is your process for notification of standard maintenance and down-time?

The Proposer shall provide relevant documentation related to any recent certifications related to their hosting technical and operation capabilities.

3.11 Hardware Requirements

Please clearly outline what hardware will be needed to utilize your product, with specific consideration given to:

- Database management
- Point of Sale transactions
- Facility sites

3.12 Quality Assurance Plan

The Proposal should include the proposed Quality Assurance Plan. This Plan should be based

on the Proposer's standard approach for achieving quality assurance.

3.13 Sub-Contracting

The Proposal should identify any of the required services that are proposed to be sub-contracted, if any.

3.14 References

The Proposal should identify the Proposer's references for the Project. Proposers shall provide at least five (5) City government clients with whom the Proposer has worked during the past three (3) years that are of similar size and complexity to the City.

If references are not available, an explanation shall be included.

If possible, the City prefers references that utilized the same Project Manager as will be used for this project.

3.15 Response to Narrative Questions

The Proposal should include the Proposer's response to the following narrative questions.

The total length of this section shall not exceed four pages (12 point font)

1. What sets your solution apart from your competitors?
2. Describe your customer support resources.
3. How does your proposed solution capture and process credit card data?
4. Describe your company's security process including PCI Compliance standards and disaster recovery plan and procedures.
5. Describe how your solution captures and reports on customer demographics including age, race, and gender.
6. Based on the information in the RFP, and your relevant experience, please identify the three most significant risks associated with implementation of your solution.
7. In addition to the product that you are proposing, are there any other modules or value adds that you would recommend that the City consider (please include a brief description of each and the cost).
8. Describe how your solution can interface with the City's financial management platform, BS&A
9. What decisions or modifications is your firm considering for the solution that is currently being proposed.
10. What is the current release number of the product being proposed?
11. When is the next release anticipated?
12. How long does implementation of your product (from contract signing to launch) typically take with a City the size of Roseville?
13. What other applications will the project being proposed integrate with to improve the City's implementation of parks and recreation programs and services?

3.16 Exceptions to Terms and Conditions

The Proposal should include any exception the Proposer takes to the terms and conditions set forth in this RFP. Proposer should identify the areas where they feel the requested service or product is not available, deviates from the specific requests, or is deemed to be an unwise or unwarranted approach. The Proposer will describe exceptions to the RFP and identify their impact to the City, including, but not limited to, workarounds, reductions in performance, capacity, flexibility, accuracy, and ultimately cost and value. The City reserves the right to disallow exceptions it finds are not in the best interests of the City. Any and all exceptions to the requirements of this RFP must be identified and fully explained in the submitted Proposal. It is the City's intention to be made aware of, any exceptions to terms or conditions prior to contract negotiations. Entering into negotiations with a Proposer who has identified such exceptions should not be interpreted as the City's acceptance of such exceptions.

3.17 Price Proposal

The Price Proposal shall consist of a detailed breakout of fees and services being provided, and the proposed length of the initial agreement.

Sections shall include:

- Price to launch
- Annual fees
- Credit Card processing fees charged by vendor
- Anticipated Credit Card processing fees charged by a third party
- Anticipated City of Roseville TOTAL cost:
 - Year 1
 - Year 2
 - Year 3

Any other information that details the proposal's pricing structure.

4.0 Evaluations

4.1 EVALUATION METHOD: The evaluation process is not meant to imply that one proposer is superior to any other, but rather that the selected proposer can provide and has proposed the best software and implementation approach for the City's current and future needs based on the information available and the City's best efforts of determination.

The City will evaluate all proposals deemed responsive to this RFP by a committee selected by the City. The initial evaluation will consider the qualifications, approach, and demonstrated experience of each respondent. Following the evaluation committee's analysis of the written proposals and discussions the responses will be ranked to establish the highest score.

A select number of proposers will be "short listed" required to provide a demonstration of their product to the scoring committee. The City also reserves the right to send out additional questions or request other materials from short listed proposers.

