



City Council Agenda

Monday, February 10, 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: Strahan, Schroeder, Groff, Bauer, 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**
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Consider Lake Owasso Safe Boating Association's request for permit renewal of the water-ski slalom course on Lake Owasso
- 6:25 p.m. b. Hold a public hearing and consider a request to approve a plat at 571 Roselawn Avenue (PF24-022)
- 6:40 p.m. c. Less Mow May Discussion
- 7:10 p.m. d. Draft Request for Proposals for Architectural Services
- 7:40 p.m. e. Recieve Update on Commissioner Application Process
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 7:50 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from January 13, 2025 City Council Meeting
b. Approve Minutes from January 13, 2025 EDA Meeting
- 7:55 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve General Purchases Exceeding \$10,000 or Sale of Surplus
c. Approve the renewal of a Short-Term Rental License for 1901 Ryan Avenue
d. Approve Professional Services Agreement with Tubman
e. Authorize Mayor and City Manager to execute a Professional Services Agreement with the Saint Paul Area Chamber of Commerce and a Cooperative Funding Agreement with the cities of Maplewood and St. Paul regarding continued funding of the Rice & Larpenteur Alliance
f. Approve Acceptance of Additional Funding Through the State of Minnesota Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant Award
g. Approve Acceptance of Crisis Response Grant Funds through the Minnesota Office of Justice
h. Approve Agreement for a Professional Service Agreement Template for Police

Contracted Overtime

- i. Accept 2024 Body-Worn Camera Audit Report
- j. Declare Vacancy for Additional Opening on Parks and Recreation Commission

8:00 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

- a. Future Agenda Review

8:10 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Consider Lake Owasso Safe Boating Association's request for permit renewal of the water-ski slalom course on Lake Owasso

Background

In 1997, the Lake Owasso Task Force presented a series of recommendations to the Roseville City Council. In the resolution taking action on the recommendations, the Council agreed it would be the policy of the City of Roseville to provide for public comment at Council meetings regarding requests for permits on lakes.

The Lake Owasso Safe Boating Association has had a slalom course on Lake Owasso for 56 years. The association is requesting approval to have the course in place for the 2025 season. It will be in the same location as past years. The association provided a copy of their certificate of insurance.

Policy Objectives

The Lake Owasso Safe Boating Association requests approval for placement of a water ski slalom course for the 2025 season.

Equity Impact Summary

Upon review, staff has not identified any racial equity impacts with this request for council action.

Budget Implications

There are no financial impacts to the City.

Staff Recommendations

Staff recommends allowing for public comment and approving Lake Owasso Safe Boating Association's request to apply for a permit from the Ramsey County Sheriff for a water ski course on Lake Owasso.

Requested Council Action

Motion approving Lake Owasso Safe Boating Association's request to apply for a permit from the Ramsey County Sheriff for a water ski course on Lake Owasso for the 2025 season.

Prepared by: Deputy Chief Joe Adams

Attachments: 1. Lake Owasso Insurance Certificate

January 2, 2025

Chief Scheider
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Chief Scheider:

The Lake Owasso Safe Boating Association (LOSBA) is respectfully requesting approval for permit renewal of the water-ski slalom course on Lake Owasso. The location remains identical as in the past fifty-seven years. Enclosed is a copy of our 2025 renewed insurance certificate including details on additional insured.

Contacts:

Steve Youngquist
391 South Owasso Blvd.
Roseville, MN 55113
612-419-9454

Tony Starr
3048 West Owasso Blvd
Roseville, MN 55113
651-503-3273

If there is additional information we can provide, please let us know.

Thank you



Joe Bester
460 West Horseshoe Drive
Shoreview, MN 55126
651-260-3408
jebester@msn.com

CERTIFICATE OF INSURANCE

PRINT DATE: 1/2/2025

CERTIFICATE NUMBER: 202501021095120

AGENCY:

Edgewood Partners Insurance Center
5909 Peachtree Dunwoody Road, Suite 800
Atlanta, GA 30328
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Water Ski & Wake Sports, Inc. Lake Owasso Safe Boating Association
2701 Lake Myrtle Park Rd.
Auburndale FL 33823

INSURERS AFFORDING COVERAGE:

INSURER A: Clear Blue Insurance Company NAIC #28860

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X Occurrence	CZ26INGL0004-02	1/1/2025 12:01 AM	1/1/2026 12:01 AM	GENERAL AGGREGATE (Per Event) \$4,000,000
	X Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	X Occurrence	CZ27IN3X0003-02	1/1/2025 12:01 AM	1/1/2026 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

The certificate holder is an Additional Insured with respect to liability arising out of the negligence of the Named Insured as per the following endorsement: Additional Insured (Form CB 03 03).

Coverage only applies with respect to tournaments, practices, exhibitions, clinics and related activities sanctioned and approved by USA Water Ski & Wake Sports, Inc.

CERTIFICATE HOLDER:

City of Roseville
2660 Civic Center Drive
Roseville MN 55126

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Hold a public hearing and consider a request to approve a plat at 571 Roselawn Avenue (PF24-022)

Background

General Application and Site Information

Property Owner and Applicant: Edward Sweeney

Location: 571 Roselawn Avenue

Application Submitted and Considered Complete: December 19, 2024

City Action Deadline: April 18, 2024

Land Use Context	Existing Land Use	Guiding	Zoning
Site	one-family residential, detached	LR	LDR
North	one-family residential, detached	LR	LDR
West	one-family residential, detached	LR	LDR
East	one-family residential, detached	LR	LDR
South	park	POS	PR

The subject site is approximately one acre and 175 feet in width, and includes Lot 2 and part of Lot 1 of the *Montgomery's Lake View Addition to St. Paul* plat as well as a portion of the recently vacated Carlisle Avenue right-of-way, abutting the northern side of the property. As a former farm, there are some barns and other accessory structures near the middle of the property, and the original home is in the southwest corner. The applicant proposes to remove the two largest accessory structures and retain the existing house, addressed as 571 Roselawn Avenue, on the west half of the existing parcel (i.e., Lot 1 in the proposed *Sweeney Addition* plat) and create one additional lot (i.e., Lot 2). Subdivision proposals resulting in three or fewer lots are considered a minor plat, requiring the City Council to hold the public hearing.

Legislative Authority

When considering subdivision requests, the role of the City is *quasi-judicial*; to determine the facts associated with a particular proposal and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely to be entitled to the approval. The City is, however, able to add conditions to a subdivision approval to ensure that potential impacts on parks, schools, roads, storm sewers, and other public

infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

Public Hearing

The purpose of the public hearing for such an application is to *consult* the public; it is an opportunity for the public to learn the relevant facts about the proposal, ask clarifying questions, and provide input pertaining to the relevant facts as well as the analysis of the facts presented by City staff.

Preliminary Plat Analysis

Detailed plans supporting the proposed plat are included with this RCA as Attachment 3. Roseville's Development Review Committee (DRC) met to review the proposed subdivision plans; some of the comments and feedback based on the DRC's review of the application are included in the analysis below, and the full comments offered in memos prepared by DRC members are included with this RCA in Attachment 4.

Proposed Lots

The minimum width of lots for one-family, detached homes in the LDR zoning district is 85 feet. The proposed Lots 1 and 2 are both nearly 88 feet wide. A detached home is also required to have a minimum lot area of 9,350 square feet of area; both of the proposed lots exceed 23,000 square feet.

Setbacks

Building setbacks are not specifically reviewed and approved as part of a plat application, but the existing house and the new building footprint on proposed Lot 2 represented in the preliminary development plans both appear to conform to all the minimum property line setbacks of the LDR district. The two existing accessory structures near the front of Lot 2 and the proposed boundary between Lots 1 and 2 would encroach into the required minimum setbacks, but demolition permits have already been issued to remove them and reclaim the lumber for other projects. Additionally, although the westernmost of the two existing driveways into the property will no longer meet the minimum setback from the proposed new lot boundary, Planning Division staff does not recommend making its removal a condition of the plat approval. Instead, staff recommends eliminating the nonconforming driveway at such time as there is a specific plan for improving the property, in conjunction with an application for a permit to build a home on Lot 2.

Utilities and Storm Water

The attached memo from the City Engineer indicates:

- Water and sanitary sewer service mains are available to the property.
- The site can meet Roseville's stormwater standards.
- Because the storm sewer improvements within the site are being designed to treat storm water from the adjacent portion of Roselawn Avenue, the City will accept and maintain the BMP as a public basin.

Tree Preservation

The tree preservation and replacement requirements in §1011.04 of the City Code provide a way to quantify the amount of tree material being removed for a given project and to calculate the resulting tree replacement obligation. The applicant has provided a survey and inventory of some 50 trees, as shown in Attachment 3, some of which have been identified by the forester as dead or in poor condition. Several trees of poor and declining quality near the middle of the property were removed by the applicant last spring but, because these trees were well outside of the area of the lot that would likely be graded or excavated for future development, those trees are exempt from the replacement calculation. Conservatively, the only trees that might be affected either by the demolition of the accessory structures or by future development of a new home on Lot 2 are those with ID numbers 4-7. After excluding the dead, dying, and removed trees from consideration, 30 trees remain in the tree preservation calculation and the potential removal of four of those trees for new development would not elicit a requirement to

plant replacement trees.

Park Dedication

The proposed two-lot plat of the existing parcel would represent a net increase of one developable lot, the City could accept a dedication of up to approximately 0.1 acres of park land (pursuant to the requirement to dedicate up to 10% of the land of the 1-acre development site) or a dedication of cash-in-lieu of land, or an equivalent combination of land and cash. The Parks and Recreation Commission reviewed the proposal at its meeting of January 7, 2025, and recommended a dedication of \$4,250 in lieu of land, based on the 2025 park dedication fee of \$4,250 per net residential unit, to satisfy the park dedication requirement.

Public Comment

As of the time this RCA was drafted, Planning Division staff had not received any communication from the public.

Policy Objectives

- Establish public-private partnerships to ensure life-cycle housing throughout that City attracts and retains a diverse mix of people, family types, economic statuses, ages, and so on.
- Ensure all subdivisions of land lying within the incorporated limits of the City fully comply with the regulations set forth in the Subdivision Code or Subdivision Variances are granted where necessary. Regulations and requirements for the subdivision of land are necessary to preserve the health, safety, general welfare, convenience, and good order of the community.

Equity Impact Summary

This analysis is not indicated for quasi-judicial land use decisions.

Budget Implications

Acquisition of park dedication of \$4,250.

Staff Recommendations

Adopt a resolution approving the proposed Sweeney Addition plat, based on the content of this RCA, public input, and City Council deliberation, with the following conditions:

1. Pursuant to the memo from Public Works staff in Attachment 4 of this RCA, the applicant shall:
 - a. Dedicate easements as indicated in the preliminary plat; and
 - b. Transfer approved storm water management BMPs to the City; upon acceptance, Roseville will assume long term maintenance of the public BMPs.
2. In accordance with the recommendation of the Parks and Recreation Commission, the applicant shall dedicate cash in lieu of park land in the amount of \$4,250 prior to filing the plat at Ramsey County.

Requested Council Action

Adopt a resolution approving the proposed Sweeney Addition plat, based on the content of this RCA, public input, and City Council deliberation, with the following conditions:

1. Pursuant to the memo from Public Works staff in Attachment 4 of this RCA, the applicant shall:
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- 2. In accordance with the recommendation of the Parks and Recreation Commission, the applicant shall dedicate cash-in-lieu of park land in the amount of \$4,250 prior to filing the plat at Ramsey County.

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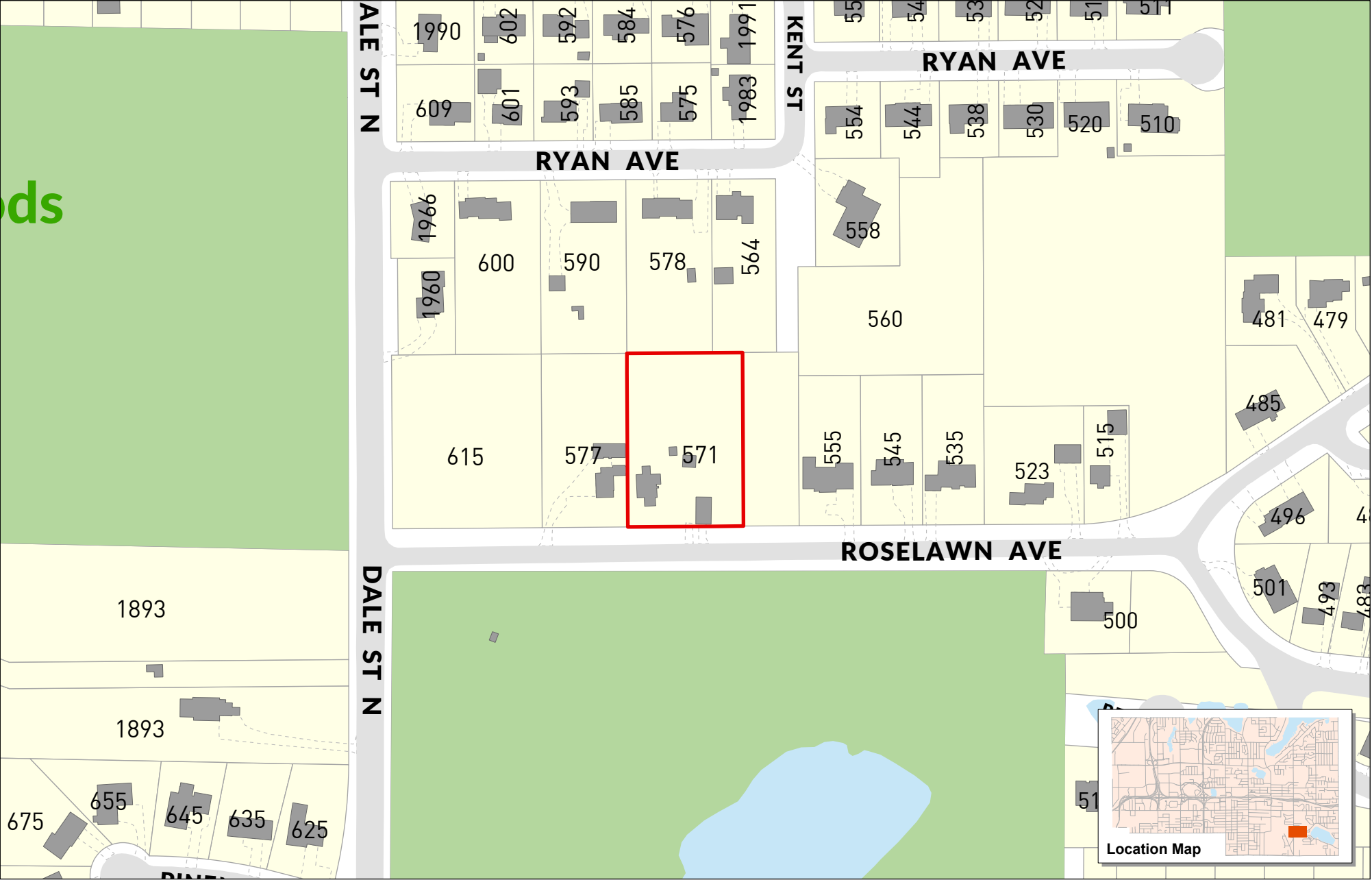
Prepared by: Bryan Lloyd, Senior Planner

Attachments:

- 1. Area Map
- 2. Aerial Photo
- 3. Plans
- 4. DRC and Public Comment
- 5. Draft Resolution

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Attachment 1: Planning File 24-022



Attachment 2: Planning File 24-022



Prepared by:
Community Development Department
Printed: February 3, 2025

Data Sources

- * Ramsey County GIS Base Map (12/31/2024)
- * 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.

0 50 100 Feet



PRELIMINARY PLAT OF "SWEENEY ADDITION"

ADDRESS: 571 ROSELAWN AVENUE WEST, ROSEVILLE, MN
PID#132923230092
FOR: EXCEPTIONAL PROPERTIES, INC.

LEGAL DESCRIPTION

Lots 1 and 2, Block 3, Montgomery's Lake View Addition to St. Paul, Ramsey County, Minnesota lying West of the East 52.00 feet of said Lot 1.
Together with that part of vacated Carlisle Avenue and Kent Street, accruing thereto, by reason of the vacation thereof.

BENCHMARK

Ramsey County Benchmark No. 9165
Elevation = 903.352 (NAVD88)

AREA CALCULATIONS

TOTAL LOT = ±46,421 sf (±1.06 acres)

ZONING

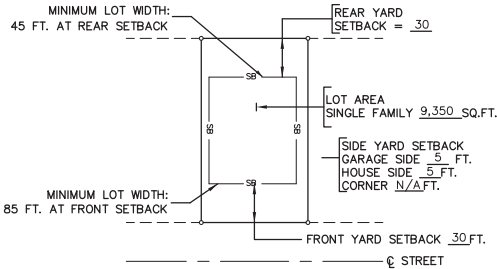
EXISTING ZONING: LDR-1
PROPOSED ZONING: LDR-1

APPLICANT
EXCEPTIONAL PROPERTIES, INC.
EDWARD SWEENEY, PRESIDENT
PO BOX 601
CORONA DEL MAR, CA 92625-0601
(651) 457-6108
EDWARD.SWEENEY@GMAIL.COM

SURVEYOR / LAND PLANNER
ACRE LAND SURVEYING, INC.
9140 BALTIMORE STREET NE
SUITE 100
BLAINE, MN 55449
(763) 238-6278
JOSHUA P. SCHNEIDER, PLS
J.S.ACRELANDSURVEY@GMAIL.COM

ENGINEER
CIVIL METHODS, INC.
1551 LIVINGSTON AVENUE
SUITE 104
WEST ST. PAUL, MN 55118
(763) 210-5713
DAVE POGGI, PE

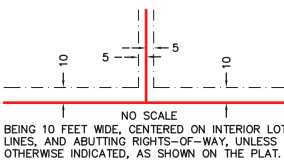
LOT DATA



LEGEND

- DENOTES IRON MONUMENT SET
- DENOTES IRON MONUMENT FOUND
- ⊙ DENOTES MISCELLANEOUS MANHOLE
- ⊠ DENOTES TELEPHONE BOX
- ⊞ DENOTES SANITARY SEWER MANHOLE
- ⊟ DENOTES STORM SEWER MANHOLE
- ⊡ DENOTES CATCH BASIN
- ⊢ DENOTES FIRE HYDRANT
- ⊣ DENOTES OVERHEAD WIRE
- ⊤ DENOTES EXISTING RETAINING WALL
- ⊥ DENOTES WATERMAIN
- ⊦ DENOTES SANITARY SEWER
- ⊧ DENOTES STORM SEWER
- ⊨ DENOTES CONCRETE
- ⊩ DENOTES BITUMINOUS
- ⊪ DENOTES TELEPHONE BOX
- ⊫ DENOTES EXISTING TREE & TAG #
- ⊬ DENOTES EXISTING STUMP/DIAMETER

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



SITE DATA

TOTAL SITE AREA.....46,421 sq. ft.
TOTAL LOT AREA.....46,421 sq. ft.
TOTAL NUMBER OF LOTS.....2
AVERAGE LOT.....23,210 sq. ft.
SITE DENSITY.....1.88 lots/acre

GENERAL NOTES

- Bearings shown hereon are based on NAD83-2011.
- Elevations shown are based on NAVD88 datum.
- Information shown on this survey, taken from Title Commitment No. DC243116, dated November 27, 2024 at 7:00am, prepared by DCA Title - The Title Team.

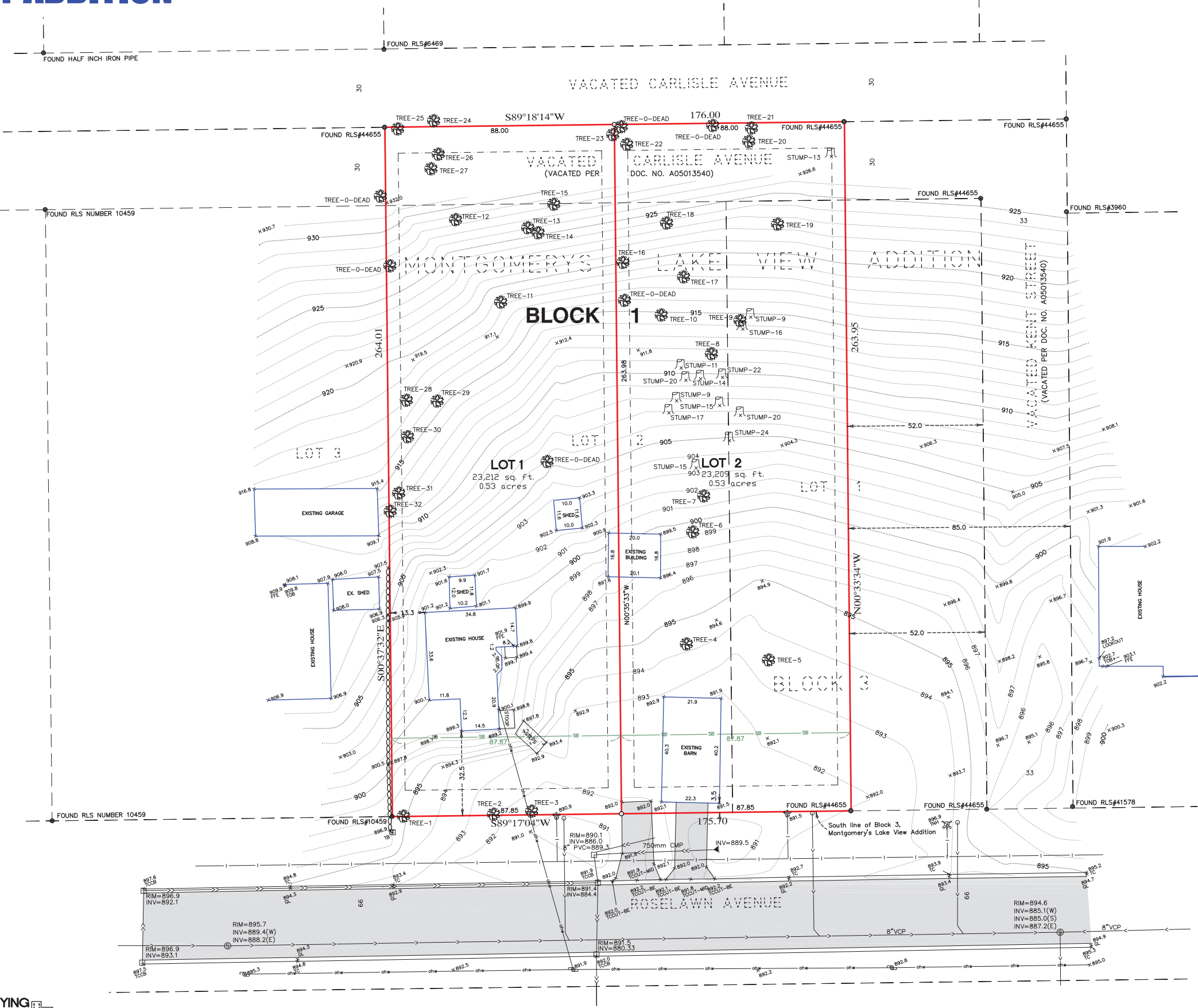
I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

JOSHUA P. SCHNEIDER

Revised: 12-18-24 (add tree locations/misc)
Date: 12-5-24 Reg. No. 44655

JOB #23119

ACRE LAND SURVEYING
9140 Baltimore Street NE
Suite 100, Blaine, MN
763-238-6278 js.acrelandsurvey@gmail.com





1. The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of C/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data". Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
2. Topographic survey completed by Acre Land Surveying.
3. Construction shall comply with all applicable governing codes. Reference latest edition of City Standards and Mn/DOT Specifications for Construction.
4. Damaged items or property shall be repaired or replaced at Contractor's expense.
5. Contractor shall install silt fencing at property line as necessary.
6. Protect existing sanitary risers and curb stops; install cast iron frame and casting in driveway areas or adjust existing to new grade (Ford A-1 or equal).
7. Contractor shall confirm condition of existing sanitary service; replace or line if necessary as required by City.

