



City Council Agenda

Monday, February 24, 2025

7:00 PM

City Council Chambers

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

- 7:00 p.m. **1. Roll Call**
Voting and Seating Order: Groff, Strahan, Schroeder, Bauer, and Roe
- 7:01 p.m. **2. Pledge of Allegiance**
- 7:02 p.m. **3. Approve Agenda**
- 7:03 p.m. **4. Public Comment**
- 7:08 p.m. **5. Recognitions and Donations**
 - a. Proclaim Women's History Month
- 7:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
 - 7:15 p.m. a. Conduct Public Hearing and certify unpaid utility charges to the property tax roll
 - 7:25 p.m. b. Consider a request to perform an abatement for unresolved violations of City Code at 2165 Victoria Street N
 - 7:35 p.m. c. Consider a request to perform an abatement for unresolved violations of City Code at 1240 Ryan Ave W
 - 7:45 p.m. d. Receive Volunteer Update
 - 8:00 p.m. e. Receive Equity and Inclusion Commission Update
 - 8:40 p.m. f. Proposed Capital Improvements to Rosebrook Park
 - 9:10 p.m. g. Discuss Implementing the Roseville Local Sales Tax
 - 9:25 p.m. h. Declare Vacancy for Additional Opening on Planning Commission
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9:30 p.m. **9. Approval of City Council Minutes**
 - a. Approve Minutes from February 10, 2025 City Council Meeting
 - b. Approve Minutes from January 27, 2025 City Council Meeting
- 9:35 p.m. **10. Approve Consent Agenda**
 - a. Approval of Payments
 - b. Approve 2 Temporary Gambling Permits
 - c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
 - d. Approve an Ethernet Network Transport Services Agreement with Roseville Schools
- 9:40 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
 - a. Future Agenda
- 9:50 p.m. **12. Adjourn**



Women's History Month March 2025

Whereas: Throughout history, extraordinary women have made significant contributions to the growth and strength of our city, state, and nation in countless ways; and

Whereas: Through leadership, innovation, and ingenuity, generations of women have made significant contributions in science, medicine, technology, business, politics, entrepreneurship, and culture; and

Whereas: Women have been leaders in securing their own rights of suffrage and equal opportunity; and in the abolitionist, emancipation, industrial labor, civil rights, and peace movements, creating a more fair and just society for all; and

Whereas: Whether serving in elected positions across America, leading groundbreaking civil rights movements, venturing into unknown frontiers, or programming revolutionary technologies, generations of women that knew their gender was no obstacle to what they could accomplish have long stirred new ideas and opened new doors, having a profound and positive impact on our community.

Whereas: Despite their contributions, the role of women in history has been consistently overlooked and undervalued in literature, education, science, and culture; and

Whereas: The theme for Women's History Month 2025 is "Moving Forward Together! Women Educating & Inspiring Generations." We celebrate countless pioneering women and their victories, and we continue our work to build a society where our daughters have the same possibilities as our sons.

Now, Therefore Be It Resolved, that the City Council hereby declares March 2025, to be Women's History Month in the City of Roseville.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 24th day of February, 2025.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Conduct Public Hearing and certify unpaid utility charges to the property tax roll

Background

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

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

Attached is the current list of delinquent charges. Payments (along with accrued interest) received in the Finance Office prior to February 14, 2025 were accepted and will not be levied on the 2026 property taxes.

Policy Objectives

Certifying delinquent charges are required under City Code

Equity Impact Summary

There is no anticipated racial equity impact

Budget Implications

Not Applicable

Staff Recommendations

Staff recommends approval of the attached resolution levying unpaid utility charges for collection on the property tax roll.

Requested Council Action

Motion to adopt the resolution approving the certification of unpaid utility and other charges to the County Auditor for collection on the property tax roll.