Discussions and negotiations may take place with the short list of proposers to ensure clarification and to obtain a best and final offer. The award will be based upon the proposal that is determined to be the most advantageous to the City. The scoring of RFP's will be decided using the weighted percentages shown in the following table:

Criteria	Description	Weight
Functional & Technical	This criterion considers the functional purpose of the various tools and modules needed in activities management, facility/rental management, point of sale management, credit card processing, reporting/financial reports, mobile responsiveness, ease of customer communication through system, cloud based system, ease of customer facing functions, and other functions to increase efficiency for both staff and customers. In evaluating the Proposer's products, the City will consider the business benefits and the business process improvements as a result of implementing the Proposer's products.	40%
Experience	This criterion considers the Proposer's references of similar sized government agencies, number of years providing recreation management software to agencies, and understanding of the scope of work needed to be successful.	15%
Support and Training	This criterion considers (1) the Proposer's support process including expected response time, and (2) the initial and ongoing training plans and resources available to support staff	15%
Cost	This criterion considers the price of the services solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to the other Proposers based on the first 3-year cost, excluding implementation cost.	30%

The vendor/s selected for an award will be the vendor/s whose proposal is responsive, responsible, and the most advantageous to the City, as determined by the City in its sole discretion. The City anticipates that all vendors will have a fair and reasonable opportunity to provide service.

REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.h.

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Truog

Item Description: Approve the renewal of a Short-Term Rental License for 770 Heinel Drive

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. On December 3, 2024, an application for renewal of this short-term rental license was submitted by the property owner. The property is a four bedroom, single family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as, the maximum occupancy of four or less unrelated adults or one family. The subject property's current short term rental license is valid through February 1, 2025. There have been no nuisance or property maintenance violations in the last five years that impact the ability of the license to be issued. Monthly payments of the required lodging tax have been submitted to the City. Short term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year.

Upon renewal, the license will be valid for 365 days from the expiration date of the current license and will be one of nine properties with a current short term rental license. A current copy of the license must be posted in the rental unit, along with current copies of City Code Sections 405, 407 and 602. A draft of the license is provided as Attachment B.

The applicant has supplied all required license information and paid the license fee. In accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires presentation to the City Council. Based upon the requirements outlined in ordinance, the property owner is entitled to the license.

Policy Objectives

Licensing required by Section 909, effective as of February 8, 2021.

Equity Impact Summary

Equity impacts were not evaluated.

Budget Implications

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

Staff Recommendations

Staff recommends approval of a one-year renewal of a Short-Term Rental License for 770 Heinel Drive.

Requested Council Action

By Motion, approve the renewal of the Short-Term Rental License for 770 Heinel Drive.

Prepared by: David Englund, Building Official

Attachments:

1. Application
2. Draft License

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File Date: [12/03/2024](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

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

Address: [770 Heinel Dr W Roseville MN 55113](#)

Custom Fields: UNIT DETAILS

Unit Type

[Single-Family Home](#)

Number of Bedrooms

[4](#)

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits

[↓](#)

Attestation to Payment of Lodging Tax

[↓](#)

Contact Info:	Contact Type	Organization Name	Contact Primary Address	Status	Name
	License Holder		Mailing: 3093 Avon St ...	Active	Tim Nguyen

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$530.45](#)

Total Fee Invoiced: [\\$530.45](#)

Balance: [\\$0.00](#)

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	License Issuance	Jan Rosemeyer			

Initiated by Product: ACA

ATTACHMENT B

City of Roseville Short-Term Rental License This certificate must be posted in the rental unit

This rental dwelling unit is hereby licensed in accordance with Chapter 909 of Roseville City Code.

- The Property Owner must comply with all requirements set forth in Roseville City Code. This license may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Licenses are non-transferable; new owners must apply for a new license.

License Number: STR-XXX

Owner: Tim Nguyen

Phone: 651-XXX-XXXX

Email: tbnguye@gmail.com

Address: 770 Heinel Dr. W

Expiration: 2/1/2026

The City, its designees, the City Council, or its officers, agents, or employees do not warrant or guarantee the safety, fitness, or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.

MINIMUM STANDARDS AND CODES FOR RENTAL UNITS including but not limited to:

In the Unit:

Carbon Monoxide (CO) Detectors must be within 10 feet of bedrooms; **Smoke Detectors** must be in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces. **CO and Smoke Detectors must NOT be disabled.**

Exits must be free from obstruction inside and out and **Exterior Doors** should open and close easily, be weather tight, and lock/unlock from the inside without a key or special knowledge.

The **Water Heater and Furnace** must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the **Water Heater must have a TPR valve and relief valve discharge pipe.**

Toilets must flush and **Bathrooms** must have an exhaust fan or window.

Taps must have working hot and cold water; no leaking pipes or dripping **Faucets**.

Outlets, Switches, and Panel Boxes must have covers; kitchens and bathrooms should have grounded **GFCI Outlets**.

Rooms used for sleeping should have 1 window or 2 approved means of egress.

Interior Walls, Ceilings, and Window Sills must be clean and free of peeling paint.

Floors must be structurally sound and **Flooring** in good condition with no trip hazards such as ripped carpet or missing tiles.