1. Pipe sewer per Mn/DOT 2503 and structures per Mn/DOT 2506
2. PVC storm pipe shall be SDR 26 or Schedule 40.
3. Dual-wall Corrugated Polyethylene Pipe may be used as indicated on plans and shall conform to AASHTO M 245 or the AASHTO Standard Specifications for Highway Bridges for storm sewer pipe sizes 12" to 36". Joints shall be bell and spigot push-on-type, soil-tight and water-tight per ASTM D3212 and F477.
4. Plastic pipe connections at manholes require A-LOK or WaterStop gasket or boot, cast-in-place rubber boot, or approved equal. If necessary, Consel CS-231 waterstop sealant may be used if approved by engineer.
5. An adequate coupling shall be used to connect to existing pipe with a water-tight connection.
6. All water must be kept out of the bell of the pipe until the joint is completed.

1. ACI 330 R-08, ACI 330.1-03 Specifications and Mn/DOT Specification Section 2531 shall apply to ready-mixed concrete pavement materials, construction, curing, and quality control for curb and gutter construction and miscellaneous concrete work.
2. The concrete mix to be used shall be 3F52 for manual or slip form placement (2531).
3. Provide contraction and expansion jointing per Mn/DOT 2531; curb contraction joints shall be placed at even increments of 10 feet.
4. All concrete shall be coated with white pigmented curing compound immediately after finishing is complete in accordance with Mn/DOT 3754, meeting ASTM C309, Type 2.
5. Testing and inspection requirements per ACI-330.1-03. Contractor responsible for testing per ASTM C344. Concrete failing to meet strength shall be remedied as appropriate. Concrete tests for slump, air content, density, and temperature shall be performed at least once per day. All testing results shall be distributed to the Owner / Engineer for review.
6. Minimum 6" depth of Class 5 aggregate base shall be furnished under all curbs. All base material shall be compacted to 100% Standard Proctor upon the prepared subgrade.
7. Base course shall be moist, but not saturated during concrete placement. Apply water no less than 6 hours before placement; if base dries, sprinkle water to moisten to avoid pools.

1. Trench excavations shall be in accordance with the requirements of CEAM Standard Specifications Section 2600.3B
2. Granular Bedding and Granular Encasement – Bedding and granular encasement materials used in the pipe zone area (4' below the pipe to 12' over the pipe) shall conform to Mn/DOT 3149.2F.
3. Backfill material shall consist of soil from trench; in the case of unsuitable material, backfill shall consist of Mn/DOT 3149.D1.
4. Bedding and encasement shall be compacted to 90% Standard Proctor using Specified Density Method, or as recommended by manufacturer, whichever is denser.
5. Backfill shall be compacted in 12" lifts to Specified Density Method:
 - 5.1. 100% Standard Proctor from subgrade elevation down 3 feet.
 - 5.2. 95% Standard Proctor from bottom of excavation up to 3 feet below
6. Backfill material around all manholes, catch basins, valve boxes, curb boxes, and hydrants shall be compacted with hand-machines. The maximum lift thickness shall be 6 inches.



C101

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.



DAVID M. POGGI

DATE: 12-06-2024

LIC. NO.: 44573

DESIGNED: DMP

DRAWN: DMP

CHECKED: KEB

DATE / REVISION:
12-06-2024 Review Set. PRELIMINARY - NOT FOR CONSTRUCTION

571 ROSELAWN AVE W
EDWARD SWEENEY
ROSEVILLE, MN

UTILITIES

ID #	Species	Div	DBH/Height	Class	Mod DBH	Exempt	Mod Class	Remove
1	Walnut, black		26	Significant	26		Significant	
2	Walnut, black		24	Significant	24		Significant	
3	Walnut, black		17	Significant	17		Significant	
4	Walnut, black		17	Significant	17		Significant	1
5	Walnut, black		20	Significant	20		Significant	1
6	Pine, red	1	20	Common	6		Common	1
7	Maple, silver		43	Heritage	43		Heritage	1
8	Maple, silver		12	Significant	12		Significant	
9	Maple, silver		25	Significant	25		Significant	
10	Maple, silver		13	Significant	13		Significant	
11	Maple, silver		26	Significant	26		Significant	
12	Elm, siberian		19	Significant	19		Significant	
13	Elm, american		7	Common	7		Common	
14	Walnut, black		6	Common	6		Common	
15	Maple, silver		24	Significant	24		Significant	
16	Maple, silver		13	Significant	13		Significant	
17	Maple, silver		21	Significant	21		Significant	
18	Maple, silver		30	Heritage	30		Heritage	
19	Elm, american		9	Common	9		Common	
20	Boxelder		19	Significant	19		Significant	
21	Boxelder		11	Common	11		Common	
22	Maple, silver		15	Significant	15		Significant	
23	Elm, american		20	Significant	20		Significant	
24	Elm, american		20	Significant	20		Significant	
25	Elm, american		15	Significant	15		Significant	
26	Elm, american		8	Common	8		Common	
27	Elm, american		19	Significant	19		Significant	
28	Walnut, black		12	Significant	12		Significant	
29	Walnut, black		13	Significant	13		Significant	
30	Walnut, black		7	Common	7		Common	
31	Walnut, black		19	Significant	19		Significant	
32	Elm, american		12	Significant	12		Significant	
A	Willow, black		45	Heritage	45	1	Exempt	1
B	Ash, green		10	Common	10	1	Exempt	1
C	Ash, green		8	Common	8	1	Exempt	1
D	Boxelder		9	Common	9	1	Exempt	1
E	Elm, american		25	Significant	25	6	Exempt	1
F	Boxelder		21	Significant	21	1	Exempt	1
i	Elm, siberian		10	Common	10	6	Exempt	1
ii	Elm, siberian		15	Significant	15	6	Exempt	1
iii	Elm, siberian		15	Significant	15	6	Exempt	1
iv	Elm, siberian		15	Significant	15	6	Exempt	1
v	Maple, silver		12	Significant	12	6	Exempt	1
vi	Maple, silver		12	Significant	12	6	Exempt	1
vii	Maple, silver		15	Significant	15	6	Exempt	1
viii	Maple, silver		8	Common	8	6	Exempt	1
ix	Maple, silver		12	Significant	12	6	Exempt	1
x			20	Significant	20	6	Exempt	1
xi			22	Significant	22	6	Exempt	1
xii			24	Significant	24	6	Exempt	1

Class	Trees/Class		Total Mod DBH	Allowed Removal		Remove/Class		DBH Remove	Net Preserve	Incentive Multiplier	DBH Surplus
	Conif.	Decid.		Percent	DBH	Conif.	Decid.				
Heritage	0	2	73	15%	11	0	1	43	-32	2	-64
Significant	0	23	421	35%	147	0	2	37	110	1	110
Common	1	6	54	35%	19	1	0	6	13	0.5	6.5
Exempt	0	18	298	100%	298	0	18	298	0	0	0
Total	50		846	n/a	475	22		384	91	n/a	53

Calculation by Planning Division staff. No replacement required.

Div Codes0/nullDeciduousExempt Codes0/nullNot exempt

1Coniferous1Dead/Decayed/Diseased

2Invasive

Remove Codes0/nullPreserved3Location: SWM

1Removed4Location: Utility

5Location: Road

6Off-site

**INTEROFFICE MEMORANDUM**

Date: January 22, 2025

To: Bryan Lloyd, Senior Planner

From: Jennifer Lowry, City Engineer

RE: 571 Roselawn - Subdivision Proposal

The Public Works Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

1. Site Plan

- The development did not meet the threshold per City policy to conduct a traffic study. Additional traffic is not anticipated to create issues on Roselawn nor on other nearby roads.
- If setbacks, easements, or lot sizes change, the changes will need additional review.

2. Utilities

- Water & Sanitary Sewer
 - Watermain is available for connections.
 - Sanitary sewer main is available for connections.
 - Final construction plans will be reviewed by the City prior to issuing permits for utility connections.
- Storm Sewer
 - The development has to meet city stormwater standards. Submittals from the developer's consulting engineer demonstrate that the site can meet the requirements of the city.
 - The City has worked closely with the consulting engineer and the developer on the proposed stormwater infrastructure. The proposed rain guardian turret, basin along Roselawn, and the basin's outlet to the existing storm sewer will be publicly owned and maintained by the City once the BMP is approved and accepted by the City. Any culverts associated with the driveways will be privately owned and maintained.
 - Submit contact information for the trained erosion control coordinator responsible for implementing the Stormwater Pollution Prevention Plan (SWPPP) for the site. If that person has not been selected, a SWPPP Amendment is required prior to construction.

- Provide a copy of the Capitol Region Watershed District Permit(s), or documentation that a permit is not required.
- Provide a copy of the NDPES Permit(s), or documentation that a permit is not required.
- City Erosion Control, Grading and Storm Water Permit is required. Final construction plans will be approved by the City prior to issuing permits.
- An asbuilt for site grading and stormwater infrastructure will be required prior to final approval and release of Erosion Control and Grading escrow.

3. General

- City ROW permit is required.
- Proposed easements in the plat meet the requirements for public works.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Public Works Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

**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 10th day February 2025 at 6:00 p.m.

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

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No. 12XXX

**RESOLUTION APPROVING THE PROPOSED ‘SWEENEY ADDITION’ PLAT
(PF24-022).**

WHEREAS, Edward Sweeney has submitted a valid application for approval of the proposed Sweeney Addition plat of the property addressed as 571 Roselawn Aveune; and

WHEREAS, the property included in the Sweeney Addition plat includes Ramsey County Property Identification Number 13-29-23-23-0092; and

WHEREAS, the proposed subdivision conforms to all of the applicable standards of the City of Roseville zoning and subdivision codes; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, hereby approves the proposed Sweeney Addition plat, based on the public record and City Council deliberation, with the following conditions:

1. Pursuant to the memo from Public Works staff in Attachment 4 of the RCA reviewed with this application, the applicant shall:
 - a. Dedicate easements ad indicated in the plat; and
 - b. Transfer approved storm water management BMPs to the City; upon acceptance, Roseville will assume long term maintenance of the public BMPs.
2. In accordance with the recommendation of the Parks and Recreation Commission, the applicant shall dedicate cash in lieu of park land in the amount of \$4,250 prior to filing the plat at Ramsey County.

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 3rd day of June 2024, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 3rd day of June 2024.

Patrick Trudgeon, City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Less Mow May Discussion

Background

Roseville City Council first advocated for supporting No Mow May efforts in April 2022. After positive community feedback and discussions with City staff, Council later passed a resolution in support of Less Mow May in January 2023.

Since then, additional scientific information has emerged disputing the benefits of No/Less Mow May. In Minnesota, May is typically a rainy month when turf grass sees significant growth, followed by drier months in June and July. Leaving turf to grow in excess and mowing it aggressively short can damage grass just as it enters a stressful season. For pollinator benefits, pollinators need habitat and forage throughout the year, and if a lawn lacks blooming plant species, it doesn't provide any additional benefit when not mowed.

Other Minnesota cities which have previously participated in No Mow May are shifting their messaging and priorities to support year-round pollinator efforts, including Vadnais Heights, Mendota Heights, and Eagan.

Staff brought this topic to the Public Works, Environment, and Transportation Commission on November 26, 2024 for discussion, recommending a similar pivot to focus on year-round pollinator support efforts. Commissioners were supportive, looking to move beyond mowing recommendations and promoting widespread planting of native flowering plants, shrubs, and trees on private property.

Policy Objectives

Chapter 9 of the 2040 Comprehensive Plan recognizes the importance of ecosystem health, including tree canopy, removal of invasive species, restoring natural habitat, and supporting pollinators. City Council passed a resolution on June 19, 2017, declaring Roseville a Pollinator-Friendly Community. Roseville has a natural landscaping policy for residents that allows residential landscaping to include native plantings and prairie restoration.

Equity Impact Summary

There are no equity impacts associated with this resolution.

Budget Implications

There are no budget impacts associated with this resolution.

Staff Recommendations

Staff recommends revoking Resolution 11964, which suspended our mowing ordinance during May, and passing a new resolution promoting natural landscaping. Most beneficial flowering plants in turf don't grow above the 8" limit set in our City Code, and our policies have provisions for restorative and native plantings. Staff additionally recommends that resident projects to replace turf with either native plantings, bee lawns, or other turf alternatives such as fescues, should fall within the naturalized landscaping policy.

Requested Council Action

Approve resolution which revokes Resolution 11964 and further reaffirms Roseville's commitment to being a pollinator-friendly community.

Prepared by: Noelle Bakken, Sustainability Specialist

Attachments:

1. Resolution
2. Resolution 11964 - 2023 Less Mow May
3. Resolution 11422 – Pollinator-Friendly Community
4. 11/26/2025 PWETC Meeting Minutes
5. Natural Landscaping Policy
6. Presentation

**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 10th day of February, 2025, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION REVOKING RESOLUTION 11694, REMOVING A TEMPORARY
EXCEPTION TO SECTION 407 OF CITY CODE, NUISANCE**

WHEREAS, the City of Roseville passed resolution 11694 on November 5, 2022, allowing for a temporary exception to Section 407.02, NUISANCES AFFECTING PUBLIC COMFORT OR REPOSE, allowing homeowners to grow grass in their yards taller than 8 inches during the month of May; and

WHEREAS, the state of the science indicates leaving turf grass tall during the month of May provides little benefit to pollinators in Minnesota's current climate zone; and

WHEREAS, insects, especially bees, serve a significant and critical role as pollinators of plants including agricultural plants; and

WHEREAS, on June 16, 2017, the City passed Resolution 11422 DECLARING THE CITY OF ROSEVILLE AS POLLINATOR-FRIENDLY COMMUNITY; and

WHEREAS, the ideal pollinator-friendly habitat is one comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season; and

WHEREAS, the City of Roseville would like to increase pollinator-friendly habitat by encouraging pollinator-friendly lawn care practices on their own properties year-round.

NOW, THEREFORE, BE IT RESOLVED that the City of Roseville revokes resolution 11694, removing a temporary exception to Section 407 of the City Code;

BE IT FURTHER RESOLVED that the City of Roseville reaffirms its commitment to being a pollinator-friendly community and continues to encourage property owners to replace turf grass with native vegetation, bee lawns, or other turf alternatives such as fescues, to promote a pollinator-friendly habitat to support insects, bees, and other habitat.

34 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
35 and upon a vote being taken thereon, the following voted in favor thereof: , ,
36 , and Mayor .
37 and the following voted against the same: .

38 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 10th day of February, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 10th day of February, 2025.

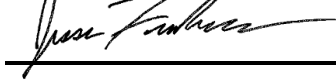
Patrick Trudgeon, City Manager

ROSEVILLE

REQUEST FOR COUNCIL ACTION

Date: January 9, 2023
Item No.: 10.1

Department Approval



City Manager Approval



Item Description: Adopt Resolution in Support of Less Mow May

1 BACKGROUND

2 At the November 28, 2022 City Council meeting, City staff presented information to the Council
3 about supporting No Mow May again, similar to 2022. In April 2022, the City Council supported a
4 council member-initiated item to support residents who wish to participate in No Mow May. Local
5 ordinances pertaining to lawn maintenance were temporarily suspended until June 1, 2022. City
6 Council also approved a resolution declaring Roseville as a Pollinator-Friendly Community on
7 June 19, 2017.

8 Some of the items discussed at the meeting included the following:

- 9 • No Mow May is a conservation initiative first popularized by Plantlife, an organization based in
10 the United Kingdom, but which is gaining traction across North America. The goal of No Mow
11 May is to allow grass to grow unmown for the month of May, creating habitat and forage for
12 early season pollinators.
- 13 • Benefits of not mowing in May:
 - 14 ○ Lets early spring wildflowers bloom to provide food for emerging and migrating
15 pollinators. Most wildflower seed mixes don't flower early enough to provide early
16 season nectar and pollen resources.
 - 17 ○ Yards not treated by herbicides are more likely to foster "spontaneous growth" of
18 common flowers like dandelion and white clover.
 - 19 ○ Reduces usage and emissions of gas lawn care equipment.
 - 20 ○ Turf grass grows deeper roots and becomes more drought-resistant when mowed less
21 frequently.
- 22 • With the environmental benefits of not mowing in May, Community Development staff saw an
23 increase in lawn driven complaints. A few of the issues they faced from No Mow May 2022:
 - 24 ○ Complaints about yards not being mowed, and weeds spreading to neighboring
25 properties.
 - 26 ○ Increased costs to mow properties in late June that were non-responsive after the end of
27 No Mow May.

28 Council discussed the program and was in support of the No Mow May concept, but recommended
29 staff update the resolution to reflect the less mow May concept that was presented. Council agreed
30 that the mowing ordinance should only be exempted during the month of May. Discussion was also
31 held on educating the public on best practices that can be used to support this initiative.

32 **POLICY OBJECTIVE**

33 The City of Roseville 2040 Comprehensive Plan Chapter 9: Resilience and Environmental
34 Protection. The goal for Environmental Protection is to protect, preserve, and enhance Roseville’s
35 water, land, trees, and pollinators for current and future generations. One of Roseville’s strategies
36 for pollinators is that the City shall undertake its best efforts to communicate to all Roseville
37 property owners, residents, businesses, institutions and neighborhoods the importance of creating
38 and maintaining pollinator-friendly habitat, and will encourage residents and businesses to use the
39 pollinator-friendly practices.

40 **BUDGET IMPLICATIONS**

41 There are no budget impacts associated with this resolution.

42 **RACIAL EQUITY IMPACT SUMMARY**

43 This policy should have no equity impacts since the resolution allows all residents to voluntarily
44 participate in not mowing lawn areas by exempting portions of the City Code for the month of May.

45 **STAFF RECOMMENDATION**

46 Approve resolution Supporting a Temporary Exception to Section 407 of City Code, Nuisance, in
47 support of “Less Mow May.”

48 **REQUESTED COUNCIL ACTION**

49 Motion to adopt a resolution Supporting a Temporary Exception to Section 407 of City Code,
50 Nuisance, in support of “Less Mow May.”

Prepared by: Ryan Johnson, Environmental Manager
Attachments: A: Resolution

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 9th day of January, 2023, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION SUPPORTING A TEMPORARY EXCEPTION TO SECTION 407 OF
CITY CODE, NUISANCE, IN SUPPORT OF 'LESS MOW MAY'**

WHEREAS, the City of Roseville is supportive of a temporary exception to City Code, Section 407.02, NUISANCES AFFECTING PUBLIC COMFORT OR REPOSE, allowing homeowners to grow grass in their yards taller than 8 inches during the month of May; and

WHEREAS, insects, especially bees, serve a significant and critical role as pollinators of plants including agricultural plants; and

WHEREAS, the City passed Resolution 11422 DECLARING THE CITY OF ROSEVILLE AS POLLINATOR-FRIENDLY COMMUNITY; and

WHEREAS, the ideal pollinator-friendly habitat is one comprised of mostly native wild flowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season; and

WHEREAS, the formative period for establishment of pollinator and other insect species and the many songbirds and other urban wildlife species that depend upon them occurs in late spring and early summer as they emerge from dormancy and require flowering plants as crucial foraging habitat; and

WHEREAS, "No Mow May" is a community science initiative that encourages property owners to limit lawn mowing practices during the month of May to provide early season foraging resources for pollinators that emerge in the spring, especially in urban landscapes when few floral resources are available; and

WHEREAS, the City of Roseville would like to increase pollinator-friendly habitat by encouraging pollinator-friendly lawn care practices on their own properties for the month of May during this formative period.

34 NOW, THEREFORE, BE IT RESOLVED that the City of Roseville recognizes Less Mow May
35 to actively promote and educate the community about the critical period of pollinator
36 emergence, generation of crucial pollinator-supporting habitat and early spring foraging
37 opportunities; and

38 BE IT FURTHER RESOLVED that for the duration of the month of May, the City of Roseville
39 shall suspend the enforcement of City Code, Section 407.02, NUISANCES AFFECTING
40 PUBLIC COMFORT OR REPOSE, and voluntarily delay homeowner lawn care practices until
41 June, allowing pollinator species to emerge and early flowering grasses and forbs to establish,
42 which may result in ground-cover exceeding established ordinance height restrictions; and

43 BE IT FURTHER RESOLVED that during the month of May, the City of Roseville shall not
44 issue citations or abatement actions for excess grass height.

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

48 and the following voted against the same: .

49 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 9th day of January, 2023, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 9th day of January, 2023.

Patrick Trudgeon, City Manager

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota was duly held on the 19th day of June, 2017, at 6:00 p.m.

The following members were present: McGehee, Willmus, Laliberte, Etten, and Mayor Roe, and the following were absent: none.

Member Willmus introduced the following resolution and moved its adoption:

RESOLUTION No. 11422

**A RESOLUTION DECLARING THE CITY OF ROSEVILLE AS A
POLLINATOR-FRIENDLY COMMUNITY**

Whereas: The City of Roseville has many established programs and practices that help protect pollinators, including preservation of natural areas, enhancing habitat and use of native plants in gardens and plantings, limited use of insecticides and herbicides in the landscape, pollinator education and outreach to the community; and

Whereas: Native bees, honey bees and other pollinators are a necessary component of a healthy ecosystem and food system, providing essential pollination of plants in order to grow vegetables, herbs, and fruits; and

Whereas: Pollinator populations are in sharp decline due to an ongoing loss of habitat as a result of human land use practices, coupled with a simultaneous pesticide use by homeowners, landscapers, and property managers; and

Whereas: Neonicotinoid (neonic) and other systemic pesticides have been shown to cause illness and death to bees and other pollinators; and

Whereas: The City Council finds it is in the public interest to demonstrate its commitment to a safe and healthy community environment through the implementation of practices that protect pollinators on city parks, open spaces, and city property.

Now, Therefore Be It Resolved for and on behalf of The City of Roseville, Minnesota and its citizens that:

The City of Roseville is hereby declared a Pollinator-Friendly Community. The City celebrates current practices that protect and support pollinator health, and encourages residents and businesses to adopt pollinator-friendly practices.

Be it further resolved that The City shall undertake its best efforts to advance its status as a pollinator-friendly City by furthering best management practices to protect pollinators on public lands within the City; and:

1. The City shall review its practices for the use of insecticides and use best practices to limit systemic insecticide uses on city property including insecticides from the neonicotinoid family where possible and will encourage commercial applications to be free of systemic insecticides including neonicotinoids where possible.
2. The City shall undertake its best efforts to plant native plants and plants favorable to bees and other pollinators in the City's public spaces.
3. The City shall undertake its best efforts to communicate to all Roseville property owners, residents, businesses, institutions and neighborhoods the importance of creating and maintaining pollinator-friendly habitat and will encourage residents and business to use pollinator-friendly practices including:
 - Reducing the use pesticides, including systemic insecticides, on their property;
 - Avoiding planting flowering plants that are treated with systemic insecticides;
 - Planting more pollinator forage on their property and adopting organic or chemical-free lawn and landscaping practices.
4. The City shall provide information and avenues to identify pollinator-friendly plants and other opportunities

The motion for the adoption of the foregoing resolution was duly seconded by Council Member McGehee and upon a vote being taken thereon, the following voted in favor: McGehee, Willmus, Laliberte, Etten and Roe and none voted against.

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, 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 19th day of June, 2017 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 19th day of June, 2017.

SEAL



Patrick Trudgeon, City Manager

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

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

1. Introduction / Roll Call

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

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

Absent: None.

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

7. Less Mow May

Sustainability Specialist Noelle Bakken presented information to the Commission regarding Less Mow May. She requested that the Commission discuss the recommendations for Less Mow May and future pollinator protection strategies.

Member Mueller indicated she loved this approach and thought it was common sense and going in the direction she wanted to see. She thought this was approachable and going in the right direction. She noted this will also save people money in the long run.

Member Fergus wondered if the word “mow” should be left out of the title as the City is rebranding this. He thought it would help people be less confused about this.

Ms. Bakken thought that was a perfect point because there is much more to it than just mowing. She noted that the City has a Less Mow May landing page online and thought this was a natural place to put all the recommendations. There are already links to the Watershed District grant programs for many of these initiatives.

The Commission discussed possible events to inform residents of maintenance and pollinators and engage people in the sustainability of their lawns.

Member Fergus thought it would be beneficial to set aside an area or edge of the lawn for native plants.

Ms. Bakken concluded the topic by explaining that knowing that the Commission supports it will help frame how the City moves forward. She thought staff would rework the website and work with communications to put out more information throughout the season to let people know what to do.