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Prepared by: Karla Rangitsch, Utility Billing Clerk

Attachments: 1. council list
2. resolution 2-24-25

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**More than 90 days past due
as of January 15, 2025**

**Schedule A
Delinquent Accounts 1st QTR 2025**

**City of Roseville, MN
2/18/2025**

PIN	Service Address	AMOUNT TO COLLECTIONS	AMOUNT TO COLLECTIONS + \$25.00 FEE
022923320039	2779 AGLEN ST	\$78.62	\$103.62
032923230044	2930 ARONA ST	\$90.64	\$115.64
032923220038	3014 ARONA ST	\$88.13	\$113.13
152923230037	1970 ASBURY ST	\$122.27	\$147.27
142923120001	2149 AVON ST N	\$156.60	\$181.60
092923120040	2566 BEACON ST	\$99.85	\$124.85
112923240010	949 BROOKS AVE W	\$128.47	\$153.47
112923230024	1056 BROOKS AVE W	\$119.02	\$144.02
102923140009	1163 BROOKS AVE W	\$91.31	\$116.31
132923120016	311 BURKE AVE W	\$215.51	\$240.51
152923110022	1192 BURKE AVE W	\$122.27	\$147.27
092923110041	2618 CHARLOTTE ST	\$177.09	\$202.09
022923320091	2821 CHURCHILL ST	\$65.32	\$90.32
022923320077	2824 CHURCHILL ST	\$130.07	\$155.07
132923120084	320 W CO RD B	\$295.97	\$320.97
152923210004	1378 W CO RD B	\$102.32	\$127.32
012923130047	349 CO RD C2	\$131.82	\$156.82
022923240056	885 CO RD C2	\$62.42	\$87.42
052923220143	2410 W CO RD D # 3	\$171.05	\$196.05
112923140044	2455 DALE ST N	\$193.00	\$218.00
022923440075	2743 DALE ST N	\$163.03	\$188.03
032923420062	2835 DELLWOOD AVE	\$135.57	\$160.57
142923230051	1026 DRAPER AVE	\$122.27	\$147.27
152923130139	1236 DRAPER AVE	\$115.62	\$140.62
172923140044	2145 DRAPER AVE	\$173.80	\$198.80
102923110019	2561 DUNLAP ST N	\$139.01	\$164.01
152923210065	1368 ELDRIDGE AVE W	\$266.10	\$291.10
132923140007	249 ELMER ST	\$146.27	\$171.27
042923220100	3099 EVELYN ST	\$128.03	\$153.03
012923420071	2825 FARRINGTON ST	\$95.67	\$120.67
012923420070	2833 FARRINGTON ST	\$75.72	\$100.72
012923120030	3071 FARRINGTON CT	\$156.67	\$181.67
112923120040	2545 FISK ST	\$132.82	\$157.82
092923120020	2586 FAIRVIEW AVE N	\$136.65	\$161.65
042923240044	2903 FAIRVIEW AVE N	\$94.78	\$119.78
172923210008	2096 FAIRWAYS LN	\$284.68	\$309.68
132923310089	491 GLENWOOD AVE	\$177.41	\$202.41
132923310111	492 GLENWOOD AVE	\$144.51	\$169.51
032923410046	2761 GRIGGS ST N	\$151.17	\$176.17
032923410011	2806 GRIGGS ST N	\$236.48	\$261.48
032923410035	2827 GRIGGS ST N	\$158.76	\$183.76
132923120033	2084 GIESMANN ST	\$78.01	\$103.01
032923430067	2700 HAMLINE AVE N	\$125.76	\$150.76
032923130077	3000 HAMLINE AVE N	\$1,388.35	\$1,413.35