Working Light Fixtures must be in all halls, stairways, laundry rooms, and furnace rooms.

Handrails must be on all stairs with more than 4 steps and be firmly attached with no missing or loose spindles.

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours. Outdoor Storage of junk is prohibited.

Vehicles/Driveway/Parking:

All Vehicles parked outside must be parked on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

Please observe all No Parking signs. **Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.**

Do not put Snow into the street or onto neighboring properties.

Yard:

Grass/Weeds exceeding 8 inches are prohibited on any property.

Noise:

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the

source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

Power Lawn Mowers or other Power Equipment may be operated outside only between 7 AM and 9 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. Snow removal equipment is exempt.

Pets:

Keeping more than 2 Dogs requires a kennel license from the Police Department. Animal Waste must be removed regularly.

WHEN ISSUES ARISE

For an emergency, call 9-1-1

- For maintenance issues, contact the property owner (see contact information in box above).
- For legal matters (such as leases), contact the Minnesota Attorney General's Office at 651-296-3353 or www.ag.state.mn.us
- If the property owner is not maintaining the property, call Roseville Code Enforcement at 651-792-7014.

Minnesota Statute 504B.181, subd.2(b) requires landlords to notify residential tenants that the handbook Landlords and Tenants: Rights and Responsibilities is available to them. Published by the Office of the Minnesota Attorney General, the handbook can be accessed at www.ag.state.mn.us

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.i.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Approve a Short-Term Rental License for 329 South Owasso Blvd

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. On January 17, 2025, an application for a short-term rental license was submitted by the property owner (Attachment A). The property is a two-bedroom, single family home. The property owner has certified and attested to the requirement of lodging tax payment, as well as, the maximum occupancy of four or less unrelated adults or one family. There have been no nuisance or property maintenance violations in the last five years that impact the ability of the license to be issued. Short term rental licenses include the requirement of minimum stays based on on-season (10 days) and off-season (7 days) times of the year.

Upon issuance, the license will be valid for 365 days from the approval date and will be one of ten properties with a current short term rental license. A current copy of the license must be posted in the rental unit, along with current copies of City Code Sections 405, 407 and 602. A draft of the license is provided as Attachment B.

The applicant has supplied all required license information and paid the license fee. In accordance with Section 909.03, the process for licensure is outlined in Chapter 301, which requires presentation to the City Council. Based upon the requirements outlined in ordinance, the property owner is entitled to the license.

Policy Objectives

Licensing required by Section 909, effective as of February 8, 2021.

Equity Impact Summary

Equity impacts were not evaluated.

Budget Implications

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

Staff Recommendations

Staff recommends the approval of a one-year Short-Term Rental License for 329 South Owasso Blvd.

36 **Requested Council Action**

37 By Motion, approve the Short-Term Rental License for 329 South Owasso Blvd.

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Prepared by: David Englund, Building Official

Attachments: 1. Application
2. Draft License

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File Date: [01/17/2025](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

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

Address: [329 South Owasso Blvd W Roseville MN 55113](#)

Custom Fields: UNIT DETAILS

Unit Type

[Single-Family Home](#)

Number of Bedrooms

[2](#)

CERTIFICATION AND ATTESTATION

Attestation to Occupancy Limits

[↓](#)

Attestation to Payment of Lodging Tax

[↓](#)

Contact Info:	Contact Type	Organization Name	Contact Primary Address	Status	Name
	Property Owner		Mailing: 329 S OWASSO ...	Active	Dave Rustad

Owner Name:

Owner Address:

DBA Name:

Total Fee Assessed: [\\$556.20](#)

Total Fee Invoiced: [\\$556.20](#)

Balance: [\\$0.00](#)

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	License Issuance	Jan Rosemeyer			

Initiated by Product: ACA

City of Roseville Short-Term Rental License
This certificate must be posted in the rental unit

This rental dwelling unit is hereby licensed in accordance with Chapter 909 of Roseville City Code.

- The Property Owner must comply with all requirements set forth in Roseville City Code. This license may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Licenses are non-transferable; new owners must apply for a new license.

License Number: STR-XXX

Owner: Dave Rustad

Phone: 651-XXX-XXXX

Email: daverustad@comcast.net

Address:

329 South Owasso Blvd.

Expiration: 2/1/2026

The City, its designees, the City Council, or its officers, agents, or employees do not warrant or guarantee the safety, fitness, or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.