Chair Ficek thanked Ms. Bakken for the presentation.

Naturalized Landscaping Information for Residential Properties

Minnesota native plantings used for residential gardens and landscaping provide natural beauty, cost effective landscaping alternatives, restoring native plant communities, and creating wildlife habitats.

Native plantings in residential neighborhoods create natural beauty and enjoyment, and provide nectar, pollen, and seeds for native butterflies, birds, and other animals.

Plants that are native are naturally adapted to Minnesota soil and climate and need minimal care to grow and thrive.

To assist Roseville residents interested in utilizing a portion of their residential property for natural landscaping, please review the City of Roseville Naturalized Landscaping “Prairie Restoration” Specifications below:

- No area shall violate the site distance standards established in the City Code.
- No area of the yard shall have any noxious weeds or any prohibited tree species as classified by the Minnesota DNR ([Invasive Non-native Plants | Minnesota DNR \(state.mn.us\)](https://www.dnr.state.mn.us/invasive/non-native/plants/index.html))
- No area of turf grass shall exceed the maximum heights allowed by City Code (8 inches or less)

Questions relating to Natural Landscaping

- Roseville Park and Recreation Department at 651-792-7006 can assist with questions relating to Natural Landscaping “Prairie Restoration”.
- Roseville Code Enforcement Division at 651-792-7014 can assist with questions or complaints relating to tall grass.

To help you get started with landscaping with native plants, the links below provide helpful resources for selection and growing of native plants in your yard or garden

<https://www.dnr.state.mn.us/gardens/nativeplants/index.html>

<https://extension.umn.edu/find-plants/native-plants>

Reviewed and Updated 2024

Less Mow May Discussion

Public Works/Engineering

February 10, 2025



Agenda



History of Roseville's involvement
Latest research
Other cities' approaches
Recommendations
Q & A

Roseville and Less Mow May

Council first approved No Mow May in April 2022

Roseville City Council discussed and approved suspending enforcement of our lawn ordinance in the month of May at the April 25, 2022 council meeting.

Staff worked with communications to craft messaging for outreach and education about the initiative.

City inspector noted confusion over whether it was ok to mow or not mow during May, and some additional issues with some properties coming back into compliance in June.



Roseville and Less Mow May

2023-24: Transition to “Less Mow May”

Based on resident and staff feedback from 2022, the City altered messaging for 2023 outreach to “Less Mow May”

Developed branding and outreach materials, including handouts, lawn signs, and a website.

Inspectors received fewer complaints and there was less enforcement needed for non-compliant properties in June.



Latest Research



- Pollinators need habitat and forage throughout the year, not just in May
- Resuming mowing aggressively after No/Less Mow May can be harmful for the lawn as it heads into drier months of June and July.
- Most beneficial blooming species in turf grow to only 2-3” tall.
- Lawns without any blooming species don't provide pollinator resources.

Other cities

- **Vadnais Heights** – Pollinator Protection Program
- **Mendota Heights** – Pollinator Awareness Month
- **Edina** – Will continue to suspend enforcement of lawn ordinance, but will halt active promotion and engagement
- **La Crosse** – shifting to “Grow Green”
- **Eagan** – focusing on year-round pollinator efforts
- **Columbia Heights, Northfield, Rosemount:** shifting to “Less Mow May”.



Recommendations for Roseville

- Align with University of Minnesota – advocate for “slow mow summer”
- Reaffirm support for pollinators year-round:
 - Spring and fall cleanup practices
 - Leave the leaves
 - “Messy corners”
 - Add native plants with staggered bloom times
 - Including flowering trees and shrubs
 - Replacing turf with **flowering plants, bee lawns**, and/or lower-maintenance **fine fescue**, which capture more stormwater.
- Responsible mowing practices:
 - Mow based on lawn height, not day or month.
 - Use highest mower height settings
 - Mulch clippings for natural fertilizer
 - Mow in the evenings – less pollinator disturbance
 - Electric mowers
 - Less or no fertilizer



Pollinator Protection

Current Ordinance – Section 407.02

K. Weeds and Vegetation: All noxious weeds in all locations. Also, turf grasses, nuisance weeds and rank vegetative growth not maintained at a height of eight inches or less in locations closer than 40 feet from:

1. An occupied principal structure;
2. Any property line with an occupied structure on abutting property; or
3. A public road pavement edge.

This shall not apply to:

1. Natural areas, public open space or park lands, as determined by the city forester or naturalist designated by the city manager. (Ord. 1136, 2-28-1994); Amd. (Ord. 1384, 7-13-2009)
2. Yard areas with natural landscaping that follow the City policy for natural landscaping (Ord. 1384, 7-13-2009)

L. Yard Cover: Yard area of a lot shall not be bare soil, shall be covered by a groundcover and shall be maintained as set forward in Section 407.02(K). (Ord. 1384, 7-13-2009) (Ord. 1466, 4-21-2014)

NATURAL AREAS: Natural, restored, or recreated woodlands, savannahs, prairies, meadows, bogs, marshes, and lake shores. (Ord. 1384, 7-13-2009)

NATURAL LANDSCAPING: Planned landscaping designed to replicate a locally native plant community by using a mix of plants, shrubs, and trees native to the area. (Ord. 1384, 7-13-2009)

Roseville's ordinance is consistent with most natural landscaping ordinances in other Minnesota cities.

Naturalized Landscaping "Prairie Restoration" *Information for Roseville Residents*

Minnesota native plantings used for residential gardens and landscaping provide natural beauty, cost effective landscaping alternatives, restoring native plant communities, and creating wildlife habitats.

Native plantings in residential neighborhoods create natural beauty and enjoyment, and provide nectar, pollen, and seeds for native butterflies, birds, and other animals.

Plants that are native are naturally adapted to Minnesota soil and climate and need minimal care to grow and thrive.

To assist Roseville residents interested in utilizing a portion of their residential property for natural landscaping, please review the City of Roseville Naturalized Landscaping "Prairie Restoration" Specifications below:

- No area shall violate the site distance standards established in the City Code.
- No area of the yard shall have any noxious weeds or any prohibited tree species as defined in the City Code.
- No area of turf grass shall exceed the maximum heights allowed by City Code (8 inches or less)



Questions?



THANK YOU

Public Works/Engineering

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Draft Request for Proposals for Architectural Services

Background

At the January 13, 2025 City Council meeting, Council discussed next steps for the Maintenance Operations Center (MOC) and the License & Passport Center/Dance Studio (LPCDS) project. One of the next steps to discuss was how to address the LPCDS. Council directed staff to put together a Request For Proposals to hire an architect to look into various options for the LPCDS. The overall goal of this study would be to provide updated cost estimates and options for Council, to determine if there is a less costly option for the LPCDS than the current plan identified in the Civic Campus Pre-Design Study (CCPDS).

City staff drafted a Request for Proposal (RFP) for a Civic Campus Master Plan Update – License/Passport Center & Dance Studio Options (Attachment 1). Major tasks in the RFP include the following:

- Phase 1

- Provide an updated cost estimate of the proposed LPCDS which is proposed in the CCPDS.
- Provide an updated cost estimate of Maintenance Operations Center as proposed in the CCPDS.
- Provide a cost estimate for a single story LPCDC instead of the two-story plan.
- Provide feasibility options to reuse portions of the existing Maintenance Facility (MF) for LPCDS use.
 - Provide layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
- Provide feasibility options to reuse portions of existing MF for other uses such as office space, restaurant, or event venue use.
 - Provide layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
- Provide report and presentation to Council.

- Phase 2 – Only if authorized after Phase 1, if needed
 - Provide two alternative options for LPC on City Campus that would result in a cost savings for the City.
 - Provide report and presentation to Council.

The proposed schedule would be as follows:

- Release RFP – February 11, 2025
- Proposal Due – March 3, 2025
- Award Contract – March 17, 2025
- Present Phase 1 Final Report to Council – May 19, 2025

If Phase 2 work is authorized, this would likely extend the schedule.

The RFPs would be scored by staff using the following matrix:

Criteria	Points (percentage)
Experience/Performance of the firm with similar studies	20
Experience of the assigned project manager	15
References	5
Proposal Narrative/Value Added Proposals	20
Cost	40

Policy Objectives

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

Equity Impact Summary

Issuing this RFP is the first step in exploring cost-effective options for the License & Passport Center and Dance Studio. The License & Passport Center provides essential services that many residents rely on, including those with mobility challenges, and non-native English speakers as examples. The Dance Studio has the potential to serve a wide range of community members by offering accessible recreational opportunities. As proposals come in, it will be important to consider how different options affect access to these services and facilities. Making sure the final plan is both cost-effective and accessible will help ensure these spaces continue to serve the whole community and align with the City's goal of being a welcoming and inclusive place for all.

Budget Implications

There is not cost associated with releasing the RFP. The costs of the study requested is unknown at this time. Once proposals are submitted the actual cost will be known. If a professional service agreement is approved, in the short term the costs for the proposed

work will be covered by the General Fund or Cash Reserve Fund. The portion of the consultant's work on the MOC will be eligible for reimbursement from sales tax proceeds. Staff will work with the selected consultant to determine how much of the cost of their work is attributable to the MOC. The remainder of the costs cannot be covered by the sales tax revenue. Assuming the LPCDS moves forward, and the debt is issued to finance the construction of the new facility, the City will be able to reimburse the costs for the work related to the LPCDS from the bond proceeds.

Staff Recommendations

Staff recommends the Council approve the Request For Proposals for Architectural Services.

Requested Council Action

Motion to approve the Request For Proposals for Architectural Services.

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Draft RFP

REQUEST FOR PROPOSAL

CITY OF ROSEVILLE CIVIC CAMPUS MASTER PLAN UPDATE LICENSE/PASSPORT CENTER & DANCE STUDIO OPTIONS

I. BACKGROUND INFORMATION

In April 2021, the City Council adopted the City's Civic Campus Master Plan (CCMP). This plan recommended constructing a new Maintenance Operations Center (MOC) north of Woodhill Drive and relocating the License Passport Center and Dance Studio (LPCDS) and the VFW south of Woodhill drive where the existing Maintenance Facility (MF) is located.

In October 2022, the City Council received the Civic Campus Pre-Design Study (CCPDS). This report further refined the layout of the site. It also provided cost estimates for the various improvements and provided a proposed phased schedule.

During the Legislative Session in 2023, the City received authority to hold a sales tax referendum to fund the MOC and LPCDC. During the 2024 general election, the voters of Roseville approved the sales tax for the MOC but the sales tax for the LPCDS was rejected.

Included as background information in the appendix are the following:

- A. Maintenance Facility Space Needs Analysis (2017)
- B. License Center Space Needs Analysis (2017)
- C. Current floor plans for City Hall and the Maintenance Facility
- D. City Campus Master Plan (2021)
- E. City Campus Pre-Design Study (2022)
- F. City of Roseville standard Professional Services Agreement

II. PURPOSE OF STUDY

Since the funding for the LPCDS was not approved, the City Council has directed staff to seek a consultant/architect to conduct a limited update to the CCMP and CCPDS. The overall goal is to provide updated cost estimates for the MOC and LPCDS as depicted in the Pre-Design Study as well as to investigate additional options for replacing the LPCDS. The City is interested in finding out if there are alternative options that are cheaper than the current plan, such as using part of the existing campus footprint. A possible second phase of work includes looking at additional options.

III. SCOPE OF WORK

The scope of work for this study is proposed to be as follows:

1. Review Background Material

- Maintenance Facility Space Needs Study
- License Center Space Needs Study
- Floor Plans for current facilities
- Civic Campus Master Plan

- Civic Campus Pre-Design Study

2. Data Collection

- Department interviews
- Site survey/walk through

3. Concept Development

- Phase 1
 - Provide an updated cost estimate of the proposed LPCDS which is proposed in the CCPDS.
 - Provide an updated cost estimate of Maintenance Operations Center as proposed in the CCPDS.
 - Provide cost estimate for a single story LPCDC instead of the two-story plan.
 - Provide feasibility options to reuse portions of existing MF for LPCDS use.
 - Provide layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
 - Provide feasibility options to reuse portions of existing MF for other uses such as office space, restaurant, or event venue use.
 - Provide layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
 - Provide report and presentation to council.
- Phase 2 – Only if authorized after Phase 1, if needed.
 - Provide two alternative options for LPC on City Campus that would result in a cost savings for the City.
 - Provide report and presentation to Council.

4. Council/Commission Presentations

- Provide one presentation to the City Council once the final report is completed for each phase.

5. Public Engagement

No public engagement work from the consultant is anticipated for this phase of the project.

6. Final Report

- Final written report identifying process, background, concept development/evolution, potential costs and final recommendations.
- Delivery of final report shall include electronic (PDF and editable CAD) file formats of all concepts/building configurations.

7. Schedule

- Release RFP – February 11, 2025
- Proposal Due – March 3, 2025
- Award Contract – March 17, 2025
- Present Phase 1 Final Report to Council – May 19, 2025

IV. SUBMISSION REQUIREMENTS

Please provide the following information as part of your proposal submission:

- A narrative relating to your general approach to this study.
- Timeframe for delivery of each component of the study.
- Company history.
- Examples of work in the past seven years in government building planning or analysis (call out actual municipal experience specifically).
- Examples of work in the past seven years in government construction or remodel (call out actual municipal experience specifically).
- Resumes, including responsibilities, background, and relevant experience, of key personnel that will be working directly on this project.
- The names of three to five individuals that can be contacted as references concerning the professional capabilities and resources of your firm.
- Any additional information or materials that you believe communicate the capabilities of your firm to perform on this project.
- Any value-added components you feel the firm can add to this study.

V. FEES

Please submit the fee for your service on this study. The quoted fee should be a maximum fee, or not to exceed fee, for the service provided. Provide fee breakdown by phase.

VALUE ADDED COMPONENTS: If you feel that this RFP has not identified a critical component to the planning process and you feel that your firm could add value to this study with additional scope, please identify that component and the additional cost to provide that change of scope.

VI. SUBMISSION TIMEFRAME AND PROCESS

A. Submission Deadline and Requirements

Please submit three (3) bound copies and one (1) digital copy of your response to this Request for Proposal. They are to be received at the offices of the City of Roseville no later than **4:00 p.m. Monday, March 3, 2025**. Proposals should be directed and delivered to:

Jesse Freihammer
Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

B. Selection Process

Following review of the submitted proposals by City staff, firms will be contacted for additional information or to participate in an interview process.

Proposals will be scored on the following criteria using the scoring indicated below:

Criteria	Points (percentage)
Experience/Performance of the firm with similar studies	20
Experience of the assigned project manager	15
References	5
Proposal Narrative/Value Added Proposals	20
Cost	40

The City reserves the right to reject any and all proposals, waive any irregularities, and award a contract based on the best interests of the City.

Any questions regarding this Request for Proposal should be directed to Jesse Freihammer, Public Works Director, at 651-792-7041 or jesse.freihammer@cityofroseville.com.

APPENDIX

(For full Appendix material, please contact Jesse Freihammer at the contact info above and request the material. Your name and firm will be added to a Planholders List)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Recieve Update on Commissioner Application Process

Background

The deadline for applications to fill Commission vacancies is Friday, February 7. The City Council will be holding a special meeting on February 19 and 20 to interview Commission applicants. Under the City's Appointment and Reappointment Policy for Advisory Commissions, the City may establish a new application deadline if fewer applications are received than twice the number of openings. At the February 10 meeting, staff will provide the City Council with an update on the number of applicants received for each commission.

Policy Objectives

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

Equity Impact Summary

The City's policy for commission appointments is intended to ensure a broad and diverse applicant pool. The intention behind the policy supports the values of **Community and Equity** that council reaffirmed as part of the strategic plan. The policy is clear and well-communicated, so applicants are aware of the process, including the possibility of an extended deadline if the number of applicants does not meet the required threshold. However, this approach may have some unintended impacts on participation to consider.

For example, if there are four applicants for three seats, there are enough people to fill the vacancies, but because the policy requires at least six applicants, the deadline may need to be extended. While this is a known part of the process, it may still leave some applicants wondering whether their interest is sufficient or valued. For individuals who are newer to civic engagement or from historically underrepresented communities, an extended deadline could feel like an additional hurdle rather than an opportunity to encourage more applicants.

Budget Implications

NA

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Staff Recommendations

Staff will provide the City Council with an update on the number of applications received to serve on City Commissions. Based on the information, the City Council may decide to extend the application period or go ahead with applicant interviews on February 19 and 20.

Requested Council Action

Will be based on discussion.

Prepared by: Patrick Trudgeon, City Manager

Attachments: 1. Commission Appointment and Reappointment Policy

CITY OF ROSEVILLE
APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

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

POLICY STATEMENT

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

I. PROCEDURE STATEMENT – APPOINTMENTS

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

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

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

II. PROCEDURE STATEMENT - REAPPOINTMENTS

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

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

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

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	\$405,430.44
111821 – 111934	\$1,155,143.10
Total	\$1,560,573.54

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.

Requested Council Action

Motion to approve the payment of claims as submitted.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	3035
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,872.00	3035
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,043.73	3035
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	3035
100-00-00-211101	Mission Sq Roth	Mission Square	Remittance Check	250.00	3035
Total Department 00-00 GENERAL				10,682.73	
Department: 01-00 CITY COUNCIL					
100-01-00-424000	Operating Supplies	National Awards & Fine Gif	COUNCIL/E&I NAME TAGS	114.69	111848
100-01-00-430000	Professional Services	Ramsey County	P25 TNT NOTICE	3,995.37	111893
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	611.00	3085
100-01-00-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	146.12	111825
100-01-00-442000	Memberships & Subscription	Metro Cities	2025 MEMBERSHIP DUES	10,810.00	111847
Total Department 01-00 CITY COUNCIL				15,677.18	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	DECEMBER OFFICE SUPPLIES	194.40	3077
100-02-00-430000	Professional Services	Metro-INET	JAN IT SERVICES	78,179.00	3093
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU DECEMBER WITH AD	78.93	111856
100-02-00-430099	Drug Testing	Vault Health	RANDOM DRUG AND ALCOHOL	148.31	111850
100-02-00-439000	CONTRACT MAINTENANCE	Governmentjobs.com, Inc.	INSIGHT AND ONBOARD SUBSCRIPTION - NE	17,377.24	3068
100-02-00-439000	CONTRACT MAINTENANCE	Governmentjobs.com, Inc.	NEW HIRE EXPORT SUBSCRIPTION - 2025	1,934.10	3068
100-02-00-439000	CONTRACT MAINTENANCE	NFP INSURANCE SERVICES, IN	BSWIFT AND ACA FEE	700.40	111857
100-02-00-440000	Conferences	MAMA-Metropolitan Area Man	MAMA MEETING LUNCHEON JANUARY 23 2025	35.00	111881
100-02-00-442000	Memberships & Subscription	Roseville Rotary	QUARTERLY DUES FOR ROSEVILLE ROTARY	66.00	111824
Total Department 02-00 ADMINISTRATION				98,713.38	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Innovative Office Solution	DECEMBER OFFICE SUPPLIES	19.18	3077
Total Department 04-00 FINANCE				19.18	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	DECEMBER PROSECUTION SERVICES	14,850.00	3054
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	CELLULAR LEASES	353.75	111833
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	MONTHLY RETAINER	16,639.16	111833
Total Department 06-00 LEGAL DEPARTMENT				31,842.91	
Department: 08-00 CENTRAL SERVICES					
100-08-00-420000	Office Supplies	Innovative Office Solution	DECEMBER OFFICE SUPPLIES	736.19	3077
100-08-00-434000	Printing	Greenhaven Printing	ENVELOPES	1,536.00	3060
Total Department 08-00 CENTRAL SERVICES				2,272.19	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Baycom, Inc. c/o OwnersEdg	2024 THERMAL PAPER (6)	118.00	3032
100-10-00-420000	Office Supplies	Innovative Office Solution	DECEMBER OFFICE SUPPLIES	481.12	3077
100-10-00-422000	Clothing	Aspen Mills Inc.	2024 - VEST AIRIUS 3A - K. JOHNSON	1,976.52	111821
100-10-00-422000	Clothing	Corporate Mark, Inc.	UNIF - CUDDIHY	148.33	111836
100-10-00-422000	Clothing	Galls, LLC	2024 CSO PANTS QUAAS	82.00	3059
100-10-00-422000	Clothing	Galls, LLC	2024 BELT CSO LINDAHL	22.00	3059
100-10-00-422000	Clothing	Galls, LLC	2024 NEW HIRE PANTS - CSO QUAAS	64.50	3059
100-10-00-422000	Clothing	Galls, LLC	2024 NEW HIRE PANTS - QUAAS	64.49	3059
100-10-00-424000	Operating Supplies	Ancom Technical Center	RADIO APX W/ EAR JACK (2)	287.00	3057
100-10-00-424000	Operating Supplies	LAKER PROMOTIONS	2025 COMMUNITY OUTREACH SUPPLIES - PI	3,258.89	111869
100-10-00-424000-PD0002	Operating Supplies	AMBER UNION	RENT APP FEE 25500022	66.00	111870

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-424000-PD0002	Operating Supplies	GOLDEN STAR APARTMENTS	FOR CLIENT 24501066 - PAST DUE RENT H	264.00	111871
100-10-00-424000-PD0002	Operating Supplies	NOVA SP	RENT APP FEE 24501004 HOMELESS OUTREA	50.00	111872
100-10-00-430000	Professional Services	Car Wash Partners, LLC	2024 - DEC WASHES	8.00	3039
100-10-00-430000	Professional Services	CITY OF ST. PAUL	2024- DEC RADIO REPAIR SERVICES	45.00	111822
100-10-00-430000	Professional Services	CITY OF ST. PAUL	2024 RADIO MAINT - OCT	108.00	111822
100-10-00-430000	Professional Services	Language Line Services	2024 DEC TRANSLATION SERVICES	247.77	111838
100-10-00-430000	Professional Services	MOBILE PRO SYSTEMS	2024 OUTSTANDING PAYMENT FOR CAMERA T	332.78	111862
100-10-00-430000	Professional Services	Martin McAllister, Inc.	2024 PUBLIC SAFETY ASSESSMENT - QUAAS	1,250.00	111826
100-10-00-430000	Professional Services	Masa Consulting, Inc.	2024 DEC WELLNESS CONSULT	3,400.00	3065
100-10-00-430000	Professional Services	Peloton Interactive, Inc.	2025 ANNUAL FEE	528.00	111866
100-10-00-430000	Professional Services	University of Minnesota Ve	2024 K9 ROOSTER VET CARE	781.07	111839
100-10-00-430000	Professional Services	University of Minnesota Ve	2024 K9 CARE (MEDS) - CAL	15.13	111839
100-10-00-430000	Professional Services	University of Minnesota Ve	2024 K9 VET CARE - ROOSTER DENTAL SUR	1,488.29	111839
100-10-00-430000	Professional Services	University of Minnesota Ve	2024 K9 VET CARE (MEDS) - ROOSTER	56.64	111839
100-10-00-430001	Dispatching Services	Ramsey County	2024 DEC DISPATCH SERVICES	31,856.33	111844
100-10-00-430001	Dispatching Services	Ramsey County	2024 DEC CAD SERVICES	4,898.17	111844
100-10-00-431000	Telephone	Verizon	2024 DEC DATA CHARGES	1,080.27	111854
100-10-00-437000	Contract Maint. - Vehicles	Ramsey County	2024 DEC FLEET SUPPORT FEE	514.80	111844
100-10-00-439000	CONTRACT MAINTENANCE	Axon Enterprise, Inc.	2025 - BWC LICENSE BUNDLES	823.94	111851
100-10-00-439000	CONTRACT MAINTENANCE	Axon Enterprise, Inc.	2025- BWC LICENSE BUNDLE (3)	587.45	111851
100-10-00-439000	CONTRACT MAINTENANCE	Axon Enterprise, Inc.	2025 BWC LICENSE SUBSCRIPTION (64)	59,947.89	111851
100-10-00-441000	Training	RAMSEY COUNTY	2024 BUDGET - 2023 RANGE USE (MAY 2,	960.00	111843
100-10-00-441000	Training	RAMSEY COUNTY	2024 BUDGET - 2023 RANGE (APR 25, 26)	960.00	111873
100-10-00-441100	Tuition Reimbursement	Amanda Krinke	2024 PD TUITION REIMBURSEMENT POST AU	1,500.00	3072
100-10-00-441100	Tuition Reimbursement	Ryan Duxbury	2024 PD TUITION REIMB - FALL SEMESTER	3,000.00	3070
100-10-00-442000	Memberships & Subscription	Mid-States Organized Crime	2025 MOCIC ANNUAL MEMBERSHIP - ENGH	250.00	111849
100-10-00-443600	Software Operating Charges	Metro-INET	EMELY LOPEZ EMAIL SUPPORT	254.00	3071
100-10-00-443600	Software Operating Charges	Metro-INET	2024 EMAIL SUPPORT- INTERN ANNA PETER	254.00	3071
100-10-00-443600	Software Operating Charges	Metro-INET	2024 EMAIL SUPPORT - INTERN AVERY CHR	254.00	3071
100-10-00-443600	Software Operating Charges	Metro-INET	2024 EMAIL SUPPORT - INTERN LAUREN AL	254.00	3071
100-10-00-443600	Software Operating Charges	Metro-INET	2024 ADOBE SUBSCRIPTION - HANSON, JON	642.00	3071
Total Department 10-00 POLICE DEPARTMENT				123,180.38	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-382900	Miscellaneous Revenue	SELECT MEDICAL GROUP	REFUND OF MISC PAYMENT	390.00	111874
100-13-00-421000	Motor Fuel	WEX BANK	FUEL JAN	553.70	111930
100-13-00-422000	Clothing	Aspen Mills Inc.	ROUSSO	288.50	111879
100-13-00-423000	Vehicle Supplies & Mainten	Group Health Non-Patient A	IVS	69.28	111865
100-13-00-423000	Vehicle Supplies & Mainten	Group Health Non-Patient A	Q4 SUPPLY CHARGES	375.88	111865
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	GLOVES	265.20	111855
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	TTI	86.97	111855
100-13-00-423000	Vehicle Supplies & Mainten	Mckesson Medical-Surgical	MISC	200.29	111828
100-13-00-430000	Professional Services	Fire Loss Management, LLC	SOLAR PROJECTS	100.00	111903
100-13-00-430000	Professional Services	Fire Loss Management, LLC	WALMART ALARM	125.00	111903
100-13-00-430000	Professional Services	Fire Loss Management, LLC	SPRINKLER	50.00	111903
100-13-00-430000	Professional Services	Martin McAllister, Inc.	CADET PSYCHS	1,250.00	111826
100-13-00-439000	CONTRACT MAINTENANCE	Comcast	JAN TO FEB	156.86	111887
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	585.62	111834
100-13-00-439000	CONTRACT MAINTENANCE	MNSPECT, LLC	REC CENTER INSPECTIONS	435.00	111868
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	DEC	305.76	111844
100-13-00-439000	CONTRACT MAINTENANCE	SURFACE SURGEONS	CARPET CLEANING 2023	2,492.40	111899
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile	JAN	42.60	111912