More than 90 days past due as of January 15, 2025		Schedule A Delinquent Accounts 1st QTR 2025	City of Roseville, MN 2/18/2025
032923210047	3061 HAMLINE AVE N	\$237.37	\$262.37
132923310098	462 HILLTOP AVE	\$98.57	\$123.57
032923430036	2717 HURON ST	\$69.22	\$94.22
152923420058	1884 HURON AVE	\$106.37	\$131.37
152923420057	1890 HURON AVE	\$79.46	\$104.46
112923340007	936 HIGHWAY 36 W	\$173.60	\$198.60
012923330003	528 IONA LN	\$637.77	\$662.77
122923240041	2416 IRENE ST	\$82.37	\$107.37
032923120009	1265 JOSEPHINE RD	\$148.41	\$173.41
012923310078	468 JUDITH AVE	\$71.97	\$96.97
012923330025	2757 KENT ST	\$89.02	\$114.02
142923230066	1930 LEXINGTON AVE N	\$361.68	\$386.68
142923220065	2062 LEXINGTON AVE N	\$145.12	\$170.12
022923330004	2729 LAKEVIEW AVE	\$72.81	\$97.81
012923430043	2679 MATILDA ST	\$58.67	\$83.67
132923130016	269 MCCARRONS BLVD N	\$163.25	\$188.25
162923140060	45 MID OAKS LN	\$115.64	\$140.64
032923420022	2774 MERRILL ST	\$116.31	\$141.31
012923330462	2650 MACKUBIN ST	\$108.97	\$133.97
032923240015	1413 MILLWOOD AVE	\$104.50	\$129.50
042923130040	1771 MILLWOOD AVE	\$114.73	\$139.73
122923440009	226 MINNESOTA AVE	\$69.07	\$94.07
012923140081	208 MAPLE LN	\$122.27	\$147.27
012923410042	2795 MARION ST	\$78.62	\$103.62
112923310031	2360 NANCY PL	\$184.86	\$209.86
102923110012	1149 OAKCREST AVE	\$95.67	\$120.67
052923210073	3006 OLD HIGHWAY 8	\$158.37	\$183.37
142923120051	798 PARKER AVE	\$132.36	\$157.36
142923220073	1023 PARKER AVE	\$82.37	\$107.37
032923340047	1434 RAMBLER RD	\$167.01	\$192.01
012923110008	3117 RICE ST	\$128.92	\$153.92
152923430027	1272 ROMA AVE	\$143.37	\$168.37
132923230058	577 ROSELAWN AVE W	\$141.76	\$166.76
152923410005	1140 ROSELAWN AVE W	\$58.67	\$83.67
152923410010	1174 ROSELAWN AVE W	\$72.81	\$97.81
162923130078	1745 ROSELAWN AVE W	\$178.48	\$203.48
142923320101	1045 RUGGLES ST	\$124.56	\$149.56
152923240049	1421 RYAN AVE W	\$89.02	\$114.02
162923130058	1742 RYAN AVE W	\$291.76	\$316.76
112923140011	715 SEXTANT AVE W	\$95.67	\$120.67
142923230125	1051 SHRYER AVE W	\$123.32	\$148.32
142923230124	1055 SHRYER AVE W	\$189.10	\$214.10
102923340017	1397 SANDHURST DR W	\$151.40	\$176.40
032923230033	2917 SIMPSON ST	\$74.83	\$99.83
032923230028	2951 SIMPSON ST	\$173.61	\$198.61
102923440024	1128 SHERREN ST W	\$83.52	\$108.52
102923440012	1213 SHERREN ST W	\$200.72	\$225.72

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**City of Roseville, MN
2/18/2025**