MINIMUM STANDARDS AND CODES FOR RENTAL UNITS including but not limited to:

In the Unit:

Carbon Monoxide (CO) Detectors must be within 10 feet of bedrooms; **Smoke Detectors** must be in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces. **CO and Smoke Detectors must NOT be disabled.**

Exits must be free from obstruction inside and out and **Exterior Doors** should open and close easily, be weather tight, and lock/unlock from the inside without a key or special knowledge.

The **Water Heater and Furnace** must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the **Water Heater must have a TPR valve and relief valve discharge pipe.**

Toilets must flush and **Bathrooms** must have an exhaust fan or window.

Taps must have working hot and cold water; no leaking pipes or dripping **Faucets**.

Outlets, Switches, and Panel Boxes must have covers; kitchens and bathrooms should have grounded **GFCI Outlets**.

Rooms used for sleeping should have 1 window or 2 approved means of egress.

Interior Walls, Ceilings, and Window Sills must be clean and free of peeling paint.

Floors must be structurally sound and **Flooring** in good condition with no trip hazards such as ripped carpet or missing tiles.

Working Light Fixtures must be in all halls, stairways, laundry rooms, and furnace rooms.

Handrails must be on all stairs with more than 4 steps and be firmly attached with no missing or loose spindles.

Extension Cords may be used only for portable appliances.

Address Numbers must be clearly visible from the street.

Occupancy:

Rental Units may house 4 unrelated adults or 1 family.

Storage/Waste:

Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours. Outdoor Storage of junk is prohibited.

Vehicles/Driveway/Parking:

All Vehicles parked outside must be parked on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

Please observe all No Parking signs. **Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.** Do not put Snow into the street or onto neighboring properties.

Yard:

Grass/Weeds exceeding 8 inches are prohibited on any property.

Noise:

Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the

source between 10 PM and 7 AM. **Additionally, any Events (like parties) that disturb others are prohibited.**

Power Lawn Mowers or other Power Equipment may be operated outside only between 7 AM and 9 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. Snow removal equipment is exempt.

Pets:

Keeping more than 2 Dogs requires a kennel license from the Police Department. Animal Waste must be removed regularly.

WHEN ISSUES ARISE

For an emergency, call 9-1-1

- For maintenance issues, contact the property owner (see contact information in box above).
- For legal matters (such as leases), contact the Minnesota Attorney General's Office at 651-296-3353 or www.ag.state.mn.us
- If the property owner is not maintaining the property, call Roseville Code Enforcement at 651-792-7014.

Minnesota Statute 504B.181, subd.2(b) requires landlords to notify residential tenants that the handbook Landlords and Tenants: Rights and Responsibilities is available to them. Published by the Office of the Minnesota Attorney General, the handbook can be accessed at www.ag.state.mn.us

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/27/2025

Item No.: 10.j.

Department Approval



City Manager Approval



Item Description: Approve contract with MN BCA to conduct Fire Department background checks

Background

The MN BCA has been performing background checks for pre-employment processes for the fire department for several years. This contract is a renewal of that service.

Policy Objectives

To assist the fire department in continuing to recruit, hire, and retain high quality applicants into the fire department.

Equity Impact Summary

No equity impact analysis was done with this request.

Budget Implications

None.

Staff Recommendations

Approve contract with MN BCA to continue to perform background checks for fire department pre-employment candidates.

Requested Council Action

Approve contract with MN BCA to continue to perform background checks for fire department pre-employment candidates.

Prepared by: Chief David Brosnahan

Attachments: 1. Roseville Fire Dept_NCJA Background Check_JPA



Joint Powers Agreement

State of Minnesota

Federal Background Checks

ORI – NCJMN0131
SWIFT Contract # 260985

This Agreement is between the State of Minnesota, acting through its commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Roseville on behalf of its Fire Department ("Governmental Unit").

Recitals

- 1 Under Minnesota Statutes § 471.59, the BCA and Governmental Unit are empowered to engage in such agreements as are necessary to exercise their powers.
- 2 The BCA is the State Identification Bureau for the State of Minnesota and is responsible for fingerprint identification services including submission of civil, fingerprint-based background checks to the Federal Bureau of Investigation ("FBI") subsequent to conducting Minnesota records checks.
- 3 The Governmental Unit has a state statute, Minnesota Statutes, § 299F.035, that has been approved by the United States Attorney General as compliant with Public Law 92-544.
- 4 The Governmental Unit wants to access federal data in support of its duties to conduct background checks as provided by law.
- 5 The purpose of this Joint Powers Agreement is to memorialize the requirements for Governmental Unit to obtain access and the limitations that apply to the information that Governmental Unit obtains.