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 13-00 FIRE DEPARTMENT					
100-13-00-441000	Training	Group Health Non-Patient A	ACLS CARDS	250.00	111865
			Total Department 13-00 FIRE DEPARTMENT	8,023.06	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	5,599.67	3041
			Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION	5,599.67	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	78.53	3040
			Total Department 13-18 EMERGENCY SERVICES	78.53	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	CES Imaging	MONTHLY FEE	40.00	111898
100-20-20-420000	Office Supplies	Innovative Office Solution	DECEMBER OFFICE SUPPLIES	61.96	3077
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	101.96	
Department: 20-21 STREET DEPARTMENT					
100-20-21-422000	Clothing	Michael Kroeger	UNION PURCHASE REIMBURSEMENT	319.49	3069
100-20-21-424000	Operating Supplies	Gary Carlson	CONCRETE FLOAT	69.60	111863
100-20-21-424000	Operating Supplies	K-Tech Specialty Coating,	BEET HEET	2,354.48	111853
100-20-21-424000	Operating Supplies	Newman Signs, Inc.	ROSEDALE CENTER SIGNS	1,174.44	111884
100-20-21-424000	Operating Supplies	Precise MRM, LLC	GPS DATA PLAN	736.00	3084
100-20-21-439000	CONTRACT MAINTENANCE	Ramsey County	RAMSEY COUNTY FLEET SUPPORT FEE FOR D	115.44	111895
			Total Department 20-21 STREET DEPARTMENT	4,769.45	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,585.10	3047
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	13,436.63	3049
			Total Department 20-22 STREET LIGHTING	16,021.73	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111892
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111842
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS	73.48	111906
100-20-30-423000	Vehicle Supplies & Mainten	Cintas Corporation	GLOVES	185.00	111892
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	89.93	3033
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	484.98	3033
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	44.71	3033
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	ALTERNATOR	980.60	3033
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	THERMOSTAT	22.71	3033
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	IDLER	44.71	3033
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	127.26	3073
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	WIPER BLADES	82.84	3073
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	WIPER BLADES	127.10	3073
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKES	344.71	3073
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BRAKE PADS	84.66	3073
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	GASKET	8.02	3073
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	FLUIDS	80.02	3073
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	BRAKE PAD KIT AND ROTORS	1,948.50	111915
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	OIL SENSOR	52.76	111915
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	SENSOR	49.39	111915
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	ENGINE COOLER	231.00	111915
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	KEY FOB	298.90	111858
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	HOSE	171.75	111858

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	Jeff Belzers Roseville Chr	WATER PUMP	367.25	111858
100-20-30-423000	Vehicle Supplies & Mainten	MCMASTER-CARR	BRASS FITTINGS	51.20	111823
100-20-30-423000	Vehicle Supplies & Mainten	Transwest	BRAKE CHAMBER	186.50	111920
100-20-30-439000	CONTRACT MAINTENANCE	BEAUDRY OIL AND SERVICE, I	TEMP TANK INSTALL	300.00	111867
Total Department 20-30 VEHICLE MAINTENANCE				6,528.26	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	BIRNSTENGEL EQUIPMENT	2006 NISSAN PL40 4000LB FORKLIFT 187	2,025.00	111933
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	LINERS 40X46 1.SMIL REPRO BLK	161.82	3067
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	CLEANING SUPPLIES	221.01	3083
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	LINER WASTE 38X58 RECYCLED	232.30	3083
100-23-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	8,052.23	111834
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MGMT SERVICE LABOR 12/2-12/2	1,561.25	3062
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MANAGEMENT 12/2024 EXPENSES	719.98	3080
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	6,020.56	3042
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	4,586.89	3042
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	(299.24)	3042
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Adam's Pest Control Inc	PEST CONTROL CH	148.19	3061
100-23-00-439003	Contract Maint.- City Gara	Adam's Pest Control Inc	PEST CONTROL PW	148.19	3061
Total Department 23-00 BUILDING MAINTENANCE				23,578.18	
Total Fund 100 General Fund				347,088.79	
Fund: 101 General Fund Donations					
Department: 13-00 FIRE DEPARTMENT					
101-13-00-448000-FD0037	Fire Therapy Dog	Neil Sjostrom	ASHES REIMBURSEMENT	500.00	3079
Total Department 13-00 FIRE DEPARTMENT				500.00	
Total Fund 101 General Fund Donations				500.00	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	4,632.34	111878
Total Department 09-00 COMMUNICATIONS				4,632.34	
Total Fund 110 Telecommunications				4,632.34	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-431000	Telephone	T Mobile	CELL PHONES	940.72	111910
200-40-40-431000	Telephone	T Mobile	PHONE DECEMBER 2024	266.76	111911
200-40-40-433000	Advertising	MRPA	JOB POSTING	175.00	111882
200-40-40-440000	Conferences	MRPA	DIVERSITY WORKSHOP	179.00	111882
Total Department 40-40 RECREATION ADMINISTRATION				1,561.48	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEREE PAYMEN	1,580.00	3087
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEREE PAYMEN	1,580.00	3087
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	AARP SMART DRIVER PAYMENT	120.00	111925
200-40-41-430000-PR0220	Professional Services	Metro Volleyball Officials	ADULT VOLLEYBALL REFEREE PAYMENT	4,998.00	3074
200-40-41-430000-PR0290	Professional Services	Anderson Race Management	RUN FOR ROSES RACE MANAGEMENT CONTRAC	700.00	111902
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	2,614.00	3051
Total Department 40-41 RECREATION FEE PROGRAMS				11,592.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0101	Operating Supplies	Groth Music	MUSIC PURCHASE-COMMUNITY BAND	29.46	111880
200-40-42-430000-PR0105	Professional Services	Reach for Resources, Inc	MILEAGE JUNE-DECEMBER 2024	159.46	111924
200-40-42-430000-PR0122	Professional Services	A Touch of Magic, Inc	PARTY IN THE PARK CONTRACTOR PAYMENT	3,406.00	111908
200-40-42-430000-PR0122	Professional Services	Time Music Agency, Inc	DEPOSIT FOR HIGH AND MIGHTY PERFORMAN	2,750.00	3096
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE PAYMENTS - JANUARY-FEBRUARY	814.00	111883
Total Department 40-42 RECREATION NON FEE PROGRAMS				7,158.92	
Department: 40-50 NATURE CENTER					
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	914.10	3043
200-40-50-439000-PR0119	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,171.23	111834
Total Department 40-50 NATURE CENTER				2,085.33	
Department: 40-53 SKATING CENTER					
200-40-53-412000	Temporary Employees	ALLEN, BRYAN	ANNOUNCING SERVICES	200.00	111929
200-40-53-412000	Temporary Employees	Andrew Knutson	ANNOUNCING SERVICES	490.00	111922
200-40-53-412000	Temporary Employees	Guilder, Joe Van	ANNOUNCING SERVICES	800.00	111913
200-40-53-412000	Temporary Employees	Keeley, Lissa	ANNOUNCING SERVICES	350.00	111917
200-40-53-422000	Clothing	SS Design Promotional Prod	STAFF APPAREL	429.13	111901
200-40-53-423000	Vehicle Supplies & Mainten	R & R Specialties of Wisco	SNOW BREAKER FOR ZAM	151.55	3055
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	413.68	3064
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	33.28	3081
200-40-53-424000	Operating Supplies	Twin City Filter Service,	FILTERS	283.44	111835
200-40-53-424000	Operating Supplies	voss Lighting	LIGHTS	172.60	3038
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	30.35	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSIONS SUPPLIES	34.68	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	34.68	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	61.25	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSIONS SUPPLIES	122.90	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	527.87	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	289.52	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	34.68	111896
200-40-53-425000-PR5512	Merchandise for Sale	Shamrock Group, Inc.	CONCESSION SUPPLIES	114.50	111896
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	623.30	111916
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	207.50	111916
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	SUPPLIES FOR CONCESSIONS	200.00	111859
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES	1,085.71	111846
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES	183.45	111846
200-40-53-430000	Professional Services	MR Cutting Edge	BLADE SHARPENING	541.00	111852
200-40-53-430000-PR5502	Professional Services	Alan Tsai	SPEED SKATING INSTRUCTORS	120.00	3089
200-40-53-430000-PR5502	Professional Services	Edward Nagel	SPEED SKATING INSTRUCTORS	120.00	3090
200-40-53-430000-PR5502	Professional Services	Elena Stave	SPEED SKATING INSTRUCTORS	120.00	3095
200-40-53-430000-PR5502	Professional Services	Elise Stave	SPEED SKATING INSTRUCTORS	135.00	3092
200-40-53-430000-PR5502	Professional Services	Keeley Whitcomb	SPEED SKATING INSTRUCTORS	120.00	3094
200-40-53-430000-PR5502	Professional Services	Noah Lopez	SPEED SKATING INSTRUCTORS	120.00	3091
200-40-53-430000-PR5502	Professional Services	Samuel Chamberlain	SPEED SKATING INSTRUCTORS	120.00	111926
200-40-53-430000-PR5512	Professional Services	BOYS HIGH SCHOOL BOOSTER C	CONCESSION SHARE	3,415.33	111931
200-40-53-430000-PR5512	Professional Services	RAHS GIRLS BOOSTERS	CONCESSION REVENUE SPLIT	774.19	111932
200-40-53-434000	Printing	The MPX Group	SKATE TAGS	2,164.15	111861
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	39,099.55	3046
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,394.88	111834
Total Department 40-53 SKATING CENTER				57,118.17	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
			Total Fund 200 Recreation Fund	79,515.90	
Fund: 201 Recreation Donations					
Department: 40-40 RECREATION ADMINISTRATION					
201-40-40-430000	Professional Services	Vacker Inc.	CAIRN SIGNS X 3	1,856.00	111827
			Total Department 40-40 RECREATION ADMINISTRATION	1,856.00	
			Total Fund 201 Recreation Donations	1,856.00	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	111892
204-40-43-424000	Operating Supplies	Fikes, Inc.	ROLL TOWEL, TOILET TISSUE, BLACK ROLL	519.32	3081
204-40-43-424000	Operating Supplies	Fikes, Inc.	TOILET TISSUE, ROLL TOWEL, BLACK ROLL	983.44	3081
204-40-43-424000	Operating Supplies	Fikes, Inc.	CASE SUNNY CARE	107.70	3081
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	578.19	111834
204-40-43-430000	Professional Services	USDA APHIS General	PERSONNEL COMPENSATION, PROGRAM SUPPO	250.79	111904
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL CENTRAL PARK BETWEEN LEX	1,600.00	111889
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL OASIS PARK NEAR WHEELER	560.00	111889
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE REMOVAL VALLEY PARK	329.00	111889
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE PRUNING 1966 CHATSWORTH ST N	2,250.00	111889
204-40-43-431000	Telephone	T Mobile	PHONE DECEMBER 2024	179.46	111911
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	2,950.14	3044
			Total Department 40-43 RECREATION MAINTENANCE	10,310.84	
			Total Fund 204 PARK MAINTENANCE	10,310.84	
Fund: 260 Community Development					
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	409.50	3085
260-56-57-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	81.12	111825
			Total Department 56-57 PLANNING DEPARTMENT	490.62	
			Total Fund 260 Community Development	490.62	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-420000	Office Supplies	Innovative Office Solution	DECEMBER OFFICE SUPPLIES	479.80	3077
265-05-00-424000	Operating Supplies	Innovative Office Solution	DECEMBER OFFICE SUPPLIES	188.23	3077
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,464.04	111834
265-05-00-431000	Telephone	CenturyLink	TELEPHONE	122.32	111885
265-05-00-431000	Telephone	CenturyLink	SERVICE 1/10/25 - 2/9/25, ACCT 333531	53.73	111886
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	931.66	3050
			Total Department 05-00 DEPUTY REGISTER	3,239.78	
			Total Fund 265 License Center	3,239.78	
Fund: 270 Charitable Gambling					
Department: 67-00 CHARITABLE GAMBLING					
270-67-00-430000	Professional Services	Roseville Community Founda	LAWFUL GAMBLING PROCEEDS 2024	10,688.85	3078
			Total Department 67-00 CHARITABLE GAMBLING	10,688.85	
			Total Fund 270 Charitable Gambling	10,688.85	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	MacQueen Equipment	BOOTS	630.06	3036
			Total Department 13-00 FIRE DEPARTMENT	630.06	
			Total Fund 401 Fire Equipment	630.06	
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438101	Postage Meter	GreatAmerica Financial Ser	COPIER RENTAL	332.00	111860
			Total Department 08-00 CENTRAL SERVICES	332.00	
			Total Fund 409 CENTRAL SERVICES FUND	332.00	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
410-20-20-453000	Other Improvements	Schwab vollhaber Lubratt S	HVAC EQUIPMENT INSTALLATION	45,901.00	111890
			Total Department 20-20 PUBLIC WORKS ADMINISTRATION	45,901.00	
			Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND	45,901.00	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-453000-PR2318	Recreation Improvements	Midwest Groundcover	INSTALLATION OF IPEMA CERT ENG WOOD F	7,980.00	111923
411-40-40-453000-PR2318	Recreation Improvements	Midwest Groundcover	INSTALLATION OF IPEMA CERT ENG WOOD F	6,930.00	111923
			Total Department 40-40 RECREATION ADMINISTRATION	14,910.00	
Department: 40-43 RECREATION MAINTENANCE					
411-40-43-430000	Professional Services	Tree Trust	TREE REMOVALS, PLANTINGS, TREATMENTS,	3,750.00	111888
411-40-43-430000-PR2350	Professional Services	Tree Trust	TREE REMOVALS, PLANTINGS, TREATMENTS,	2,100.00	111888
			Total Department 40-43 RECREATION MAINTENANCE	5,850.00	
			Total Fund 411 Recreation Improvements	20,760.00	
Fund: 425 2719 Lexington Avenue					
Department: 02-00 ADMINISTRATION					
425-02-00-430000	Professional Services	Kennedy & Graven, Chartere	MAINTENANCE AND LICENSE FACILITY	2,756.50	111833
			Total Department 02-00 ADMINISTRATION	2,756.50	
			Total Fund 425 2719 Lexington Avenue	2,756.50	
Fund: 583 TIF DISTRICT #21 - CPC REDEVELOPMENT					
Department: 57-00 EDA - GENERAL					
583-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF 2ND HALF 2024 VERIFICATION OF PAY	135.63	111831
583-57-00-430000	Professional Services	Ramsey County	TIF ADMIN BILLING 2023	467.92	111894
583-57-00-490000	Contractor Payments	Colder Products Company	2ND HALF TIF PAY AS YOU GO TIF NOTE-2	144,306.40	111909
			Total Department 57-00 EDA - GENERAL	144,909.95	
			Total Fund 583 TIF DISTRICT #21 - CPC REDEVELOPMENT	144,909.95	
Fund: 585 TIF District #17-Twin Lakes					
Department: 57-00 EDA - GENERAL					
585-57-00-430000	Professional Services	Ramsey County	TIF ADMIN BILLING 2023	935.83	111894
			Total Department 57-00 EDA - GENERAL	935.83	
			Total Fund 585 TIF District #17-Twin Lakes	935.83	
Fund: 586 TIF #18 Sienna Green					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 586 TIF #18 Sienna Green					
Department: 57-00 EDA - GENERAL					
586-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF 2ND HALF 2024 VERIFICATION OF PAY	135.62	111831
586-57-00-430000	Professional Services	Ramsey County	TIF ADMIN BILLING 2023	467.92	111894
586-57-00-490000	Contractor Payments	Aeon	2ND HALF TIF PAYMENT 2024	64,098.92	111897
			Total Department 57-00 EDA - GENERAL	64,702.46	
			Total Fund 586 TIF #18 Sienna Green	64,702.46	
Fund: 588 TIF District #20: McGough					
Department: 57-00 EDA - GENERAL					
588-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF 2ND HALF 2024 VERIFICATION OF PAY	135.62	111831
588-57-00-430000	Professional Services	Ramsey County	TIF ADMIN BILLING 2023	467.92	111894
588-57-00-490000	Contractor Payments	McGough Construction Compa	2ND HALF TIF PAY AS YOU GO TIF NOTE -	53,885.78	111905
			Total Department 57-00 EDA - GENERAL	54,489.32	
			Total Fund 588 TIF District #20: McGough	54,489.32	
Fund: 589 TIF District #22 Twin Lakes II					
Department: 57-00 EDA - GENERAL					
589-57-00-430000	Professional Services	Ehlers & Associates, Inc.	TIF 2ND HALF 2024 VERIFICATION OF PAY	135.63	111831
589-57-00-430000	Professional Services	Ramsey County	TIF ADMIN BILLING 2023	935.83	111894
589-57-00-490000	Contractor Payments	2720 Fairview Group, LLC	2ND HALF 2024 TIF PAYMENT	201,555.01	111914
589-57-00-490000	Contractor Payments	Dominium Development & Acq	2ND HALF 2024 TIF PAYMENT	127,019.23	111918
589-57-00-490000	Contractor Payments	Dominium Development & Acq	2ND HALF 2024 TIF PAYMENT	152,601.35	111919
589-57-00-490000	Contractor Payments	Tareen Dermatology	2ND HALF OF 2024 TIF PAY AS YOU GO TI	33,917.24	111921
			Total Department 57-00 EDA - GENERAL	516,164.29	
			Total Fund 589 TIF District #22 Twin Lakes II	516,164.29	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	ALBERT H SCHWARTZ	UB refund for account: 003160-000	10.78	111877
600-00-00-202000	Accounts Payable	BLUFF CITY PROPERTY MANAGE	UB refund for account: 023401-000	26.78	111875
600-00-00-202000	Accounts Payable	JAMES CARR & KATHERYN MARK	UB refund for account: 015023-000	37.55	111934
600-00-00-202000	Accounts Payable	REBECCA LANDON	UB refund for account: 024760-000	20.24	111876
			Total Department 00-00 GENERAL	95.35	
Department: 50-00 SANITARY SEWER					
600-50-00-370100	SANITARY SEWER - CONSUMPTI	City of Maplewood	SEWER AND STORM REIMBURSEMENT	85,288.23	3056
600-50-00-424000	Operating Supplies	BIRNSTENGEL EQUIPMENT	2006 NISSAN PL40 4000LB FORKLIFT 187	2,025.00	111933
600-50-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	75.60	3034
600-50-00-430000	Professional Services	Hydro Klean	TELEVISIONING	12,350.61	3082
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	1,094.86	3052
			Total Department 50-00 SANITARY SEWER	100,834.30	
			Total Fund 600 Sanitary Sewer	100,929.65	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	ALBERT H SCHWARTZ	UB refund for account: 003160-000	11.07	111877
610-00-00-202000	Accounts Payable	BLUFF CITY PROPERTY MANAGE	UB refund for account: 023401-000	23.62	111875
610-00-00-202000	Accounts Payable	JAMES CARR & KATHERYN MARK	UB refund for account: 015023-000	28.39	111934
610-00-00-202000	Accounts Payable	REBECCA LANDON	UB refund for account: 024760-000	18.11	111876
			Total Department 00-00 GENERAL	81.19	
Department: 51-00 WATER FUND					

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	BIRNSTENGEL EQUIPMENT	2006 NISSAN PL40 4000LB FORKLIFT 187	2,025.00	111933
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	#68 BREAKABLE SLV FOR THE K527 KIT	2,178.50	3063
610-51-00-424000	Operating Supplies	GENERAL INDUSTRIAL SUPPLY	SAFTEY GLASSES AND GLOVES	599.00	3066
610-51-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	75.60	3034
610-51-00-430000	Professional Services	Short Elliott Hendrickson,	WATER TANK MAINTENANCE PROGAM	9,500.00	3076
610-51-00-430000	Professional Services	Water Conservation Service	LEAK LOCATES 4 MONTH OF JANUARY 2025	2,027.75	111891
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	3,350.30	3048
610-51-00-439000	CONTRACT MAINTENANCE	Advanced Engineering & Env	UPGRADING PUBLIC WORKS SCADA COMPUTER	4,421.00	111900
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	235.20	111841
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	437.20	111841
610-51-00-439000	CONTRACT MAINTENANCE	SHI International Corp	WIN REMOTE DESKTOP SERVICES WINDOWS -	547.95	3058
610-51-00-442000	Memberships & Subscription	American Water Works Assoc	MEMBERSHIP TERM 2/1/25 TO 1/31/26	2,418.00	111840
610-51-00-443600	Software Operating Charges	Comcast	706 SHRYER - BOOSTER STATION	518.35	111829
610-51-00-443600	Software Operating Charges	Metro-INET	RESERVOIR WOODS - COMCAST ENS	5,844.00	3071
Total Department 51-00 WATER FUND				34,177.85	
Total Fund 610 Water Fund				34,259.04	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	TINE - SIDE EJECT/SOLID	511.98	3037
620-52-51-423000	Vehicle Supplies & Mainten	MTI Distributing, Inc.	TINE - SIDE EJECT/SOLID	(367.36)	3037
620-52-51-425000	Merchandise for Sale	Coffee Mill, Inc.	COFFEE FOR RESALE	373.00	111837
620-52-51-431000	Telephone	T Mobile	PHONE DECEMBER 2024	38.80	111911
Total Department 52-51 CEDARHOLM GOLF COURSE				556.42	
Total Fund 620 Golf Course				556.42	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	ALBERT H SCHWARTZ	UB refund for account: 003160-000	6.54	111877
640-00-00-202000	Accounts Payable	BLUFF CITY PROPERTY MANAGE	UB refund for account: 023401-000	14.00	111875
640-00-00-202000	Accounts Payable	JAMES CARR & KATHERYN MARK	UB refund for account: 015023-000	16.61	111934
640-00-00-202000	Accounts Payable	REBECCA LONDON	UB refund for account: 024760-000	10.69	111876
Total Department 00-00 GENERAL				47.84	
Department: 54-00 STORM WATER					
640-54-00-374000	Storm Drainage	City of Maplewood	SEWER AND STORM REIMBURSEMENT	7,931.34	3056
640-54-00-424000	Operating Supplies	BIRNSTENGEL EQUIPMENT	2006 NISSAN PL40 4000LB FORKLIFT 187	2,025.00	111933
640-54-00-430000	Professional Services	Ehlers & Associates, Inc.	UTILITY RATE STUDY - SEWER	142.50	111832
640-54-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS	75.60	3034
640-54-00-430000	Professional Services	Innovyze LLC	XPSTORM 2025 SUBSCRIPTION COST	3,943.00	111907
640-54-00-430000	Professional Services	Metro Watershed Partners	METRO WATERSHED PARTNERS 2025 MEMBERS	2,500.00	111845
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	601.24	3045
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	19.99	3053
640-54-00-439000	CONTRACT MAINTENANCE	TWIN CITIES FOUNTAIN SERVI	WATERFALL CLEANING	720.00	111927
Total Department 54-00 STORM WATER				17,958.67	
Total Fund 640 Storm Drainage				18,006.51	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	ALBERT H SCHWARTZ	UB refund for account: 003160-000	3.57	111877
650-00-00-202000	Accounts Payable	BLUFF CITY PROPERTY MANAGE	UB refund for account: 023401-000	7.63	111875