012923310042	406 TERRACE DR	\$497.81	\$522.81
012923440017	2657 WOODBRIDGE ST	\$98.58	\$123.58
012923140016	2958 WOODBRIDGE ST	\$129.61	\$154.61
012923110029	3070 WOODBRIDGE ST	\$72.81	\$97.81
162923130039	1988 WHEELER ST N	\$84.25	\$109.25
132923310051	1857 WESTERN AVE N	\$95.21	\$120.21
122923240038	2417 WESTERN AVE N	\$82.37	\$107.37
022923440052	738 WHEATON AVE	\$106.06	\$131.06
112923120025	750 COUNTY ROAD C W	\$98.57	\$123.57
012923340141	413 COUNTY ROAD C W	\$390.72	\$415.72
042923210013	3119 MILDRED DR	\$95.50	\$120.50
112923340080	2203 VICTORIA ST N	\$227.57	\$252.57
112923410015	711 GRANDVIEW AVE W	\$106.37	\$131.37
042923120023	3024 FAIRVIEW AVE N	\$151.65	\$176.65
102923120055	1316 CHRISTY CIR	\$111.42	\$136.42
052923210071	3020 OLD HIGHWAY 8	\$1,156.02	\$1,181.02
122923430034	335 SANDHURST DR W	\$127.47	\$152.47
152923240043	1446 SHRYER AVE W	\$85.27	\$110.27
012923410019	2780 MARION ST	\$167.01	\$192.01
082923430044	2223 W CO RD B	\$90.90	\$115.90
032923420054	2806 DELLWOOD AVE	\$58.67	\$83.67
132923230021	540 SHRYER AVE W	\$149.02	\$174.02
102923240014	1363 BROOKS AVE W	\$91.92	\$116.92
142923120017	851 PARKER AVE	\$89.17	\$114.17
012923310057	467 JUDITH AVE	\$105.92	\$130.92
142923120012	836 W CO RD B	\$156.60	\$181.60
082923430090	2202 MIDLAND VIEW CT N	\$57.65	\$82.65
032923240088	2972 SIMPSON ST	\$77.60	\$102.60
022923430033	795 TERRACE DR	\$235.27	\$260.27
142923230029	993 RYAN AVE W	\$145.12	\$170.12
152923120086	1266 W CO RD B	\$85.27	\$110.27
022923340005	2680 VICTORIA ST N	\$78.62	\$103.62
032923320147	2839 ARONA ST	\$52.02	\$77.02
102923440028	1117 LAURIE RD W	\$151.74	\$176.74
012923340035	395 WOODHILL DR	\$65.32	\$90.32
032923130025	2891 MERRILL ST	\$174.00	\$199.00
152923230028	1942 SNELLING AVE N	\$151.77	\$176.77
152923140042	1194 SHRYER AVE W	\$100.42	\$125.42
142923230056	1941 CHATSWORTH ST N	\$89.34	\$114.34
052923220084	3082 HIGHCREST RD	\$124.15	\$149.15
112923430069	837 SANDHURST DR W	\$71.97	\$96.97
142923310012	1817 VICTORIA ST N	\$139.62	\$164.62
152923420097	1301 GARDEN AVE	\$111.87	\$136.87
152923430067	1716 HAMLINE AVE N	\$168.61	\$193.61
112923330050	2168 OXFORD ST N	\$145.12	\$170.12
142923210080	896 PARKER AVE	\$178.62	\$203.62
012923410036	2841 MARION ST	\$145.12	\$170.12

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**City of Roseville, MN
2/18/2025**

042923420026	1798 CENTENNIAL DR	\$76.00	\$101.00
112923230008	1035 BROOKS AVE W	\$118.52	\$143.52
102923110027	1106 OAKCREST AVE	\$91.92	\$116.92
112923230065	2447 CHATSWORTH ST N	\$80.92	\$105.92
102923430054	2226 DELLWOOD AVE	\$151.77	\$176.77
102923110024	2560 FERNWOOD ST	\$71.97	\$96.97
142923110019	679 SKILLMAN AVE W	\$65.32	\$90.32
142923330056	1765 CHATSWORTH ST N	\$105.22	\$130.22
162923240090	1932 TATUM ST	\$78.62	\$103.62
022923330019	2742 OXFORD ST N	\$171.88	\$196.88
122923140020	2501 WOODBRIDGE ST	\$138.47	\$163.47
012923430044	2673 MATILDA ST	\$131.82	\$156.82
102923140085	1200 SEXTANT AVE W	\$167.01	\$192.01
042923240042	2911 FAIRVIEW AVE N	\$182.52	\$207.52
042923210055	3021 FAIRVIEW AVE N	\$196.86	\$221.86
032923340027	1390 JUDITH AVE	\$261.17	\$286.17
152923230036	1969 ASBURY ST	\$138.47	\$163.47
122923340054	2170 COHANSEY BLVD	\$78.62	\$103.62
012923330456	2662 MACKUBIN ST	\$209.12	\$234.12
012923130045	333 CO RD C2	\$185.27	\$210.27
012923230057	523 OWASSO HILLS DR	\$159.38	\$184.38
112923320015	1086 W CO RD B2	\$167.01	\$192.01
092923210008	2579 FAIRVIEW AVE	\$6,820.92	\$6,845.92
102923120024	2572 DELLWOOD AVE	\$197.49	\$222.49
142923440063	1748 ALTA VISTA DR	\$116.39	\$141.39
112923140028	735 W CO RD B2	\$65.32	\$90.32
042923330032	MOUNT RIDGE RD	\$2,106.04	\$2,131.04
122923340010	432 MINNESOTA AVE	\$82.52	\$107.52
122923240090	397 BROOKS AVE W	\$65.32	\$90.32
142923320008	1863 CHATSWORTH ST N	\$115.77	\$140.77
152923110015	1193 BURKE AVE W	\$78.62	\$103.62
112923420081	823 COPE AVE W	\$85.27	\$110.27
162923240062	1850 RYAN AVE W	\$189.24	\$214.24
022923320010	2777 LAKEVIEW AVE	\$71.97	\$96.97
042923340036	2690 PRIOR AVE # 1	\$2,731.91	\$2,756.91
042923340035	2690 PRIOR AVE # 3	\$816.70	\$841.70
142923440021	1789 ALAMEDA ST	\$106.37	\$131.37
152923130005	1252 SKILLMAN AVE W	\$160.88	\$185.88
122923440015	2234 MARION ST	\$111.87	\$136.87
132923440003	192 MCCARRONS BLVD S	\$171.97	\$196.97
102923120061	1294 OAKCREST AVE	\$82.52	\$107.52
082923230010	2507 WALNUT ST	\$1,341.28	\$1,366.28
032923130064	1303 W CO RD C2	\$128.54	\$153.54
112923310014	901 GRANDVIEW AVE W	\$156.60	\$181.60
032923140026	1168 MAPLE LN W	\$310.04	\$335.04
142923220020	1051 BURKE AVE W	\$326.19	\$351.19
032923320155	2821 ARONA ST	\$136.65	\$161.65