Agreement

- 1 **Term of Agreement**
 - 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2.
 - 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.
- 2 **Agreement Between the Parties**
 - 2.1 **Request Submission.** Governmental Unit agrees that it will collect fingerprints from those individuals for whom a Minnesota and federal fingerprint-based background check will be conducted. Governmental Unit will forward the fingerprints and other documentation to the BCA. The fingerprints will be captured so they meet the requirements of National Institute of Standards and Technology Special Publication 500-290. The Governmental Unit will ensure that all fields required on the fingerprint card are completed.

Fingerprints received by Governmental Unit will be forwarded to the BCA using a secure method.

- 2.2 **Request Processing.** On receipt of fingerprints that conform to the requirements of Clause 2.1, the BCA will conduct a check of the Minnesota criminal history repository

for any records that match the fingerprints submitted. Any results of a fingerprint match in Minnesota will be returned to the Governmental Unit with the federal results.

The BCA will also forward the fingerprints to the FBI for processing. The BCA will receive the response from the FBI, redact any data the Governmental Unit is not entitled to receive and forward the results to the Governmental Unit.

- 2.3 Policies.** The FBI and BCA have laws and policies on access, use, audit, dissemination, screening (pre-employment), security, training, and use of the criminal history results. These FBI and BCA policies, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us//noncrim/launchpad/index.pl>. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement.
- 2.4 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.5 Requirement to Update Information.** The parties agree that if there is a change to any of the information, whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change.
- 2.6 Compliance with Personnel Security Requirements.** Per Minnesota Statutes § 299C.46, employees of a Governmental Unit who review results of background checks will be required to take security awareness training and pass a federal, fingerprint-based background check. Any information technology staff who support the work of Governmental Unit and who have physical or logical access to criminal history information will also be required to take security awareness training and pass a federal, fingerprint-based background check and may need to sign a security addendum certification. All required training by Governmental Unit employees will be completed prior to reviewing or handling background checks.

3 Payment

Governmental Unit will pay the BCA for all services performed under this Agreement. For each background check that is processed by BCA, Governmental Unit will pay the fee identified at <https://dps.mn.gov/divisions/bca/Documents/Background-check-fees.pdf>. There is an additional \$10.00 fee if the fingerprints are taken at BCA.

4 Authorized Representatives

BCA's Authorized Representative is the person below, or her successor:

Name: Diane Bartell, Deputy Superintendent
Address: Dept. of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue East
Saint Paul, MN 55106
Telephone: 651.793.2590
Email Address: Diane.Bartell@state.mn.us

Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: David Brosnahan, Fire Chief
Address: 2701 Lexington Ave N
Roseville, MN 55113
Telephone: 651.792.7099
Email Address: david.brosnahan@ci.roseville.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except that described in Clause 2.5 above, must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, or their successors in office.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Torts Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by the Minnesota Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

7 Audits

- 7.1** Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, State Auditor, or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2** Under applicable state and federal law and policy, the Governmental Unit's records are subject to examination by the BCA and the FBI to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The BCA and Governmental Unit must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minnesota Statutes §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the BCA or the Governmental Unit.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of

Governmental Unit.

9.1 Investigation. Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal law, state law, and policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions.

9.2.1 Under this Agreement, Governmental Unit must determine if and when an involved Individual User is disciplined due to inappropriate use of data. Governmental Unit may decide to suspend or terminate access and the decision must be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to temporarily suspend or eliminate an Individual User's access to data and will notify Governmental Unit if an Individual User is affected.

9.2.2 If the BCA determines the Governmental Unit has jeopardized the integrity of the information, BCA may temporarily stop providing some or all the information under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within 30 days of the affected party receiving that notice.

12 E-Verify Certification (In accordance with Minnesota Statutes § 16C.075)

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed by the BCA, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the

Governmental Unit. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the *E-Verify Subcontractor Certification Form* available at <http://www.mmd.admin.state.mn.us/doc/VerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the BCA upon request.

13 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and 10. Venue.

BCA and the Governmental Unit indicate their agreement and authority to execute this Agreement by signing below.

GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

By and Title: _____
(with delegated authority)

Date

COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date

FUTURE MEETING AGENDA HIGHLIGHTS

January 27, 2025

February 10, 2025 – City Council Meeting

- Consider Minor Plat – 517 Roselawn
- Discuss Less Mow May
- Review RFP for Architect for re-use of Maintenance Facility

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
- Receive Equity and Inclusion Commission Update

March 3, 2025 – City Council Meeting

- Receive Presentation from Twin Cities North Chamber of Commerce

March City Council/EDA Meetings

- 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		