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	JAMES CARR & KATHERYN MARK	UB refund for account: 015023-000	9.14	111934
650-00-00-202000	Accounts Payable	REBECCA LONDON	UB refund for account: 024760-000	5.84	111876
			Total Department 00-00 GENERAL	26.18	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU DECEMBER WITH AD	85.00	111856
			Total Department 65-00 SOLID WASTE RECYCLE	85.00	
			Total Fund 650 ENVIRONMENTAL	111.18	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-435000	Insurance	WCRA	PY2025 - INSTALLMENT 1 PREMIUM	5,376.76	3075
			Total Department 60-00 WORKERS COMPENSATION	5,376.76	
			Total Fund 700 workers Compensation	5,376.76	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-430056	Community Development Clai	MCDONALD HOPKINS LLC	PROFESSIONAL SERVICES - DATA BREACH	25.20	111928
710-61-00-435000	Insurance	League of MN Cities Ins Tr	Property/Casualty Coverage Premium, A	69,504.00	111830
710-61-00-441000	Training	OECS - 170064	OSHA	600.00	111864
			Total Department 61-00 RISK MANAGEMENT	70,129.20	
			Total Fund 710 Risk Management	70,129.20	
Fund: 725 EDA Operating Fund					
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-490000	Contractor Payments	Center for Energy and Envi	ENERGY AUDITS FOR 2024	750.00	3088
			Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM	750.00	
Department: 57-82 EDA - HOUSING MARKETING & STUDIES					
725-57-82-430000	Professional Services	Stantec Consulting Service	MARKET STUDY RESEARCH AND DATA	20,550.25	3086
			Total Department 57-82 EDA - HOUSING MARKETING & STUDIES	20,550.25	
			Total Fund 725 EDA Operating Fund	21,300.25	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-211100	ICMA Def Comp	10,432.73	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-01-00-424000	Operating Supplies	114.69	
		100-01-00-430000	Professional Services	4,606.37	
		100-01-00-433000	Advertising	146.12	
		100-01-00-442000	Memberships & Subscriptions	10,810.00	
		100-02-00-420000	Office Supplies	194.40	
		100-02-00-430000	Professional Services	78,257.93	
		100-02-00-430099	Drug Testing	148.31	
		100-02-00-439000	CONTRACT MAINTENANCE	20,011.74	
		100-02-00-440000	Conferences	35.00	
		100-02-00-442000	Memberships & Subscriptions	66.00	
		100-04-00-420000	Office Supplies	19.18	
		100-06-00-430000	Professional Services	31,842.91	
		100-08-00-420000	Office Supplies	736.19	
		100-08-00-434000	Printing	1,536.00	
		100-10-00-420000	Office Supplies	599.12	
		100-10-00-422000	Clothing	2,357.84	
		100-10-00-424000	Operating Supplies	3,545.89	
		100-10-00-424000-PD0002	Operating Supplies	380.00	
		100-10-00-430000	Professional Services	8,260.68	
		100-10-00-430001	Dispatching Services	36,754.50	
		100-10-00-431000	Telephone	1,080.27	
		100-10-00-437000	Contract Maint. - Vehicles	514.80	
		100-10-00-439000	CONTRACT MAINTENANCE	61,359.28	
		100-10-00-441000	Training	1,920.00	
		100-10-00-441100	Tuition Reimbursement	4,500.00	
		100-10-00-442000	Memberships & Subscriptions	250.00	
		100-10-00-443600	Software Operating Charges	1,658.00	
		100-13-00-382900	Miscellaneous Revenue	390.00	
		100-13-00-421000	Motor Fuel	553.70	
		100-13-00-422000	Clothing	288.50	
		100-13-00-423000	Vehicle Supplies & Maintenance	997.62	
		100-13-00-430000	Professional Services	1,525.00	
		100-13-00-439000	CONTRACT MAINTENANCE	4,018.24	
		100-13-00-441000	Training	250.00	
		100-13-13-436000	Utilities	5,599.67	
		100-13-18-436000	Utilities	78.53	
		100-20-20-420000	Office Supplies	101.96	
		100-20-21-422000	Clothing	319.49	
		100-20-21-424000	Operating Supplies	4,334.52	
		100-20-21-439000	CONTRACT MAINTENANCE	115.44	
		100-20-22-436000	Utilities	16,021.73	
		100-20-30-422000	Clothing	90.28	
		100-20-30-423000	Vehicle Supplies & Maintenance	6,137.98	
		100-20-30-439000	CONTRACT MAINTENANCE	300.00	
		100-23-00-424000	Op Supplies-City Hall	2,640.13	
		100-23-00-430000	Professional Services	10,333.46	
		100-23-00-436001	Utilities-City Hall	6,020.56	
		100-23-00-436003	Utilities-City Garage	4,287.65	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	148.19	
		100-23-00-439003	Contract Maint.- City Garage	148.19	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		101-13-00-448000-FD0037	Fire Therapy Dog	500.00	
		110-09-00-431100	Postage	4,632.34	
		200-40-40-431000	Telephone	1,207.48	
		200-40-40-433000	Advertising	175.00	
		200-40-40-440000	Conferences	179.00	
		200-40-41-430000-PR0202	Professional Services	3,160.00	
		200-40-41-430000-PR0210	Professional Services	120.00	
		200-40-41-430000-PR0220	Professional Services	4,998.00	
		200-40-41-430000-PR0290	Professional Services	700.00	
		200-40-41-436000-PR0253	Utilities	2,614.00	
		200-40-42-424000-PR0101	Operating Supplies	29.46	
		200-40-42-430000-PR0105	Professional Services	159.46	
		200-40-42-430000-PR0122	Professional Services	6,156.00	
		200-40-42-438000	Rental	814.00	
		200-40-50-436000-PR0119	Utilities	914.10	
		200-40-50-439000-PR0119	CONTRACT MAINTENANCE	1,171.23	
		200-40-53-412000	Temporary Employees	1,840.00	
		200-40-53-422000	Clothing	429.13	
		200-40-53-423000	Vehicle Supplies & Maintenance	151.55	
		200-40-53-424000	Operating Supplies	903.00	
		200-40-53-425000-PR5512	Merchandise for Sale	3,550.39	
		200-40-53-430000	Professional Services	541.00	
		200-40-53-430000-PR5502	Professional Services	855.00	
		200-40-53-430000-PR5512	Professional Services	4,189.52	
		200-40-53-434000	Printing	2,164.15	
		200-40-53-436000	Utilities	39,099.55	
		200-40-53-439000	CONTRACT MAINTENANCE	3,394.88	
		201-40-40-430000	Professional Services	1,856.00	
		204-40-43-422000	Clothing	2.80	
		204-40-43-424000	Operating Supplies	2,188.65	
		204-40-43-430000	Professional Services	250.79	
		204-40-43-430000-PR0400	Professional Services	4,739.00	
		204-40-43-431000	Telephone	179.46	
		204-40-43-436000	Utilities	2,950.14	
		260-56-57-430000	Professional Services	409.50	
		260-56-57-433000	Advertising	81.12	
		265-05-00-420000	Office Supplies	479.80	
		265-05-00-424000	Operating Supplies	188.23	
		265-05-00-430000	Professional Services	1,464.04	
		265-05-00-431000	Telephone	176.05	
		265-05-00-436000	Utilities	931.66	
		270-67-00-430000	Professional Services	10,688.85	
		401-13-00-453000	Other Improvements	630.06	
		409-08-00-438101	Postage Meter	332.00	
		410-20-20-453000	Other Improvements	45,901.00	
		411-40-40-453000-PR2318	Recreation Improvements	14,910.00	
		411-40-43-430000	Professional Services	3,750.00	
		411-40-43-430000-PR2350	Professional Services	2,100.00	
		425-02-00-430000	Professional Services	2,756.50	
		583-57-00-430000	Professional Services	603.55	
		583-57-00-490000	Contractor Payments	144,306.40	
		585-57-00-430000	Professional Services	935.83	
		586-57-00-430000	Professional Services	603.54	
		586-57-00-490000	Contractor Payments	64,098.92	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		588-57-00-430000	Professional Services	603.54	
		588-57-00-490000	Contractor Payments	53,885.78	
		589-57-00-430000	Professional Services	1,071.46	
		589-57-00-490000	Contractor Payments	515,092.83	
		600-00-00-202000	Accounts Payable	95.35	
		600-50-00-370100	SANITARY SEWER - CONSUMPTION	85,288.23	
		600-50-00-424000	Operating Supplies	2,025.00	
		600-50-00-430000	Professional Services	12,426.21	
		600-50-00-436000	Utilities	1,094.86	
		610-00-00-202000	Accounts Payable	81.19	
		610-51-00-424000	Operating Supplies	4,802.50	
		610-51-00-430000	Professional Services	11,603.35	
		610-51-00-436000	Utilities	3,350.30	
		610-51-00-439000	CONTRACT MAINTENANCE	5,641.35	
		610-51-00-442000	Memberships & Subscriptions	2,418.00	
		610-51-00-443600	Software Operating Charges	6,362.35	
		620-52-51-423000	Vehicle Supplies & Maintenance	144.62	
		620-52-51-425000	Merchandise for Sale	373.00	
		620-52-51-431000	Telephone	38.80	
		640-00-00-202000	Accounts Payable	47.84	
		640-54-00-374000	Storm Drainage	7,931.34	
		640-54-00-424000	Operating Supplies	2,025.00	
		640-54-00-430000	Professional Services	6,661.10	
		640-54-00-436000	Utilities	621.23	
		640-54-00-439000	CONTRACT MAINTENANCE	720.00	
		650-00-00-202000	Accounts Payable	26.18	
		650-65-00-430000	Professional Services	85.00	
		700-60-00-435000	Insurance	5,376.76	
		710-61-00-430056	Community Development Claims	25.20	
		710-61-00-435000	Insurance	69,504.00	
		710-61-00-441000	Training	600.00	
		725-57-73-490000	Contractor Payments	750.00	
		725-57-82-430000	Professional Services	20,550.25	
---	TOTALS BY FUND ---				
		100	General Fund	347,088.79	
		101	General Fund Donations	500.00	
		110	Telecommunications	4,632.34	
		200	Recreation Fund	79,515.90	
		201	Recreation Donations	1,856.00	
		204	PARK MAINTENANCE	10,310.84	
		260	Community Development	490.62	
		265	License Center	3,239.78	
		270	Charitable Gambling	10,688.85	
		401	Fire Equipment	630.06	
		409	CENTRAL SERVICES FUND	332.00	
		410	GENERAL FACILITIES REPLACEMENT FUND	45,901.00	
		411	Recreation Improvements	20,760.00	
		425	2719 Lexington Avenue	2,756.50	
		583	TIF DISTRICT #21 - CPC REDEVELOPMENT	144,909.95	
		585	TIF District #17-Twin Lakes	935.83	
		586	TIF #18 Sienna Green	64,702.46	
		588	TIF District #20: McGough	54,489.32	
		589	TIF District #22 Twin Lakes II	516,164.29	
		600	Sanitary Sewer	100,929.65	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		610	Water Fund	34,259.04	
		620	Golf Course	556.42	
		640	Storm Drainage	18,006.51	
		650	ENVIRONMENTAL	111.18	
		700	Workers Compensation	5,376.76	
		710	Risk Management	70,129.20	
		725	EDA Operating Fund	21,300.25	
		Total For All Funds:		<u>1,560,573.54</u>	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 10.b.

Department Approval



City Manager Approval



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

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

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

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40 **Requested Council Action**

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

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

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

46

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Storm Sewer Fund (Public Works)	Tri State Bobcat, Inc.	UV34 Gas Utility Vehicle	(a) \$	25,000	\$ 23,950	2025 CIP
Water Fund (Public Works)	Escape Fire Protection	Private Hydrant Inspections	(b) \$	16,000	\$ 24,940	2025 Budget
Public Works	Mansfield Oil Company of Gainsville, Inc.	Motor Fuel Contract	(c) \$	345,300	\$ 315,000	2025 Budget

Key

- (a) This purchase would be to replace the 2015 Bobcat utility vehicle. The Bobcat UTV is used year round for streetscape maintenance, right of way maintenance, special events and winter maintenance on city walks and parking lots.
- There are approximately 430 private hydrants that need to be flushed and inspected each year in the City of Roseville. In 2024, we hired a private vendor to do this work instead of using a seasonal employee. This year we are recommending doing the same, as it is very efficient and the private vendors are experts at this work. Staff sent quotes out to three vendors to complete the work, and in turn only received two responses back (Viking Automatic Sprinkler Co. - \$100/hydrant & Escape Fire Protection - \$58/hydrant). It is being proposed to use the budget amount that was intended for hiring seasonal workers to be used to hire a contractor (Escape Fire Protection) to do the flushing/inspections. The cost to perform this work is covered by fees that are charged to the property owners for the city to inspect each hydrant annually.
- (c) In 2025 the City expects to purchase approximately 120,000 gallons of fuel. This projected gallon usage was submitted to the Minnesota Department of Administration State Procurement on 10/28/2024. The Fixed price schedule was released from Minnesota ADM on 1/27/2025 contracting with Mansfield Oil Company of Gainseville, Inc. This purchase would be part of the 2025 State Fuel Contract Release F-529(5) State Contract #263096.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Storm Sewer
Project/Initiative Title:	#164 Bobcat 3400
Total Estimated Cost:	\$25,000
Funding Source:	Storm Sewer Fund
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This utility vehicle is used for miscellaneous tasks including streetscape maintenance, de-icing, sign work, and other miscellaneous projects and is due for replacement. The current vehicle is over 10 years old.

Location:

Maintenance Facility

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 10.c.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Approve the renewal of a Short-Term Rental License for 1901 Ryan Avenue

Background

Chapter 909 of City Code requires the licensing of non-owner occupied short term rentals of dwelling units, subject to certain exemptions. The original short term rental license for 1901 Ryan Avenue was issued on February 14, 2023. On December 24, 2024, an application for renewal of the short term rental license was submitted by the property owner. The property is a three 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 14, 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 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 of \$515. 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 the 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

36 Staff recommends the approval of a one year renewal of a Short-Term Rental License for
37 1901 Ryan Avenue.

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39 **Requested Council Action**

40 By motion, approve the renewal of the Short-Term Rental License for 1901 Ryan Avenue.

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42 **Prepared by:** David Englund, Building Official

Attachments: 1. Application
2. Draft License

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Menu

Reports

Help

File Date: [12/24/2024](#)

Application Status: [In Review](#)

Application Detail: [Detail](#)

Application Type: [Short-Term Rental License Application](#)

Address: [1901 Ryan Ave W Roseville MN 55113](#)

Custom Fields: UNIT DETAILS

Unit Type

Number of Bedrooms

[Single-Family Home](#)

3

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			Active	Katie Haferman

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

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: Katie Haferman

Phone: 412-XXX-XXXX

Email:

kthaferman@gmail.com

Address: 1901 Ryan Ave.

Expiration: 2/14/2026

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

REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 10.d.

Department Approval

City Manager Approval



Item Description: Approve Professional Services Agreement with Tubman

Background

Tubman is a non-profit that provides services to persons facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, and other forms of trauma. They have worked in partnership with the Roseville Police Department and the City's Prosecuting Attorney for many years. Specifically, Tubman provides pro-bono legal assistance and advocacy for Roseville victims of crime. As part of the 2025 City Budget, the City Council allocated \$20,000 to help fund Tubman's activities in Roseville.

A one-year professional services agreement has been drafted that outlines the services Tubman will provide to the City and its residents. The agreement has been reviewed and approved by the City Attorney.

Policy Objectives

The City of Roseville strives to be a welcoming and inclusive community where all residents feel safe and secure. This agreement with Tubman supports those aspirations by ensuring that victims of crime have access to legal assistance and advocacy services. The City has a long-standing partnership with Tubman, and the funding allocated by the City Council helps facilitate continued access to these critical resources for Roseville residents.

Equity Impact Summary

According to material submitted by Tubman, they serve about 20,000 people of all ages, genders, and cultural backgrounds who face relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, and other forms of trauma. According to Tubman's data, 88% of Tubman's crisis and intervention clients have income at or below 200% of the federal poverty guidelines, 60% identify as Black, Indigenous or people of color (BIPOC), and 46% of clients are children and young people up to age 24.

Budget Implications

The 2025 Budget allocated \$20,000 for Tubman's services.

Staff Recommendations

Staff recommends entering into the professional services agreement with Tubman.

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Requested Council Action

Motion to approve entering into the professional services agreement with Tubman.

Prepared by: Patrick Trudgeon, City Manager

Attachments: 1. Draft Agreement between City of Roseville and Tubman

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PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“**Agreement**”) is made between the City of (“**City**”), a Minnesota municipal corporation, and the Tubman (“**Tubman**”), a Minnesota nonprofit corporation. Tubman is a social service agency whose mission is safety, hope, and healing.

Name/ Organization: Tubman	Federal EIN: 41-4200048
Mailing Address: 4432 Chicago Avenue Minneapolis, MN 55407	Telephone Number: 612-825-3333 (corporate office)
Contact Person: - Jennifer J. Polzin, CEO, authorized to sign contracts - Jennifer Dickinson, Director of Legal Services, authorized to discuss service provision	Email: jpolzin@tubman.org, 612-767-6697 (office) jdickinson@tubman.org, 651-789-6720 (office)

The following person is designated the Contract Manager (“**Contract Manager**”) for the City for the purposes of this Agreement:

Name: Patrick Trudgeon, City Manager	Email: pat.trudgeon@cityofroseville.com
Mailing Address: 2660 Civic Center Drive Roseville, MN 55113	Telephone Number: (651) 792-7021

City and Tubman may hereinafter be referred to individually as a “party” or collectively as the “parties.” In consideration of the mutual promises and agreements contained herein, and intending to be legally bound, City and Tubman hereby agree as follows:

1. **Agreement Documents.** This Agreement, which includes the Description of Services attached hereto as Exhibit A, sets out the entire understanding between the parties and it supersedes any prior written or oral discussions or agreements between the parties regarding the same subject matter. The provisions of the documents constituting the Agreement shall be read together and reconciled in the documents to the greatest extent reasonably possible. To the extent there are any conflicting provisions that cannot be reconciled, the more specific provision shall generally be controlling. In the event that a material conflict is found between provisions of the documents, the provisions in the following rank order shall take

precedence: (1) the Descriptions of Services in Exhibit A; (2) this Professional Services Agreement document; (3) Tubman's proposal.

2. **Services.** Tubman agrees to provide the City the services as described in the attached Exhibit A (collectively, the "**Services**") in accordance with the terms and conditions of this Agreement. Tubman shall provide the Services in a manner consistent with industry standards for similar Services and in accordance with the standards, requirements, and timelines set out in Exhibit A.
3. **Compensation.** City shall compensate Tubman for the Services as provided in Exhibit A. Unless expressly provided otherwise in Exhibit A, the total amount or rate of compensation is the amount that Tubman incurs to cover staff time to provide the Services.
 - a. The total amount to be paid by the City pursuant to the Services in this contract shall not exceed \$20,000 annually ("City Costs"). City shall not be responsible for paying any amounts for the completion of the Services other than those expressly provided for in Exhibit A. The amount will be revisited annually to adjust for the average number of Services provided.
 - b. Amounts payable by the City shall be paid to Tubman on or before January 30th of each year, or at a date mutually agreed upon by both parties, to cover the City's share for that year. The payment for the period between January 1, 2025 and December 31, 2025 shall be made by the City within 30 days of execution of this Agreement.
 - c. The City Costs for the period between January 1, 2025 and December 31, 2025 shall not exceed \$20,000.
4. **Notices.** Any notices provided under this Agreement shall be to Tubman and Contract Manager as identified above.
5. **Term.** This Agreement shall commence on January 1, 2025 and shall terminate on December 31, 2025, unless it is terminated earlier as provided herein or the parties agree in writing to an extension of this Agreement.
6. **Deliverables.** If Tubman is required to produce specific deliverables to City as part of the Services to be provided under this Agreement, such deliverables shall be identified in Exhibit A of the Agreement.
7. **Termination.** Either party may terminate this Agreement for any reason upon thirty (30) days written notice. If Consultant is in default and fails to cure the default within the period provided in the written notice of default as provided in this Agreement, City has the right to terminate this Agreement immediately upon written notice of termination. Tubman may retain the City Cost used for Services provided prior to the effective date of termination but shall return the proportionate share of the City Costs remaining from the effective date of termination until the end of the year within 30 days of the effective date of termination. The following provisions of this Agreement shall survive expiration, termination, or cancellation of this Agreement: Indemnification; Insurance; Applicable Law; Audit; and Data Practices.

8. **Data Practices.** Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13), and all other applicable laws, related to data it creates or receives from City in the performance of the Services.
9. **Legal Compliance.** Tubman shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in providing the Services and shall obtain all permits and permissions that may be required. This Agreement shall be governed by and construed according to the laws of the State of Minnesota.
10. **Indemnification.** Tubman agrees to defend, indemnify and hold harmless, City, its officials, officers, agents and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of Tubman, its offices, employers, agents, contractors or subcontractors or anyone directly or indirectly employed by them, or anyone volunteering for them, or anyone for whose acts or omissions they may be liable in the performance of the Services and against all loss by reason of the failure of Tubman to perform fully, in any respect, all obligations under this Agreement. Nothing in this Agreement shall constitute a waiver by City of any limits on or exclusions from liability available to it under Minnesota Statutes, chapter 466 or other law.
11. **Amendments.** No modification, amendment, deletion, or waiver in the terms of this Agreement, or any expansion in the scope of the Services, is valid unless it is in writing and signed by the parties.
12. **Notices.** Any notice or demand authorized or required under this Agreement shall be in writing and shall be sent by certified mail to, with respect to City, the Contract Manager and, with respect to Tubman, to Tubman's contact person, each as identified at the outset of the Agreement.
13. **Nondiscrimination.** Tubman agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA), the Minnesota Human Rights Act (Minn. Stat. Chap. 363), and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, gender, disability, and religion, and with sexual harassment. Violation of any of the above laws can lead to the immediate termination of this Agreement without needing to provide a cure period.
14. **Insurance.** Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability (or in combination with an umbrella policy)

\$2,000,000 Each Occurrence

\$2,000,000 Products/Completed Operations Aggregate

\$2,000,000 Annual Aggregate

The following coverages shall be included:

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

Workers Compensation

If Consultant is required by law to have Worker's Compensation insurance, Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits are as follows:

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

The City shall be named as an additional insured on the general liability and umbrella policies on a primary and non-contributory basis.