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**City of Roseville, MN
2/18/2025**

122923110049	2610 WEWERS RD	\$256.85	\$281.85
162923110016	2088 FRY ST	\$260.25	\$285.25
022923410049	668 TERRACE DR	\$93.16	\$118.16
032923340042	1389 RAMBLER RD	\$90.70	\$115.70
012923330420	2731 MACKUBIN ST APT 39	\$269.90	\$294.90
012923340150	433 COUNTY ROAD C W	\$185.50	\$210.50
032923130021	2925 MERRILL ST	\$108.63	\$133.63
022923210015	958 COUNTY ROAD D W	\$157.50	\$182.50
142923110005	724 W CO RD B	\$185.50	\$210.50
142923220086	1008 PARKER AVE	\$252.61	\$277.61
012923220022	3053 LITTLE BAY RD	\$109.26	\$134.26
042923210049	3041 FAIRVIEW AVE N	\$196.50	\$221.50
182922230009	1986 RICE ST	\$827.11	\$852.11
142923330048	1719 CHATSWORTH ST N	\$138.64	\$163.64
042923120002	1800 W CO RD D	\$251.87	\$276.87
052923320002	3253 OLD HIGHWAY 8	\$113.07	\$138.07
122923210048	2572 COHANSEY ST	\$156.55	\$181.55
112923320019	1079 GRANDVIEW AVE W	\$173.80	\$198.80
102923340024	1392 SANDHURST DR W	\$100.78	\$125.78
152923130049	1287 RYAN AVE W	\$307.05	\$332.05
032923420044	2799 MERRILL ST	\$216.45	\$241.45
042923330036	2045 TWIN LAKES PKWY	\$1,278.60	\$1,303.60
132923310068	409 WOODRUFF AVE	\$67.15	\$92.15
122923430020	325 CAPITOL VIEW AVE	\$169.90	\$194.90
132923230088	545 ROSELAWN AVE W	\$85.54	\$110.54
122923140026	2483 WOODBRIDGE ST	\$327.00	\$352.00
142923320040	1845 AGLEN ST	\$181.60	\$206.60
042923310025	2690 PRIOR AVE # 4	\$380.66	\$405.66
142923110068	721 ELDRIDGE AVE W	\$258.34	\$283.34
122923130028	370 BROOKS AVE W	\$269.90	\$294.90
132923110004	170 W CO RD B	\$149.95	\$174.95
022923330037	2741 CHURCHILL ST	\$176.55	\$201.55
122923140028	2477 WOODBRIDGE ST	\$283.20	\$308.20
012923420001	2873 GALTIER ST	\$115.39	\$140.39
012923140082	216 MAPLE LN	\$77.92	\$102.92
052923230038	2986 OLD HIGHWAY 8	\$266.82	\$291.82
102923220003	1520 COUNTY ROAD C W	\$883.60	\$908.60
112923340075	2175 VICTORIA ST N	\$379.70	\$404.70
152923430047	1762 HAMLINE AVE N	\$224.36	\$249.36
022923440006	723 TERRACE DR	\$256.90	\$281.90
022923440094	670 WHEATON AVE	\$363.00	\$388.00
012923140056	2926 MARION ST	\$82.16	\$107.16
042923130072	1784 MILLWOOD AVE	\$329.75	\$354.75
032923340051	2700 PASCAL ST	\$54.86	\$79.86
032923230011	2999 ASBURY ST	\$176.55	\$201.55
152923110032	1215 ELDRIDGE AVE W	\$59.30	\$84.30
012923140103	183 CO RD C2	\$60.20	\$85.20

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City of Roseville, MN
2/18/2025

032923240073	1440 LYDIA AVE W	\$215.40	\$240.40
042923220054	3075 MT RIDGE RD	\$135.60	\$160.60
132923110062	2057 WOODBRIDGE ST	\$183.20	\$208.20
112923430052	835 W CO RD B	\$54.43	\$79.43
152923130068	1240 RYAN AVE W	\$201.55	\$226.55
052923220123	3009 TROSETH RD	\$244.99	\$269.99
142923120004	780 W CO RD B	\$130.00	\$155.00
172923140014	2085 ROSEWOOD LN S	\$122.30	\$147.30
032923320159	2811 ARONA ST	\$153.85	\$178.85
112923430046	756 SANDHURST DR W	\$244.99	\$269.99
012923330027	2754 DALE ST N	\$55.06	\$80.06
132923230034	554 RYAN AVE W	\$130.00	\$155.00
022923440064	641 COUNTY ROAD C W	\$90.64	\$115.64
132923220004	2091 COHANSEY BLVD	\$237.37	\$262.37
152923440037	1791 DUNLAP ST N	\$98.89	\$123.89
032923430027	2726 HURON ST	\$105.65	\$130.65
032923130008	1244 BELAIR CIR	\$240.30	\$265.30
122923230009	565 TRANSIT AVE W	\$69.04	\$94.04
142923340017	1738 CHATSWORTH ST N	\$233.99	\$258.99
012923430013	2665 GALTIER ST	\$144.35	\$169.35
132923210053	2090 COHANSEY BLVD	\$185.50	\$210.50
042923120029	1815 LYDIA AVE W	\$176.55	\$201.55
112923110103	659 OVERLOOK DR	\$183.20	\$208.20
052923230028	2946 HIGHCREST RD	\$1,102.30	\$1,127.30
132923440041	253 MCCARRONS PL	\$122.15	\$147.15
012923340154	441 CO RD C W	\$139.70	\$164.70
142923210049	928 PARKER AVE	\$59.30	\$84.30
042923430018	2745 HERSCHEL ST N	\$117.14	\$142.14
022923440005	717 TERRACE DR	\$621.05	\$646.05
102923220004	2610 SNELLING CURV	\$2,470.63	\$2,495.63
102923430096	1257 W CO RD B	\$204.30	\$229.30
052923210006	2310 W CO RD D	\$404.68	\$429.68
012923430115	2716 WESTERN AVE N	\$302.85	\$327.85
142923110035	664 BELMONT LN W	\$55.33	\$80.33
042923240031	2970 MILDRED DR	\$196.50	\$221.50
112923320107	1049 LOVELL AVE W	\$169.90	\$194.90
112923310041	962 GRANDVIEW AVE W	\$200.40	\$225.40
152923130034	1306 SHRYER AVE W	\$196.50	\$221.50
132923110088	2120 WILLIAM ST	\$671.84	\$696.84
172923140042	2125 DRAPER AVE	\$212.10	\$237.10
082923330015	2179 EUSTIS ST	\$115.50	\$140.50
032923320154	2823 ARONA ST	\$263.25	\$288.25
142923320018	1820 AGLIN ST	\$189.85	\$214.85
102923430095	1225 W CO RD B	\$101.38	\$126.38
102923120062	1300 OAKCREST AVE	\$196.50	\$221.50

More than 90 days past due
as of January 15, 2025

Schedule A
Delinquent Accounts 1st QTR 2025

City of Roseville, MN
2/18/2025

TOTAL TO BE CERTIFIED TO
2026 TAXES

\$63,977.34

\$70,902.34

**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 24th day of February, 2025 at 6:00 p.m.

The following members were present:

Member introduced the following resolution and moved its adoption:

RESOLUTION

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

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

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

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

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

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

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of February with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of February, 2025.

Patrick Trudgeon
City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.b.