The Consultant shall secure and maintain a professional liability insurance policy. Said policy shall insure payment of damages for legal liability arising out of the performance of professional services for the City, in the insured's capacity as Consultant, if such legal liability is caused by a negligent act, error or omission of the insured or any person or organization for which the insured is legally liable. The policy shall provide minimum limits of \$2,000,000 with a deductible maximum of \$125,000 unless the City agrees to a higher deductible.

Before commencing work, the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

15. **Independent Contractor.** The City hereby retains the Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. The Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.
16. **Subcontractor.** Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statute § 471.425. Consultant must pay subcontractor for all undisputed services

provided by Subcontractor within ten days of Consultant's receipt of payment from City. Consultant must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

17. **Assignment.** Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.
18. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
19. **Controlling Law/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Ramsey County.
20. **Audit Disclosure.** The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement.

CITY

City of

By: _____

Its: _____

Dated: _____

TUBMAN

Tubman

By: _____

CEO

Dated: _____

EXHIBIT A – DESCRIPTION OF SERVICES

I. DUTIES

A. Services and Description

1. Services. The Consultant agrees to furnish the City the following services:
 - a) Recruitment and training of volunteers (advocates) who work with and counsel victims of domestic abuse.
 - b) Staffing of a 24-hour crisis line and providing information and referral.
 - c) Preparation of petitions for protective orders; assistance in the service of protective orders; advocacy with victims during the court hearing process; monitoring compliance with Court Orders.
 - d) Providing shelter for victims and their children.
 - e) Providing support/educational groups for battered persons and educational groups for high-risk target groups.
 - f) Availability of a domestic abuse perpetrator's group for City referrals.
 - g) Tubman will be available as the first point of contact for victims, regardless of the offense level in a domestic violence case.
 - h) Tubman will be available to serve as the community contact agency for intimate partner violence cases referred by law enforcement personnel. Law enforcement officers completing a lethality risk assessment on site with the victims of intimate partner violence may refer such assessments immediately to Tubman staff for services.
2. Client Eligibility.
 - a) Services under this Agreement shall be provided to persons residing in the City who have been battered in domestic relationships, the children of such persons, and to high-risk target groups identified by the City and Tubman.

B. Evaluation, Reporting, and Information Requirements

1. Automated Annual Reports. Tubman agrees to furnish the City with annual reports of services provided under this Agreement. Such report must include data on the services provided within the City of Mounds View under the Agreement, and audited financial statements. The annual report must be submitted on or before January 31st of any year or another date agreed to by Tubman and the City Administrator. A Tubman representative will meet with the Council yearly to provide information and updates regarding services in addition to the annual report.
2. Annual Budget. Tubman shall submit the proposed City Costs for the next year. The submission shall include any proposed changes in the Services for the subsequent year. The Annual Budget must be submitted on or before June 30 of each year.
3. Additional Information. Tubman agrees to provide reasonable information requested by the City regarding the Services.

REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Authorize Mayor and City Manager to execute a Professional Services Agreement with the Saint Paul Area Chamber of Commerce and a Cooperative Funding Agreement with the cities of Maplewood and St. Paul regarding continued funding of the Rice & Larpenteur Alliance

Background

Dating to the summer of 2016, the City has been actively engaging with the cities of Maplewood and St. Paul, along with Ramsey County, regarding revitalizing and re-envisioning the Rice Street and Larpenteur Avenue corridor. The cities and County commissioned a Rice and Larpenteur Area Vision Plan, which was accepted in 2018. Since early 2019, the cities and County have been working with the Saint Paul Area Chamber of Commerce (SPACC) to provide consulting services surrounding implementation of the Vision Plan through the Rice & Larpenteur Alliance.

The Rice & Larpenteur Alliance fiscal year runs from April to March. The Professional Services Agreement (Attachment 1) provides funding to SPACC for professional services to run the Rice & Larpenteur Alliance. Since Roseville serves as the fiscal agent to the Alliance, the Cooperative Funding Agreement (Attachment 2) is with the cities of St. Paul and Maplewood, who provide their Alliance funding to the City of Roseville, who uses it, coupled with City funds, to pay for SPACC's professional services. The County's financial contribution to the Alliance is through grant funding directly to SPACC.

Prior City Council authorization of these agreements include:

- February 26, 2024: City Council authorized agreements for funding the Alliance for a 6th year (April 2024 thru March 2025)
- February 2, 2023: City Council authorized agreements for funding the Alliance for a 5th year (April 2023 thru March 2024)
- February 14, 2022: City Council authorized agreements for funding the Alliance for a 4th year (April 2022 thru March 2023)
- February 8, 2021: City Council authorized agreements for funding the Alliance for a 3rd year (April 2021 thru March 2022)
- March 9, 2020: City Council authorized agreements for funding the Alliance for a 2nd year (April 2020 thru March 2021)
- April 22, 2019: City Council authorized agreements for funding the Alliance for its 1st year (April 2019 thru March 2020)

Moving into the seventh year, the Alliance will continue with its current structural model whereby SPACC provides professional services to the Alliance, with the Executive Director of the Alliance reporting to an executive board. The Executive Director continues to be Kim O'Brien, an employee of SPACC. City staff seek authorization to enter into the necessary contracts to fund the seventh year. A Work Plan for the Alliance is made a part of the Professional Services Agreement and is provided as Attachment 3.

Policy Objectives

The services provided by the Alliance are broad and align with nearly all of the City's adopted Community Aspirations.

Equity Impact Summary

The Rice & Larpenteur Alliance continues to focus on an area of Roseville that is home to a diverse population, with BIPOC residents making up over 40% of the census tract compared to approximately 25% citywide (source: My Sidewalk). This area also includes a high concentration of renter households, small businesses, and households with incomes below the area median income. By supporting the Alliance, the City is investing in an initiative that fosters inclusive economic growth, enhances community engagement, and ensures that historically underrepresented voices have a role in shaping the future of the corridor. The Alliance's efforts support the City's broader aspirations of being a welcoming and inclusive community where all residents and businesses have opportunities to succeed.

Budget Implications

The City of Roseville's cost for the seventh year remains at \$40,000. The EDA's 2025 approved budget included \$40,000 for professional services related to the Rice and Larpenteur Alliance. The Alliance previously adopted a Strategic Fundraising Framework for the years 2020-2024. The Alliance is working to update this plan and will continue to seek grant funding in coming years in the hope that municipal funding could be reduced.

Staff Recommendations

Authorize the Mayor and City Manager to execute a Professional Services Agreement with SPACC and a Cooperative Funding Agreement with the cities of Maplewood and St. Paul.

Requested Council Action

By motion, authorize the Mayor and City Manager to execute a Professional Services Agreement with SPACC and a Cooperative Funding Agreement with the cities of Maplewood and St. Paul.

Prepared by: Janice Gundlach, Community Development Director

Attachments:

1. Professional Services Agreement
2. Cooperative Funding Agreement
3. Work Plan

Standard Agreement for Professional Services

This Agreement (“Agreement”) is made on the ____ day of _____, 2025, between the City of Roseville, a municipal corporation (hereinafter “City”), and the Saint Paul Area Chamber of Commerce, a Nonprofit Corporation (hereinafter “Consultant”).

Preliminary Statement

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

The City and Consultant agree as follows:

1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services shown in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. **Term.** The term of this Agreement shall be from March 2, 2025-March 1, 2026 the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Consultant the compensation described in Exhibit B attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.

C. In the event the Consultant pursues grant funding in support of the Alliance as described in Exhibit A, the Consultant shall not undertake any activities pursuant to such grant funding without the written consent of the Alliance. The Consultant will assume all administrative tasks associated with such awarded grants.

4. ***City Assistance.*** The City agrees to provide the Consultant with the following assistance concerning the Work to be performed hereunder:

A. Depending on the nature of the Work, Consultant may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City shall provide access to and make provisions to enable the Consultant to enter upon public and private land and property as required for the Consultant to perform and complete the Work.

B. The City shall furnish the Consultant with a copy of any special standards or criteria promulgated by the City relating to the Work, including but not limited to design and construction standards that is needed by the Consultant in order to prepare for the performance of the Work.

C. A person shall be appointed to act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement.

5. ***Method of Payment.*** The Consultant shall submit to the City, on a monthly basis, an invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

A. Staffing and associated expenses for the management of the Alliance pursuant to Exhibit A will be billed in equal installments. The Consultant shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. Each invoice shall contain the City's project number and a progress summary showing the original (or amended) amount of the Agreement, current billing, past payments and unexpended balance due under the Agreement.

B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

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

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon Consultant of written notice from the City of such suspension.
 - B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
6. ***Project Manager and Staffing.*** The Consultant has designated Kim O'Brien ("Project Contacts") to perform and /or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. Consultant may not remove or replace Project Contracts without the prior approval of the City.
7. ***Standard of Care.*** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
8. ***Audit Disclosure.*** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.
9. ***Termination.*** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth on page 1, a written notice at least seven (7) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If however, the City terminates the Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant

following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have, retain another consultant to undertake or complete the Work to be performed hereunder.

10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the Alliance, to include designated representative(s) from the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.
13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

17. **Indemnification.** The Consultant agrees to defend, indemnify and hold the cities of Roseville, Maplewood, and Saint Paul, their respective Councils, officers, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, and/or subcontractors pertaining to the performance of the Work provided pursuant to this Agreement and against all losses by reason of the failure of said Consultant to fully perform, in any respect, all of the Consultant's obligations under this Agreement.

18. **Insurance.**

A. General Liability. Prior to starting the Work, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or required by law. Except as otherwise stated below, the policies shall name the cities of Roseville, Maplewood, and Saint Paul as additionally insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Employer's Liability	\$500,000 each accident
(Not needed for	\$500,000 disease policy limit
Minnesota based	\$500,000 disease each employee
Consultant):	
Commercial General Liability:	\$1,000,000 per occurrence
	\$2,000,000 general aggregate
	\$2,000,000 Products – Completed Operations
	Aggregate
	\$100,000 fire legal liability each occurrence
	\$5,000 medical expense
Comprehensive Automobile	
Liability:	\$1,000,000 combined single limit (shall include
	coverage for all owned, hired and non-owned
	vehicles.

- 231 C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO
232 form CG 0001, and shall include the following:
233
234 a. Personal injury with Employment Exclusion (if any) deleted;
235
236 b. Broad Form Contractual Liability coverage; and
237
238 c. Broad Form Property Damage coverage, including Completed Operations.
239
240
- 241 D. Professional Liability Insurance. The Consultant agrees to provide to the City a
242 certificate evidencing that it has in effect, with an insurance company in good
243 standing and authorized to do business in Minnesota, a professional liability insurance
244 policy. Said policy shall insure payment of damage for liability arising out of the
245 performance of professional services for the City, in the insured's capacity as the
246 Consultant, if such liability is caused by an error, omission, or negligent act of the
247 insured or any person or organization for whom the insured is liable. Said policy
248 shall provide an aggregate limit of 2,000,000
249
- 250 E. Consultant shall maintain in effect all insurance coverages required under this
251 Provision 18 at Consultant's sole expense and with insurance companies licensed to
252 do business in the state in Minnesota and having a current A.M. Best rating of no less
253 than A-, unless otherwise agreed to by the City in writing. In addition to the
254 requirements stated above, the following applies to the insurance policies required
255 under this Provision:
256
- 257 a. All policies, except the Professional Liability Insurance policy, shall be written on
258 an "occurrence" form ("claims made" and "modified occurrence" forms are not
259 acceptable);
260
- 261 b. All policies, except the Professional Liability Insurance and Worker's
262 Compensation Policies, shall contain a waiver of subrogation naming "the City of
263 Roseville";
264
- 265 c. All policies, except the Professional Liability Insurance and Worker's
266 Compensation Policies, shall name "the City of Roseville" as an additional
267 insured;
268
- 269 d. All policies, except the Professional Liability Insurance and Worker's
270 Compensation Policies, shall insure the defense and indemnify obligations
271 assumed by Consultant under this Agreement; and
272
- 273 e. All policies shall contain a provision that coverages afforded thereunder shall not
274 be canceled or non-renewed or restrictive modifications added, without thirty (30)
275 days prior written notice to the City.
276

A copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 18, must be filed with City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this Provision 18.

- F. If Consultant fails to provide the insurance coverage specified herein, the Consultant will defend, indemnify and hold harmless the cities of Roseville, Maplewood, and Saint Paul, their respective Councils, officers, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Consultant, its contractors, subcontractors, agents, employees or delegates. Consultant agrees that this indemnity shall be construed and applied in favor of indemnification. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Consultant to:

- a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

Consultant will take the action required by the City within fifteen (15) days of receiving notice from the City.

19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents

as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

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

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

CITY OF ROSEVILLE

Mayor

City Manager

SAINT PAUL AREA CHAMBER OF
COMMERCE

By: _____

Its: _____

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385

EXHIBIT A

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EXHIBIT B
Cooperative Funding Agreement

**COOPERATIVE FUNDING AGREEMENT
RICE ST AND LARPENTEUR AVE GATEWAY ALLIANCE CONSULTING SERVICES**

THIS COOPERATIVE FUNDING AGREEMENT is between the City of Maplewood, the City of St. Paul and the City of Roseville (collectively referred to as “Collaborative Agency Partners” or “Parties” and individually as “Collaborative Agency Partner” or “Party”) as of the last date of signature of the parties below.

WHEREAS, the Collaborative Agency Partners border each other in an area approximately located at the intersection of Rice Street and Larpenteur Avenue in Ramsey County, Minnesota (“Border Area”);

WHEREAS, the Collaborative Agency Partners have a mutual interest in identifying critical redevelopment and reinvestment opportunities within the Border Area and across municipal boundaries;

WHEREAS, the Collaborative Agency Partners individually adopted the Rice and Larpenteur Gateway Area Vision Plan (“Visioning Plan”) in 2018;

WHEREAS, each Collaborative Agency Partner has contributed financial support to fund the professional services necessary to build a Rice and Larpenteur Alliance to execute the Visioning Plan;

WHEREAS, the Collaborative Agency Partners issued a Request for Proposals for consulting services to begin implementation of the Visioning Plan on January 7, 2019; and

WHEREAS, the Collaborative Agency Partners interviewed finalists on February 12, 2019 and unanimously selected the Saint Paul Area Chamber of Commerce to lead the implementation phase of the Visioning Plan; and

WHEREAS, the Saint Paul Area Chamber of Commerce has adequately performed duties assigned between March 2019 and March 2024, and

WHEREAS, the Collaborative Agency Partners unanimously agree to renew the contract with the Saint Paul Area Chamber of Commerce for March 2, 2025-March 1, 2026, and

WHEREAS, the Collaborative Agency Partners desire to centralize the funding of such professional services to the Saint Paul Area Chamber of Commerce through a Contract Manager; and,

WHEREAS, the Collaborative Agency Partners desire to memorialize in writing their respective obligations through this Cooperative Funding Agreement.

NOW, THEREFORE, intending to be bound by the mutual promises and obligations contained herein, the parties hereby agree as follows:

1. Contract Manager. The City of Roseville shall serve as the Contract Manager for the purposes of this Agreement and hereby agrees to the following obligations:

- A. The Contract Manager shall solicit, execute, and manage a Professional Services Agreement with the Saint Paul Area Chamber of Commerce to continue implementation of the Visioning Plan.
- B. Prior to execution of such Professional Services Agreement, the Contract Manager shall consult with representatives of each Collaborative Agency Partner to determine the appropriate desired scope of services, identity of the design firm, and material contractual terms.
- C. Disburse payments to the Saint Paul Area Chamber of Commerce from funds collected pursuant to Section 2 below in an amount not to exceed \$125,000.

2. Financial Contributions. The Collaborative Agency Partners shall each contribute financial support to satisfy contractual fees and expenses incurred by the Professional Services Agreement referenced in Section 1 above. Such financial support shall be proportionate to the following methodology:

- A. The City of Saint Paul shall contribute \$75,000.00 (60%).
- B. The City of Maplewood shall contribute \$10,000.00 (8%).
- C. The City of Roseville shall contribute \$40,000.00 (32%).

Each Collaborative Agency Partner shall remit its proportional financial contribution to the Contract Manager no later than March 31, 2025.

In the event total contractual disbursements pursuant to the Professional Services Agreement under Section 1 result in unused funds, such remaining amount shall be refunded to the Collaborative Agency Partners in the same proportional methodology as their financial contributions.

In the event total contractual disbursements pursuant to the Professional Services Agreement under Section 1 result in the Collaborative Agency Partners contributing additional financial support, an amendment to this agreement and the Professional Services Agreement shall occur.

3. Indemnification. Pursuant to Minn. Stat. § 471.59, Subd.1a.(a) each Party will be responsible for its own acts and omissions and those of its officers, agents and employees with respect to any claims, lawsuits, attorney fees or expenses for personal or property damages, losses or injuries, resulting from any activities undertaken pursuant to this Agreement. Nothing herein is intended or shall result in a waiver of the defenses or immunities, or monetary limits on damages that each is entitled to by law.

4. Liability Limitations. It is understood and agreed that the Parties' liability shall be limited by the provisions of Minnesota Statutes, chapter 466, and/or other applicable law. The hold harmless provision of this Agreement does not constitute a waiver by any Party of any limitations on liability provided under Minnesota Statutes, section 466.04, as amended. To the fullest extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a) as amended. Each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Parties. Each Party agrees to promptly notify the other Parties if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, involving or reasonably likely to involve the other Parties, and arising out of acts or omissions related to this Agreement.

5. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

6. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by all Parties.

7. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Ramsey County, Minnesota.

8. Government Data/Privacy. Each Party, its employees, officials and agents, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

9. Waiver. The waiver by any Party of any breach or failure to comply with any provision of this Agreement by another Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

10. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

To Roseville: City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

To Maplewood: City of Maplewood
1830 County Road B East.
Maplewood, MN 55109

To Saint Paul: City of Saint Paul
15 Kellogg Boulevard West
Saint Paul, MN 55102
Attn: PED

11. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect and each remaining term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted.

12. Counterparts. The Parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.

13. Electronic Signatures. The Parties agree that the electronic signature of a Party to this Agreement shall be as valid as an original signature of such Party and shall be effective to bind such Party to this Agreement. The Parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, “electronic signature” also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any Party’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.

14. Effective Date. This Agreement is effective on the date last executed by one of the Parties below.

IN WITNESS WHEREOF, the City of Roseville, as to role of Contract Manager, and Collaborative Agency Partners have caused this Cooperative Funding Agreement to be executed by their duly authorized representatives.

CITY OF ROSEVILLE

By: _____
Dan Roe
Its: Mayor
Date: _____

By: _____
Patrick Trudgeon
Its: City Manager
Date: _____

CITY OF SAINT PAUL

Approved as to form:

Assistant City Attorney

By: _____
Its: Mayor / Deputy Mayor
Date: _____

By: _____
John McCarthy
Its: Director, Office of Financial Services
Date: _____

CITY OF MAPLEWOOD

By: _____
Marylee Abrams
Its: Mayor
Date: _____

By: _____
Michael Sable
Its: City Manager
Date: _____

2025 Work Plan			
Updated 1/30/2025			
Goal 1: Maintain organizational integrity of the Rice & Larpenteur Alliance			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Executive Committee	Adopt Annual Work Plan and Annual Budget	3/1/2025	
	Manage RLA Communication Tools (Website, Newsletter, and Social Media Accounts)	Ongoing	
	Plan and Staff Board and Committee Meetings (Agendas, Minutes, Reports)	Ongoing	
	Manage WorkStream Professional Services contract and staff performance	Ongoing	
	Publish 2025 Annual Report	3/1/2026	
	Recruit new Board of Directors and RLA Membership program (see Board Operations Handbook)	Ongoing	
	Approve Board Appointments; Cultivate New Board Leaders; Fill Vacant Board Seats	Ongoing	
	Provide strategic governance and support to ensure the RLA's health	Ongoing	
	Create Action Plan: Beyond Land Acknowledgement	7/1/2025	
	Pursue 501c3 tax status	12/31/2025	
Goal 2: Raise funds sufficient to execute programming goals			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Executive Committee	Secure 2025-2026 Municipal Contract	3/1/2025	
	Provide financial oversight to RLA and ensure sound fiscal policies and procedures	Ongoing	
	Apply for grants for 2024-2025 Operations and Programs	3/1/2026	
	Create Membership, Fundraising and Sponsorship appeal to secure individual and corporate giving	3/1/2025	
	Follow guidelines for reporting and recognition of grants and donations	Ongoing	
	Update Strategic Fundraising Plan to 2030	4/1/2025	
	Provide financial reports to the Board of Directors; track profit and loss; track budget targets	Ongoing	
Goal 3: Support vision plan redevelopment and transportation goals and focus on retention and expansion of existing neighborhood businesses			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Economic Vitality	Monitor Rice Street reconstruction and BRT G line projects - and serve as a conduit of information	Ongoing	
	Complete KSU-TAB Project for Redevelopment Update to Vision Plan and other project deliverables	6/1/2025	
	Meet with property owners of all key redevelopment opportunity sites identified in Vision Plan addendum	6/1/2025	
	Support St Paul Regional Athletic Complex project and promote local benefits	Ongoing	
	Engage local businesses in RLA/ Celebrate local business milestones/ Connect businesses to resources	Ongoing	
	Monitor Rice Street Gardens partnership with land owner, city, and developers	Ongoing	
	Promote Ramsey County Workforce programs as Inclusive Employer Champion	Ongoing	
	Provide business sub-grants through Neighborhood STAR and Critical Corridors funding programs	3/1/2026	
Goal 4: Create vibrant community events that demonstrate new uses of space and connect people and opportunities			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Community Events	Plan Annual Community Gathering event	3/4/2025	
	Plan Spring Clean-Up event	4/30/2025	
	Plan Summer Block Party	8/31/2025	
	Plan Community In Bloom event	5/31/2025	
	Plan Winter Warm-Up event	12/31/2025	
	Engage community members through events; create community survey	Ongoing	
	Manage vendors and volunteers	Ongoing	
	Manage event promotion and outreach	Ongoing	
Goal 5: Improve neighborhood environment, identity, safety, and connectedness			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Neighborhood Livability	Identify opportunities and priorities for additional wayfinding signage and public art	Ongoing	
	Work with County and Cities to add trees, gardens, and planted boulevards where possible.	Ongoing	
	Refresh Clean Green Community Program; consider replacing bins; renew maintenance agreements	Ongoing	
	Make space for collaboration of public safety agencies; provide timely communication on safety incidents	Ongoing	
	Support RLA Youth Ambassadors Internship Program - identify opportunities for youth engagement	Ongoing	
Neighborhood Livability	Promote and identify candidates for BizRecycling and Organics grants/service	Ongoing	
Goal 6: Engage local residents and businesses in the work and leadership of the RLA			
Oversight Committee	Key Action Steps	Est. Completion	Complete
Membership	Plan first Member Lunch and Learn (including venue, menu, and speakers)	5/31/2025	
	Plan second Member Lunch and Learn (including venue, menu, and speakers)	11/30/2025	
	Recruit at least 25 RLA Members, especially local businesses and area residents	5/1/2025	
	Visit local businesses and apartments, develop relationships, and invite participation in upcoming events and initiatives	Ongoing	
	Develop new membership benefits and advise staff and executive committee	10/1/2025	
	Attend RLA members' events (ribbon cuttings, community events and festivals, etc.). Ensure RLA promotion of member events and milestones	Ongoing	

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025
Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Approve Acceptance of Additional Funding Through the State of Minnesota Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant Award

Background

The Roseville Police Department (RPD) requests City Council approval to accept additional grant funding through the Intensive Comprehensive Peace Officer Education and Training (ICPOET) program.

On December 4, 2023, the City Council approved RPD to submit an application for ICPOET grant funding. This program, established by the Minnesota Legislature, aims to assist law enforcement agencies with staffing challenges caused by officers leaving the profession and a declining number of individuals entering the profession.

The ICPOET program provides financial support to help agencies sponsor candidates pursuing a career in law enforcement. Eligible candidates with a two- or four-year degree who are looking to transition to a law enforcement career are eligible to receive a salary and their tuition paid while completing the intensive eight-month training curriculum required to become a licensed peace officers. Upon successful completion, candidates are eligible to be hired by their sponsoring agency.

RPD initially applied for funding to sponsor two candidates, requesting \$100,000 (\$50,000 per candidate). In the fall of 2024, RPD was notified that the grant request was approved. On October 21, 2024, the City Council authorized acceptance of the initial \$100,000 grant award.

Following this approval, RPD conducted a hiring process and identified three qualified candidates: two internal candidates who had completed internships with RPD and one external candidate. During this process, the state informed law enforcement agencies that additional ICPOET funding had become available due to some agencies being unable to utilize their grants. RPD expressed interest in securing additional funds to sponsor all three qualified candidates. Subsequently, the state approved RPD's request and amended the grant award, increasing the total funding to \$150,000 to support an additional candidate.

RPD now seeks Council approval to accept the amended grant award in the amount of \$150,000. The funding will allow RPD to sponsor three candidates in the ICPOET program cohort beginning in late February 2025. Upon completing the program in late summer 2025, the candidates will be eligible to be hired as police officers by RPD in fall 2025. All three candidates have already successfully completed background investigations and psychological evaluations.

RPD currently has two open officer positions and anticipates additional vacancies in 2025 due to attrition.

The grant application and amendment have been reviewed and approved by the City Attorney.

Policy Objectives

The Roseville Police Department (RPD) is committed to attracting and hiring highly qualified candidates who embody the values and aspirations of our community. Participation in the Intensive Comprehensive Peace Officer Education and Training (ICPOET) program directly supports this commitment by enabling RPD to recruit and develop candidates who align with the city's mission to provide ethical, efficient, and responsive local government.

This program helps ensure that RPD can identify and sponsor diverse and well-qualified individuals, equipping them to meet the city's strategic priorities while fostering trust and safety within the community. With the support of grants like ICPOET, RPD is better positioned to build a workforce that reflects the community it serves and fulfills its critical public safety mission.

Equity Impact Summary

The ICPOET grant funding significantly reduces financial and structural barriers that often prevent individuals from transitioning into a law enforcement career. Without this funding, candidates face considerable challenges, such as the financial burden of returning to school full-time to meet state licensing requirements. These barriers disproportionately impact individuals from underrepresented and economically disadvantaged backgrounds, limiting the pool of qualified candidates.

By leveraging the ICPOET grant, the Roseville Police Department (RPD) is better equipped to attract and support a diverse and highly qualified workforce. This program enhances equitable access to law enforcement careers and strengthens the department's ability to reflect the community it serves while advancing its mission of ethical and responsive public safety services.

Budget Implications

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

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

Staff Recommendations

Staff recommends acceptance of the additional funding through the ICPOET grant.

Requested Council Action

Approve acceptance of additional funding through the State of Minnesota Intensive Comprehensive Peace Officer Education and Training grant (total grant amount of \$150,000).

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Updated ICPOET Grant Agreement



Grant Contract Agreement Amendment

Page 1 of 2

Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Intensive Comprehensive Peace Officer Education and Training 2025 Grant Contract Agreement No.: A-ICPOE-2025-ROSEVLDPD-025 Grant Contract Amendment No.: 1																
Grantee: City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113	Grant Contract Agreement Term: Effective Date: 12/1/2024 Expiration Date: 9/30/2025 <u>12/31/2025</u>																
Grant Matching Requirement: <table border="0"> <tr><td>Original Agreement Amount</td><td>\$0.00</td></tr> <tr><td>Previous Amendment(s) Total</td><td>\$0.00</td></tr> <tr><td>Current Amendment Amount</td><td>\$0.00</td></tr> <tr><td>Total Agreement Amount</td><td>\$0.00</td></tr> </table>	Original Agreement Amount	\$0.00	Previous Amendment(s) Total	\$0.00	Current Amendment Amount	\$0.00	Total Agreement Amount	\$0.00	Grantee Contract Agreement Amount: <table border="0"> <tr><td>Original Agreement Amount</td><td>\$100,000.00</td></tr> <tr><td>Previous Amendment(s) Total</td><td>\$0.00</td></tr> <tr><td>Current Amendment Amount</td><td><u>\$50,000.00</u></td></tr> <tr><td>Total Agreement Amount</td><td><u>\$150,000.00</u></td></tr> </table>	Original Agreement Amount	\$100,000.00	Previous Amendment(s) Total	\$0.00	Current Amendment Amount	<u>\$50,000.00</u>	Total Agreement Amount	<u>\$150,000.00</u>
Original Agreement Amount	\$0.00																
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Original Agreement Amount	\$100,000.00																
Previous Amendment(s) Total	\$0.00																
Current Amendment Amount	<u>\$50,000.00</u>																
Total Agreement Amount	<u>\$150,000.00</u>																
State’s Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 230-3358 Kristin.lail@state.mn.us	Federal Funding: CFDA/ALN: None FAIN: N/A State Funding: Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 3, Subdivision 8. Special Conditions: None																

In this Amendment deleted agreement terms will be struck out and added agreement terms will be underlined.

The Original Grant Contract Agreement and all previous amendments are incorporated into this amendment by reference.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No./PO No: A-ICPOE-2025-ROSEVLDPD-025 / 3-98869

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

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

-continued-



Grant Contract Agreement Amendment

Page 2 of 2

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS

Grantee

State's Authorized Representative

Organization: Roseville Police Department

A-ICPOE-2025-ROSEVLDPD-025

Budget Summary

ICPOE: 2025 ICPOET Grant Program				
Budget Category	Award			
Personnel				
RPD ICPOET Police Cadet Candidate 1: Wages	\$21,000.00			
RPD ICPOET Police Cadet Candidate 2: Wages	\$21,000.00			
RPD ICPOET Police Cadet Candidate 3: Wages	\$21,000.00			
Total	\$63,000.00			
Payroll Taxes and Fringe				
RPD ICPOET Police Cadet Candidate 1: Fringe Benefits	\$4,000.00			
RPD ICPOET Police Cadet Candidate 2: Fringe Benefits	\$4,000.00			
RPD ICPOET Police Cadet Candidate 3: Fringe Benefits	\$4,000.00			
Total	\$12,000.00			
Program Expenses				
RPD ICPOET Police Cadet Candidate 1: Education and Training	\$25,000.00			
RPD ICPOET Police Cadet Candidate 2: Education and Training	\$25,000.00			
RPD ICPOET Police Cadet Candidate 3: Education and Training	\$25,000.00			
Total	\$75,000.00			
Total	\$150,000.00			

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025

Item No.: 10.g.

Department Approval



City Manager Approval



Item Description: Approve Acceptance of Crisis Response Grant Funds through the Minnesota Office of Justice

Background

The Roseville Police Department (RPD) requests City Council approval to accept \$200,000 in grant funds awarded through the Minnesota Office of Justice Programs. These funds will help offset the costs of the two embedded social worker positions approved by the City Council as part of the 2025 budget.

Since early 2022, RPD has partnered with Ramsey County and People's Incorporated to host three embedded social workers. These social workers collaborate with RPD's Community Action Team (CAT) to stabilize and support individuals experiencing mental health crises. They also co-respond with officers to mental health-related calls. The initial funding for these positions came from American Rescue Plan Act (ARPA) funds. However, the agreements with Ramsey County and People's Inc. are set to expire in early 2025, prompting RPD to actively seek grant opportunities to maintain these critical positions.

On July 22, 2024, the City Council authorized RPD to apply for the Minnesota Office of Justice Programs' 2024-2025 Crisis Response Grant. This program provides funding to police departments to develop, sustain, or expand crisis response teams.

During the 2025 budget process, the City Council approved funding for two embedded social workers. At that time, RPD had not yet received notification of the grant award and was planning to rely on public safety funds and other sources to cover the costs for the two positions.

In January 2025, RPD was notified of the \$200,000 grant award. The grant agreement runs from March 1, 2025, through June 30, 2026, and will reduce the amount of city funds needed to support the positions, offsetting the cost of one of the social workers. The second position will be funded using a combination of existing public safety aid, ARPA, and opioid funding as originally budgeted.

In addition to accepting the grant funds, RPD is requesting City Council approval to reclassify the positions from a Grade 16 to Grade 18. When the position was originally approved as part of the 2025 budget, the Mental Health Coordinator position had social worker licensure as a preferred qualification. Based on further research and best practices, RPD now recommends making social worker licensure a required qualification for the two mental health coordinator positions. This change will enhance the level of service provided, as licensed social workers can initiate and sign transport holds, among other responsibilities. The position was initially approved as a salary Grade 16 (\$92,216 - \$113,356). Human Resources conducted a review and analysis of the additional licensing requirements and determined the Mental Health Coordinator should now be a Grade 18 (\$101,661-\$124,963).

RPD requests the Council approve the acceptance of the Crisis Response Grant funds in the amount of \$200,000 and authorize the reclassification of the mental health coordinator position to a grade 18 to reflect the requirement of social worker licensure.

34 The grant agreement has been reviewed and approved by the city attorney.

35
36

37 **Policy Objectives**

38 The Roseville Police Department seeks to continue behavioral health support services available to
39 individuals and their families experiencing a mental health crisis. The embedded social workers help
40 ensure individuals and families have support and case management in place. Continuing embedded
41 mental health services advances Roseville's community aspirations of being physically and mentally well
42 and being a city where all people feel safe and secure and where mutual trust and respect are fostered
43 between the community and their police, fire, and all emergency responders.

44

45 **Equity Impact Summary**

46 Accessing mental health and crisis services can be challenging for anyone, but these challenges are
47 particularly pronounced for individuals from diverse cultural backgrounds and lower socio-economic
48 populations. A recent Centers for Disease Control and Prevention (CDC) report estimates that more
49 than 1 in 5 U.S. adults live with a mental illness. While mental health issues are treatable and
50 preventable, significant barriers—including financial limitations and disparities in care—
51 disproportionately affect populations of color, American Indians, LGBTQ+ individuals, immigrants,
52 refugees, active military members, veterans, and other underserved groups.

53 By continuing to embed mental health social workers within the Roseville Police Department, RPD
54 strives to provide equitable, culturally responsive crisis intervention services. This approach not only
55 addresses immediate mental health needs but also helps ensure individuals from marginalized
56 communities receive appropriate care and connection to long-term resources. These efforts are integral
57 to reducing disparities and fostering a more inclusive and supportive community.

58
59

60 **Budget Implications**

61 Accepting this grant funding will offset the costs of one of the two embedded social worker positions
62 approved in the Roseville Police Department's 2025 budget. Additionally, the grant will cover six months
63 of funding towards one position in 2026. Securing this funding proactively enables RPD to sustain a high
64 standard of public safety while reducing the financial impact on the city's budget and taxpayers. This
65 reflects the department's commitment to providing essential services in a fiscally responsible manner.

66

67 The funding for the second social worker will be through a combination of existing public safety aid,
68 ARPA and Opioid dollars.

69

70 **Staff Recommendations**

71 RPD recommends the Council approve the acceptance of the Crisis Response Grant funds in the
72 amount of \$200,000 and authorize the reclassification of the mental health coordinator position to a
73 Grade 18.

74
75

76 **Requested Council Action**

77 Approve the acceptance of the Crisis Response Grant funds in the amount of \$200,000 and authorize
78 the reclassification of the mental health coordinator to a Grade 16.

79
80
81

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Crisis Response Grant Agreement



Grant Contract Agreement

Page 1 of 2

Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Crisis Response Grants 2025 Grant Contract Agreement No.: A-CRG-2025-ROSEVLPD-019
Grantee: City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113	Grant Contract Agreement Term: Effective Date: 3/1/2025 Expiration Date: 6/30/2026
Grantee’s Authorized Representative: Sarah Mahmud, Police Services Manager City of Roseville, Police Department 2660 Civic Center Drive Roseville, Minnesota 55113 (651) 792-7205 sarah.mahmud@cityofroseville.com	Grant Contract Agreement Amount: Original Agreement \$200,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Natty Hels, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 230-2845 Natty.b.hels@state.mn.us	Federal Funding: CFDA/ALN: None FAIN: N/A State Funding: Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 3, Subdivision 8. Special Conditions: Attached and incorporated into this grant contract agreement. See page 3.

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

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

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

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

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

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



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

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-CRG-2025-ROSEVLDPD-019 / 3-100703

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

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Roseville Police Department

A-CRG-2025-ROSEVLPD-019

Budget Summary

CRG: Crisis Response Through RPD's Co-Responder Model				
Budget Category	Award			
Personnel				
Mental Health Coordinator Salary	\$155,142.00			
Total	\$155,142.00			
Payroll Taxes and Fringe				
Mental Health Coordinator Payroll Taxes and Fringe	\$38,918.00			
Total	\$38,918.00			
Office Expenses				
Mental Health Coordinator Office Expenses	\$2,340.00			
Total	\$2,340.00			
Other Expenses				
Mental Health Paid Internship Costs	\$2,000.00			
Total	\$2,000.00			
Training				
Mental Health Coordinator Job Related Training Costs	\$1,600.00			
Total	\$1,600.00			
Total	\$200,000.00			

REQUEST FOR COUNCIL ACTION

Date: 2/10/2025
Item No.: 10.h.

Department Approval



City Manager Approval



Item Description: Approve Agreement for a Professional Service Agreement Template
for Police Contracted Overtime

Background

The Roseville Police Department (RPD) requests City Council approval of a Professional Service Agreement (PSA) template to be used for contracted overtime work conducted by RPD officers. Additionally, RPD seeks authorization for the Police Chief to enter into individual agreements with businesses and individuals using the approved template, allowing for adjustments to meet unique agreements and circumstances, as well as urgent requests or immediate security threats.

For decades, Roseville Police Officers have provided off-duty and contracted overtime services to deter crime through their presence at various events and businesses. These services have included long-term agreements with businesses, as well as one-time or annual events such as the State Fair, holidays, sporting games, and special events. RPD has also provided off-duty services when a business was faced with a specific threat or security concern. Historically, RPD has not utilized a standardized PSA or consistent billing practices for these arrangements, resulting in varying terms and processes across different contracts.

To align with best practices and address inconsistencies, RPD recommends implementing a standardized PSA template that ensures fairness and equity in approving and assigning contracted overtime. The template will ensure full reimbursement to the City for services provided, including administrative and equipment costs. Officers will be paid for contracted overtime through City funds, with businesses reimbursing the City directly at consistent and standardized rates. Establishing standardized procedures across all sites ensures compliance with best practices at the state and national levels. The PSA template will be updated annually to reflect rate or any other necessary changes. RPD worked with the City Attorney to ensure the template addresses and clarifies liability concerns and ensures all City interests are protected. The City Attorney has approved the template.

The proposed changes will promote transparency and consistency in contracting practices, ensuring equitable treatment of businesses and officers. These changes will streamline administrative processes for billing and payment while aligning RPD practices with statewide best practices. By implementing these updates, the City will be better positioned to manage contracted overtime services efficiently and effectively. The standardized rate structure will ensure the City is fully compensated for all contracted overtime services, including officer time, fringe benefits, equipment, administrative costs, and additional expenses incurred.

Policy Objectives

One of the City's aspirations is to be a community where all people feel safe and secure and where trust and mutual respect for police, fire, and emergency responders is fostered. The Envision Roseville report highlighted the importance of maintaining good communication and a collaborative relationship with the community. Additionally, it emphasized the need for businesses to have confidence that they will receive prompt, professional responses from the Police Department. By streamlining contracted overtime

41 procedures, RPD will promote transparency in these processes and be better positioned to manage
42 contracted overtime services efficiently and effectively.

43
44

45 **Equity Impact Summary**

46 The Police Department carefully considered equity impacts while developing the police services
47 agreement template, but did not identify significant equity impacts. However, one possible concern is
48 that the cost of contracted overtime may pose challenges for smaller businesses that might have
49 difficulty funding these services, whereas larger businesses can often more easily absorb the costs. To
50 address this, RPD will continue to work with businesses that may not have the financial means to hire
51 contracted overtime. The department will assist in identifying alternative procedures or lower-cost
52 options to address security concerns or threats, ensuring equitable access to safety resources across
53 the community. It also is worth noting that the entire community benefits from having contracted
54 overtime at businesses and events since it frees up our on-duty officers, allowing them to focus and
55 increase their presence throughout the community,

56
57

58 **Budget Implications**

59 The template will ensure full reimbursement to the City for services provided, including administrative
60 overhead and equipment costs. Officers will be initially paid for contracted overtime through City funds,
61 with businesses and individuals reimbursing the City directly on a monthly basis. The template will be
62 updated annually to reflect rate or any other necessary changes.

63
64

65 **Staff Recommendations**

66 Staff recommends Council approve the Professional Service Agreement template and authorize the
67 Police Chief to enter into individual agreements with businesses and individuals using the approved
68 template.

69
70

71 **Requested Council Action**

72 By resolution, approve the proposed Professional Service Agreement template and authorize the Police
73 Chief to enter into individual agreements with businesses and individuals using the approved template.

74
75

76

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Roseville Police Contracted Overtime Resolution
2. Agreement for Contracted Police Services Template

77

**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 ____ day of _____ 202_, at 6:00 p.m.

The following members were present: _____, _____, _____, and Mayor _____;
and the following were absent: _____.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING A PROFESSIONAL SERVICE AGREEMENT
TEMPLATE AND AUTHORIZING THE POLICE CHIEF TO ENTER INTO
AGREEMENTS USING THE APPROVED TEMPLATE.**

WHEREAS, Roseville Police Officers have been providing off-duty and contracted overtime services to deter crime through their presence at various events and businesses through both long-term agreements with businesses as well as one-time or annual events such as the State Fair, holidays, sporting games, and special events; and

WHEREAS, historically, RPD has not utilized a standardized agreement or consistent billing practices for these arrangements, resulting in varying terms and processes across different contracts; and

WHEREAS, to address these inconsistencies and align with best practices, RPD proposes implementing a standardized professional services agreement template, (Attachment A to this Resolution) that ensures fairness and equity in approving and assigning contracted overtime, and where Officers will be paid for contracted overtime through City funds, with businesses reimbursing the City directly at consistent and standardized rates; and

WHEREAS, RPD worked with the City Attorney to ensure the template addresses and clarifies liability concerns and ensures all City interests are protected; and

WHEREAS, RPD seeks authorization for the Police Chief to enter into individual agreements with businesses using the approved PSA template, allowing for adjustments to meet unique circumstances, as well as urgent requests and security threats.

45
46
47 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Roseville approves the
48 attached Agreement for Police Services template for off duty police services; and
49

50 BE IT FURTHER RESOLVED, that the Council authorizes RPD, through the Chief of Police to
51 enter into such agreements, with such minor, non-material amendments as may be necessary for
52 unique circumstances.
53

54 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
55 and upon a vote being taken thereon, the following voted in favor thereof: , , ,
56 , and Mayor ;
57 and the following voted against the same: .
58

59 WHEREUPON said resolution was declared duly passed and adopted.
60

Agreement for Police Services

This Agreement, effective upon execution and in accordance with the terms of paragraph 3 of this Agreement, is by and between the City of Roseville, a municipal corporation under the laws of the State of Minnesota ("City"), through its Roseville Police Department, and [INSERT CORPORATE NAME, TYPE OF ENTITY], ("Business").

WHEREAS, Business operates a [DESCRIBE] business located in the City of Roseville, Minnesota; and

WHEREAS, Business wishes to contract with the City to provide additional law enforcement presence to assist in providing safety, security, and order at its Roseville location in a manner that exceeds normal law enforcement presence; and

WHEREAS, the Roseville City Council, on [DATE] in Resolution Number [NUMBER], authorized the Chief of Police to enter into Agreements for Police Services on behalf of the City; and

WHEREAS, the Chief of Police has determined that City is willing provide such services.

NOW THEREFORE, it is mutually agreed by and between the City and Business as follows:

1. Scope of Services. The Roseville Police Department will deploy a mutually agreed upon number of police officer(s) (the "**Assigned Officers**") to locations within the City of Roseville, Minnesota owned or controlled by Business (the "**Premises**"). The Assigned Officers will perform duties and functions customarily rendered by police officers of the City of Roseville including providing visible police presence and general law enforcement duties at the Premises (the "**Services**"). The City will retain complete and final authority on supervision, direction, scheduling, assignment, and command and control over the Assigned Officers. The Services include leaving the Premises as necessary to effect arrest or perform law enforcement duties related to an event at the Premises. Assigned Officers will at all times be subject to the control and direction of the City, including being called to answer calls outside the Premises as may be necessary. Business will not exercise control over Assigned Officer's enforcement of laws and Assigned Officers will not enforce any rules and regulations that are not otherwise violations of the law, as determined in the sole discretion of the Assigned Officer, and in adherence to the policies and procedures of the City.

2. On-Site Police Squad Car and Equipment. Assigned Officers will use their city-issued and department approved equipment to perform services identified in this Agreement. If possible, when an Assigned Officer is, the City may provide one (1) fully-equipped police squad car from the City's police department fleet. Such squad car will be located at the Premises during such time that Services are being provided, but such vehicle will otherwise be subject to City's sole direction and control.

3. Time for Completion. The term of this Agreement will commence upon execution, but no sooner than January 1, 2025, and remain in effect until December 31, 2025, on an ongoing basis (the "**Term**").

4. Payment. Business will pay the City, through its Police Department, as follows:

Business will reimburse the City at a flat rate of \$[INSERT] per Assigned Officer, per hour, for providing services under this Agreement. When the Assigned Officer is entitled under a collective bargaining agreement to additional pay, a business will reimburse the City at a flat rate of \$[INSERT] per Assigned Officer, per hour, for providing services under this Agreement. A minimum shift of three (3) hours is required. The Roseville Police Department will bill Business for all services provided under this Agreement within one (1) month of completion of services. Business will remit payment no more than thirty (30) days from the date of the invoice.

Assigned Officers may, in their sole discretion or as required by the Roseville Police Department, interrupt their provision of Services in order to discharge their public duties as law enforcement officers and attend to emergencies and other exigent circumstances outside the scope of this Agreement. Such interruption or termination of Services will not be considered a breach of this Agreement. Business is not obligated to pay for, and the City may not charge, fees for activities performed during the time that the Assigned Officer interrupts or temporarily terminates the provision of Services. For administrative convenience, interruptions in Services for the purpose of performing law enforcement activities will be considered de minimus and may be charged to Business whenever such interruption lasts less than one hour.

Business agrees to notify the Roseville Police Department at least 48 hours in advance of cancellation of scheduled police services. Failure to give 48-hour notice will result in a cancellation charge to Business of three (3) hours per Assigned Officer.

5. Emergency Recall. Each Assigned Officer will remain under the Roseville Police Department's command and control and will be subject to emergency calls for service and/or activation of any Tactical Alert in the City. Officers may be called away for duties not related to this Agreement. Business will not be charged for service of any Assigned Officers during any emergency recall. For administrative convenience, interruptions in Services for the purpose of emergency recall will be considered de minimus and may be charged to Business whenever such interruption lasts less than one hour.

6. City's Right to Suspend or Deny Services. The Parties acknowledge that the primary responsibility of the Roseville Police Department is to provide law enforcement services to the City of Roseville. In the event that the City is unable to staff the Services, either on a short-term or long-term basis, for any reason including that it lacks sufficient staffing to provide adequate law enforcement services to the City of Roseville, either on a short term or a long-term basis, the City has the right to suspend Services or deny any request for Services. The City will provide as much notice as possible which may be little or no notice at all, depending on the circumstances. Such suspension or denial will not be a breach of this Agreement.

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

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

Nothing in this Agreement shall constitute a waiver by the City of any limitation of liability under Minnesota Statutes Chapter 466, or other statutory or common law immunities, limits, or exceptions on liability.

Each party warrants that it is able to comply with the obligations of this Agreement through commercial insurance.

9. Termination. This Agreement will continue in full force and effect until completion of services described herein unless terminated at an earlier date by either party. Either party may terminate this Agreement by giving no less than 30-days written notice of the intent to terminate to the other party at any time and for any reason. In the event of termination, Business will pay the Roseville Police Department for all services actually, timely, and faithfully rendered up to receipt of the notice of termination and thereafter until the date of termination.

10. Change in Scope of Services. The Roseville Police Department or Business may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes and method of compensation must be authorized in writing in advance by the Roseville Police Department and Business.

11. Minnesota Government Data Practices Act. All data created, collected, received, stored, used, maintained, or disseminated pursuant to this Agreement is subject to the requirements of Minnesota Statutes Chapter 13.

12. Equal Opportunity Employment. Each respective party agrees that it will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, disability, familial status, age, ancestry, creed, public assistance status, marital status, or sexual or affectional orientation, and will take affirmative steps to ensure that all applicants are employed and employees are treated during employment without regard to, race, color, national origin, religion, sex, disability, familial status, age, ancestry, creed, public assistance status, marital status, or sexual or affectional orientation.

The provision shall include, but not be limited to the following: employment, promotion, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

13. City Authority Over Assigned Officers. The City at all times will be considered an independent contractor for all purposes under this Agreement. The City retains the sole right and authority to recruit, hire, promote, discipline, demote, discharge, determine rates of pay for, establish the terms and conditions of employment of, and/or to direct and control the manner in which its employees and officers discharge their professional and work duties. The City retains the sole right and authority to decide and direct which employees it will assign, at what times, under this Agreement. The City will be solely responsible for all employee wages, timesheets, payroll deductions, federal and state taxes, unemployment compensation contributions, social security taxes, workers compensation and benefits of its employees. It is understood that Business will not provide and will not be responsible for workers' compensation insurance for any employee of the City.

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

15. Requirement of Writing. Any alternations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and signed by the parties.

16. Amendment of Agreement. This Agreement may be amended by further mutual written agreement of the parties.

17. Counterparts. The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.

18. Electronic Signatures. The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, “electronic signature” also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any party’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.

IN WITNESS WHERE OF, the parties have executed this Agreement, effective the day and year first written above.

BUSINESS

CITY OF ROSEVILLE, MINNESOTA

By: _____

By: _____

Erika Scheider, Chief of Police

Its: _____

Date: _____

Date: _____

REQUEST FOR COUNCIL ACTION

Date: 2/10/2025
Item No.: 10.i.

Department Approval



City Manager Approval



Item Description: Accept 2024 Body-Worn Camera Audit Report

Background

The Roseville Police Department (RPD) retained Lynn Lembcke Consulting to conduct an independent audit of RPD's Body-Worn Camera (BWC) policy. The audit covered the period from October 1, 2022, through November 30, 2024. Under Minnesota State Statute §13.825, subd. 8, law enforcement agencies that utilize body-worn cameras are required to conduct a biennial audit to ensure compliance with the requirements outlined in Minn. Stat. §13.825 and Minn. Stat. §626.8473. Additionally, the law mandates that the results of the audit be provided to the City Council and the Legislative Commission on Data Practices and Personal Data Privacy (Minn. Stat. §13.825, subd. 9c).

RPD has been utilizing body-worn cameras since 2017, following the receipt of a grant from the United States Bureau of Justice. Before implementation, as required by law, the department solicited public input at a hearing on November 27, 2021. Independent audits of RPD's body-worn camera program were previously conducted in 2020 and 2022.

The recent audit identified one minor discrepancy related to a recent change in state law. The new law requires that officers assigned a body-worn camera must wear and operate the system in compliance with their agency's policy, even when performing law enforcement duties under the command of another chief law enforcement officer. While this was already standard practice at RPD, it was not explicitly stated in the department's policy manual. Upon learning of this policy requirement, RPD immediately updated its policy to include the necessary language and is now in full compliance with all statutory requirements. No other discrepancies were noted during the audit.

Policy Objectives

One of the City's aspirations is to be a community where all people feel safe and secure, and where trust and mutual respect for police, fire, and all emergency responders are fostered. To build and maintain this trust, it is essential that the Roseville Police Department (RPD) remains transparent in its policies and practices. Conducting independent audits of the department's body-worn camera program is a critical component in achieving this goal.

To ensure compliance with state laws and to uphold RPD's commitment to transparency and accountability, an independent audit of the department's body-worn camera program was conducted, with the results provided to the City Council. Additionally, RPD's policy on body-worn cameras is publicly posted on the department's website, reinforcing its commitment to open and accessible policing practices.

Equity Impact Summary

The Roseville Police Department (RPD) is committed to fostering a culture of transparency and accountability to strengthen public trust and legitimacy, particularly among communities that have historically experienced mistrust or injustices in their interactions with law enforcement. Conducting an

independent Body-Worn Camera (BWC) audit ensures compliance with applicable laws and helps confirm that BWCs are being used fairly, consistently, and equitably across all police contacts, including those involving historically disadvantaged groups.

Over the past decade, BWCs have become a valuable tool in promoting transparency and improving relationships between law enforcement and the communities they serve. For individuals and communities that have experienced mistrust in policing, the presence of BWCs provides an added level of confidence that interactions are documented accurately and objectively. Additionally, BWC recordings serve as an essential oversight mechanism, enhancing public safety by providing an impartial account of police encounters, supporting accountability, and reinforcing fair and just policing practices.

Budget Implications

While there are costs associated with the use of body-worn cameras, the benefits they provide in enhancing transparency, accountability, and public trust far outweigh the financial investment. Body-worn cameras serve as a critical tool for improving policing practices, strengthening community relationships, and ensuring fair and equitable law enforcement.

Under Minnesota State Statute §13.825, subd. 8, law enforcement agencies utilizing body-worn cameras are required to conduct a biennial audit to ensure compliance with Minn. Stat. §13.825 and Minn. Stat. §626.8473. The cost of these independent audits is incorporated into RPD's budget requests every two years.

Staff Recommendations

RPD is recommending Council accept the 2024 Body-Worn Camera Audit Report.

Requested Council Action

Accept the 2024 Body-Worn Camera Audit Report prepared by Lynn Lembcke Consulting.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. 2024 Body-Worn Camera Audit Report-Roseville PD
2. Policy 430 Body Worn Camera

INDEPENDENT AUDIT REPORT

Erika Scheider
Chief of Police
Roseville Police Department
2660 Civic Center Dr.
Roseville, MN 55113

Dear Chief Scheider:

An independent audit of the Roseville Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on December 20, 2024. The objective of the audit was to verify Roseville Police Department's compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Portable Recording System Policy

Roseville Police Department is located in Ramsey County, Minnesota and employs fifty-eight (58) peace officers. Roseville Police Department utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. Historical Arbitrator BWC data is stored on a local file server. This audit covers the time period October 1, 2022, through November 30, 2024.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

BWC data is presumptively private. All BWC data collected by Roseville Police Department during the audit period is classified as private or nonpublic data. Roseville Police Department had no instances of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the

public, or court orders directing the agency to release the BWC data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine if the data collected by BWCs are appropriately retained and destroyed in accordance with statutes.

Roseville Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com and Arbitrator 360° Back End Client. At the conclusion of a BWC recording, a category/classification is assigned. Each Axon category or Arbitrator classification has an associated retention period. Upon reaching the retention date, data is systematically deleted

An Evidence Created Report of all data collected and deleted during the audit period was produced from Evidence.com. Records from the Evidence Created Report were reviewed and the date and time the data was created was verified against the deletion date. Each of the records were deleted in accordance with the record retention schedule. All records were maintained for at least the minimum ninety (90) days required by statute.

The Roseville Police Department had received no requests from data subjects to retain BWC data beyond the applicable retention period.

Lieutenants and sergeants monitor the proper categorization of BWC data to ensure data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.

BWC data is available to data subjects and access may be requested by submission of a Roseville Police Department Request for Information form. During the time period Roseville Police Department had received both requests to view and requests for copies of BWC data from data subjects. Data subjects who had not consented to the release of data were redacted. Copies of redacted Axon video are stored in Evidence.com along with the original copy. Data subject access to BWC data is documented in the Records Management System.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.

Roseville Police Department's BWC inventory consists of sixty-seven (67) devices. An inventory report produced from Evidence.com detailed the number of recording devices owned and maintained by the agency. The inventory included the model, serial number, name, officer assigned, date of last upload, device status, error status, firmware version, warranty date, date last docked, and camera state.

Roseville Police Department's BWC policy governs the use of portable recording systems by peace officers while in the performance of their duties. The policy requires officers to make sure they are equipped with a BWC and that their BWC is in good working order. Officers noting a malfunction at any time must promptly report malfunctions to their supervisor and obtain a functioning device as soon as reasonably practicable.

Peace officers were trained on the use of Arbitrator BWCs during a POST approved training course during implementation. Officers were trained on the use of Axon BWCs during roll calls by Axon-trained trainers. Officers retrained when device hardware was replaced. Newly hired officers are trained as part of their academy.

Sergeants monitor deployment and use of BWCs by officers. Officers working on randomly selected dates, and randomly selected calls for service, were verified against the Evidence Created Report and confirmed that BWCs are being deployed and officers are wearing and activating their BWCs.

Evidence.com queries and the Evidence Created Report detail the total amount of Axon BWC data created, deleted, and stored/maintained.

Roseville Police Department utilizes the General Records Retention Schedule for Minnesota cities and agency specified retention periods in the BWC management systems. BWC video is fully deleted from upon reaching the scheduled deletion date. The Arbitrator server log report maintains deleted BWC meta data. Meta data and audit trails are maintained in Evidence.com after deletion of BWC video. BWC data is available to data subjects upon request, and access may be requested by submission of a Request for Information form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer's agency.

The Roseville Police Department's BWC policy states that Officers are prohibited from using personally owned recording devices while on duty without the express consent of the Patrol Sergeant.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

Lieutenants and sergeants conduct quarterly random reviews of BWC data to ensure BWC data is accurately categorized and that BWCs are being utilized in compliance with policy.

Nonpublic data is only available to persons whose work assignment reasonably requires access to data. User access to BWC data is managed by the assignment of roles and permissions in Evidence.com and Arbitrator 360° Back-End Client. Permissions are based on staff work assignments. Roles and permissions are administered by the Crime Analyst. Access to Evidence.com is password protected and requires dual authentication. Access to Arbitrator 360° Back-End Client is password protected.

The BWC Policy governs access to BWC data. Department members are authorized to access BWC data pursuant to lawful process and in accordance with policy, statute, and the Minnesota Government Data Practices Act. User access to data is captured in the audit trail. The BWC policy states that any member who accesses or releases recordings without authorization may be subject to discipline.

When BWC data is deleted from Evidence.com and Arbitrator 360° Back-End Client, its contents cannot be determined. Roseville Police Department has had no security breaches. A BCA CJIS security audit was in November of 2022, and a security audit was underway at the time of this audit.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if nonpublic BWC data shared with other law enforcement agencies, government

entities, or federal agencies is in accordance with statute.

The Roseville Police Department's BWC policy allows for the sharing of data with other law enforcement agencies and governmental entities pursuant to lawful process and in accordance with policy, statute, and the Minnesota Government Data Practices Act. Law enforcement agencies seeking access to BWC data are required to submit a written request. BWC data is provided via secure electronic sharing within Evidence.com. Sharing is captured in the audit trail. An Evidence.com Sharing Audit report and the records management system provide documentation of shared BWC data.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and whether data are destroyed as required.

Evidence.com and the Evidence Created Report document the date and time portable recording system data were collected and deleted. All BWC data collected during the audit period is classified as private or nonpublic data. The Evidence.com audit trail and Sharing Audit Report and the records management system document how the data are used.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

Axon BWC data is stored in the cloud. An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The Roseville Police Department solicited public comment prior to purchase and implementation of the Panasonic Arbitrator BWC program. Public comment was solicited by online survey. The Roseville City Council held a public hearing at their November 27, 2017, meeting.

The Roseville City Council held a public hearing at their December 6, 2021, meeting prior to the purchase and implementation of the Axon body worn cameras.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.

Roseville Police Department's BWC policy is posted on the agency's website. The policy was compared to the requirements of Minn. Stat. § 626.8473. The agency's policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3(b) with the exception of 3(b)(3).

Discrepancy noted.

This report was prepared exclusively for the City of Roseville and Roseville Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: January 30, 2025

Lynn Lembcke Consulting



Lynn Lembcke

Body-Worn Cameras

430.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this department and for the access, use, and retention of department BWC media (Minn. Stat. § 626.8473).

The provisions of this policy, including notice, documentation, access, and retention, also apply to other portable audio/video recording devices used by members, where applicable.

This policy does not apply to undercover operations, wiretaps, or eavesdropping (concealed listening devices).

430.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - To place a BWC in active mode (also called event mode). In active mode, the BWC records both video and audio.

BWC media - The video, audio, and images captured by department BWCs and the associated metadata.

BWC media systems - Any software, including web-based programs and mobile applications, used by the Department to upload/download, store, view, transfer, and otherwise maintain BWC media.

Deactivate - To place a BWC in buffering mode (also called ready or pre-event mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

Event - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

430.2 POLICY

It is the policy of the Department to use BWCs and BWC media for evidence collection and to accurately document events in a way that promotes member safety and department accountability and transparency while also protecting the privacy of members of the public.

430.3 RESPONSIBILITIES

430.3.1 BWC COORDINATOR RESPONSIBILITIES

The Chief of Police or the authorized designee should delegate certain responsibilities to a BWC coordinator (Minn. Stat. § 13.825; Minn. Stat. § 626.8473).

The responsibilities of the coordinator include:

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- (a) Serving as a liaison between the Department and the BWC manufacturer/distributor and any third-party media storage vendor.
- (b) Developing inventory and documentation procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the Department, recording the date each BWC is placed into or taken out of service, and maintaining the following information:
 - 1. The total number of devices owned or maintained by the Roseville Police Department
 - 2. The daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used
 - 3. The total amount of recorded audio and video data collected by the BWC media systems and maintained by the Roseville Police Department
- (c) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.
 - 1. All equipment and system malfunctions and their resolutions should be documented, and maintenance and repair records should be maintained for all BWCs.
- (d) Managing BWC media systems so that:
 - 1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned department duties.
 - 2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.
 - 3. Procedures include a process to obtain written authorization for access to non-public data by RPD members and members of other governmental entities and agencies.
- (e) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.
- (f) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and department policy.
- (g) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.
- (h) Coordinating with the community relations coordinator to (see the Community Relations Policy):
 - 1. Provide the public with notice of the department's use of BWCs (e.g., posting on the department website or social media pages).
 - 2. Gain insight into community expectations regarding BWC use.

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- (i) Coordinating with the Support Services Manager to (see the Records Section, Records Maintenance and Release, and Protected Information policies):
 - 1. Determine and apply proper retention periods to BWC media (e.g., firearm discharges, certain use of force incidents, formal complaints).
 - 2. Develop procedures for the appropriate release of BWC media.
 - 3. Ensure procedures comply with the requirements of the Minnesota Government Data Practices Act and other applicable laws (Minn. Stat. § 13.01 et seq.).
- (j) Coordinating with the Property and Evidence Section to develop procedures for the transfer, storage, and backup of evidentiary BWC media (see the Property and Evidence Section Policy).
- (k) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (l) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Roseville Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.

430.3.2 MEMBER RESPONSIBILITIES

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance.

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order. As part of the inspection, the member should perform a function test by activating the BWC and recording a brief video stating their name, identification number, assignment, and the date and time (Minn. Stat. § 13.825; Minn. Stat. § 626.8473).

Members should wear their assigned BWC on their outermost garment positioned at or above the mid-line of the waist (Minn. Stat. § 626.8473). Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement (Minn. Stat. § 626.8473).

Members shall comply with this policy's provisions while performing law enforcement activities under the command and control of another law enforcement agency (Minn. Stat. § 626.8473).

430.4 BWC USE

The following guidelines apply to the use of BWCs:

- (a) Only department-issued BWCs should be used without the express consent of the Chief of Police or the authorized designee (Minn. Stat. § 13.825).

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- (b) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.
- (c) The use of department-issued BWCs shall be strictly limited to department-related activities.
- (d) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.
- (e) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Chief of Police.

430.4.1 PROHIBITIONS

BWCs should not be used to record:

- (a) Routine administrative activities of the Department that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the Department has a duty to keep secure (i.e., criminal justice information).
- (b) Areas within the department facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.
- (c) Conversations of other members without their knowledge.
- (d) When a member is taking an authorized break or otherwise engaged in personal activities.
- (e) In a courtroom unless responding to a call for service or emergency situation.
- (f) Interactions with undercover officers or confidential informants.
- (g) Strip searches.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

430.5 ACTIVATION OF BWC

Members should activate their BWC during all calls for service and the performance of law enforcement-related functions. Members are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement functions. However, members should activate their BWC any time a contact with an individual becomes hostile or adversarial.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. A member may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

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If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

430.5.1 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

430.5.2 PRIVACY CONSIDERATIONS

Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.

When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed), members are permitted to mute or deactivate their BWC if it reasonably appears that the privacy concern outweighs any legitimate department interest in recording the event. Members may also mute or deactivate their BWC:

- (a) To protect the privacy of a victim or witness.
- (b) When an individual wishes to provide information anonymously.
- (c) To avoid recording a confidential informant or undercover officer.
- (d) When discussing case tactics or strategy.
- (e) During private conversations with other members or emergency responders.

Members should choose to mute rather than deactivate BWCs when practicable. Deactivation should only be used when muting the BWC will not accomplish the level of privacy necessary for the situation.

Before muting or deactivating their BWC, the member should verbally narrate the reason on the recording. As soon as possible once the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the department's interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

430.5.3 LIVESTREAMING

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors and dispatchers approved by the Chief of Police or the authorized designee shall have access to livestreaming capabilities.

Livestreaming should only be activated:

- (a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.
- (b) To assist with situational awareness or tactical decisions during a significant incident.
- (c) When requested by the member.

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430.5.4 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or "BWC unavailable," as applicable, and should document:

- (a) To the extent practicable and relevant, the identity of individuals appearing in the BWC media.
- (b) An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.
- (c) Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.
- (d) Any period of the event in which the member deactivated or muted their BWC and the reason for such action.
- (e) If livestreaming was activated during the event, the reason for livestreaming and the members who communicated or participated in the event through BWC livestreaming.

430.6 UPLOADING BWC MEDIA

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly uploaded and tagged before the end of their shift. BWC media related to a serious or high-profile event (e.g., search for a missing child, active shooter situation) should be uploaded and tagged as soon as practicable upon returning to the Department.

Following an officer involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and upload and tag the BWC media.

430.6.1 TAGGING BWC MEDIA

Members should tag all media captured by their BWC with their name and/or identification number, the case or incident number, and the event type. BWC media should be tagged upon uploading or, if capabilities permit tagging in the field, as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

BWC media depicting sensitive circumstances or events should be tagged as restricted. BWC media should be flagged for supervisor review when it pertains to a significant event such as:

- (a) An incident that is the basis of a formal or informal complaint or is likely to result in a complaint.
- (b) When a member has sustained a serious injury or a line-of-duty death has occurred.
- (c) When a firearm discharge or use of force incident has occurred.

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- (d) An event that has attracted or is likely to attract significant media attention.

Supervisors should conduct audits at regular intervals to confirm BWC media is being properly uploaded and tagged by their subordinates.

430.7 BWC MEDIA

All BWC media is the sole property of the Department. Members shall have no expectation of privacy or ownership interest in the content of BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer. Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the Department and shall not be used by the vendor for any purpose without explicit approval of the Chief of Police or the authorized designee.

Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Chief of Police or the authorized designee.

BWC media systems should not be accessed using personal devices unless authorized by the Chief of Police or the authorized designee.

430.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate department-related purposes in accordance with the following guidelines:

- (a) BWC media tagged as restricted should only be accessible by those designated by the Chief of Police or the authorized designee.
- (b) Members may review their own BWC media for department-related purposes. Members should document in their report if they reviewed BWC media before completing the report.
- (c) Investigators may review BWC media pertaining to their assigned cases.
- (d) A member testifying regarding a department-related event may review the pertinent BWC media before testifying.
- (e) Supervisors are permitted to access and view BWC media of their subordinates.
 - 1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.
 - 2. Supervisors should conduct documented reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would

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be beneficial to provide guidance or to conduct one-on-one informal training for the member (Minn. Stat. § 626.8473).

3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- (f) The Deputy Chief is permitted to access and view BWC media for training purposes.
1. The Deputy Chief should conduct a quarterly review of a random sampling of BWC media to evaluate department performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial. Training Committee members may review BWC media as part of their review to identify training needs.
 2. The Deputy Chief may use BWC media for training purposes with the approval of the Chief of Police or the authorized designee. The Deputy Chief should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.
- (g) The Support Services Manager may access BWC media when necessary to conduct department-related duties.
- (h) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.
- (i) Any member who accesses or releases BWC media without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies for additional guidance) (Minn. Stat. § 626.8473).

430.7.2 PUBLIC ACCESS

Unless disclosure is required by law or a court order, BWC media should not be released to the public if:

- (a) It is clearly offensive to common sensibilities (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).
- (b) It unreasonably violates a person's privacy or depicts the interior of:
 1. A private residence.
 2. A facility that offers health care, mental health or substance abuse treatment, or social services.
 3. A school building.
 4. Any other building in which public access is restricted or which implicates heightened security concerns.

Except as provided by Minn. Stat. § 13.825, Subd. 2 or pursuant to Minn. Stat. § 13.82, Subd. 15, BWC media is considered private or nonpublic data.

Body-Worn Cameras

Any person captured on BWC media may have access to the BWC media. If the individual requests a copy of the BWC media and does not have the consent of other non-law enforcement individuals captured on the BWC media, the identity of those individuals must be blurred or obscured sufficiently to render the person unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17 (Minn. Stat. § 13.825, Subd. 4).

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy. The Support Services Manager should review BWC media before public release.

See the Officer-Involved Shootings and Deaths Policy regarding BWC media requests pursuant to Minn. Stat. § 13.825 relating to deaths by use of force.

430.8 RETENTION OF BWC MEDIA

Non-evidentiary BWC media should be retained in accordance with state records retention laws but in no event for a period less than 90 days (Minn. Stat. § 13.825).

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall not otherwise be deleted by any person without the authorization of the Chief of Police or the authorized designee.

If an individual captured on BWC media submits a written request, the BWC media shall be retained for an additional time period. The BWC coordinator should be responsible for notifying the individual prior to destruction of the BWC media (Minn. Stat. § 13.825).

Members shall not alter, erase, or destroy any BWC media, before the end of the applicable retention period (Minn. Stat. § 626.8473).

430.8.1 EVIDENTIARY BWC MEDIA

BWC media relevant to a criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage according to established department procedures. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods (see the Property and Evidence Section Policy).

Evidentiary BWC media that documents an officer's use of deadly force must be maintained indefinitely (Minn. Stat. § 13.825; Minn. Stat. § 626.8473).

430.9 TRAINING

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

- (a) Proper use of the BWC device and accessories.
- (b) When BWC activation is required, permitted, and prohibited.

Body-Worn Cameras

- (c) How to respond to an individual's request to stop recording.
- (d) Proper use of the BWC media systems, including uploading and tagging procedures.
- (e) Security procedures for BWC media, including appropriate access and use.

Members who are not issued a BWC but who have access to BWC media systems shall receive training on the BWC media system, including appropriate access, use, and security procedures.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/10/2025
Item No.: 10.j.

Department Approval



City Manager Approval



Item Description: Declare Vacancy for Additional Opening on Parks and Recreation Commission

Background

The Council annually appoints citizens to commissions. There is an unexpected opening on the Parks and Recreation Commission due to the passing of Commissioner Jessica Raygor. Council has the option to consider declaring one additional opening on the parks commission for the Spring 2025 recruitment and interview period for a partial term beginning 4/1/2025 and ending 3/31/2026.

Policy Objectives

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

Equity Impact Summary

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

Budget Implications

None.

Staff Recommendations

Staff recommends that Council declare one additional opening for the Parks and Recreation Commission for the Spring 2025 recruitment and interview period for a partial term beginning 4/1/2025 and ending 3/31/2026.

Commission	Number of Vacancies
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Parks & Recreation

3 declared (previously), 1
undeclared

Requested Council Action

One action is requested:

1. Declare one additional opening for the Parks and Recreation Commission for the Spring 2025 recruitment and interview period for a partial term beginning 4/1/2025 and ending 3/31/2026.

Prepared by: Rachel Boggs

Attachments:

1. Commission Appointment and Reappointment Policy
2. List of all Commissioners _terms January 2025

CITY OF ROSEVILLE
APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

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

POLICY STATEMENT

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

I. PROCEDURE STATEMENT – APPOINTMENTS

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

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

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

II. PROCEDURE STATEMENT - REAPPOINTMENTS

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

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

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

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

**City of Roseville
Commissioner Terms**

2/4/2025

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

FUTURE MEETING AGENDA HIGHLIGHTS

February 10, 2025

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
- Appoint Commissioners
- Receive 2024 Cash Reserve Fund report

March City Council/EDA Meetings

- March 17 (EDA) – Housing Study
- 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		