Department Approval

Janice Gundlach

City Manager Approval

Samuel Truog

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 2165 Victoria Street N

Background

The subject property is an unoccupied, single family home. Current violations related to the abatement request include:

- Multiple inoperable vehicles (407.02.G, 407.04.D)
- Vehicles without current registration (407.02.G, 407.04.D)

This property has been the subject of City Council authorized abatements on June 5, 2023 and November 25, 2024. Most recently, the property representative was able to bring the property into compliance prior to staff conducting an abatement resulting from the Council authorization in November 2024. On June 16, 2023, staff conducted the abatement of inoperable and unlicensed vehicles. On February 4, 2025, staff confirmed numerous violations were again present at this property. A follow-up inspection on February 14, 2025, showed no progress toward compliance related to the unlicensed and inoperable vehicles. A letter was mailed to the property detailing the violations and notification of the Council hearing date of February 24, 2025 (Attachment 4). Staff sent invoices for Administrative Citations and Repeat Nuisance fees on February 18, 2025 (Attachment 4).

As of the writing of this RCA, no progress related to any noted violation or code compliance has been observed on this property. A status update will be provided during the hearing.

Policy Objectives

The abatement of public nuisances is necessary to protect the public's comfort, repose, health and safety.

Equity Impact Summary

Equity impacts related to this request have not been evaluated.

Budget Implications

The estimated costs of the proposed abatement include the following:

Removal of unlicensed, inoperable vehicles outdoors:	\$0.00
Abatement fee per Council approved Fee Schedule:	\$350.00
<u>Total:</u>	<u>\$ 350.00</u>

Staff Recommendations

36 Staff recommends the Council direct Community Development staff to abate the above referenced
37 public nuisance violations at 2165 Victoria St N.
38

39 **Requested Council Action**

40 By motion, direct Community Development staff to abate the public nuisance violations at 2165 Victoria
41 St N., by notifying a towing company to remove the unlicensed and/or inoperable vehicles from the
42 property.
43

44 If so ordered, the property owner will be billed for actual and administrative costs. If charges are not
45 paid, staff will recover costs as specified in Section 407.08.B.
46

47 **Prepared by:** Dave Englund, Building Official

- 48 **Attachments:**
- 1. Map
 - 2. Timeline
 - 3. Relevant City Code Sections
 - 4. Correspondence & Photos
 - 5. 11-25-2024 City Council meeting minutes



Prepared by:
Community Development Department
Printed: February 19, 2025



Data Sources
* Ramsey County GIS Base Map (2/5/2025)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. 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.

2165 Victoria St N

ATTACHMENT 2

February 4,
2025

- Staff observed numerous inoperable/unlicensed vehicles.

February 14,
2025

- All violations remain
- Council hearing notices sent to property owner.

February 18,
2025

- Administrative Citation and Repeat Nuisance fee sent to property.

February
24, 2025

- Hearing before Roseville City Council

CITED CITY CODE SECTIONS

407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR REPOSE:

G. Parking and Storage: The outside parking or storage on residentially-zoned property of vehicles, materials, supplies or equipment in violation of the provisions set forth below:

2. Storage on Property: No person may place, store or allow the placement or storage of the following, in the front yard or unscreened street facing side yard of a corner lot of any residential zoned area:

c. Vehicles of any type in inoperable condition

407.04: VEHICLES CONSTITUTING A PUBLIC NUISANCE:

A. Abandoned, Junk, Unauthorized and Inoperable Vehicles Create Hazard: Abandoned, junk, unauthorized and inoperable vehicles are declared to be a public nuisance creating hazard to the health and safety of the public because they invite plundering, create fire hazards, attract vermin, and present physical dangers to the safety and well-being of children and other citizens. The accumulation and outside storage of such vehicles is in the nature of rubbish, litter and unsightly debris and is a blight on the landscape and a detriment to the environment. It shall be unlawful for a person to pile, store or keep wrecked, junked, inoperable, unauthorized or abandoned vehicles on private or public property.

D. Vehicles Without Current Registration: Except where expressly permitted by state law, any vehicle or other equipment, which requires registration for operation in the State of Minnesota, shall be deemed to be junked, inoperable, unauthorized or abandoned if said vehicle does not have attached thereto a valid registration issued by the proper State agency.



Community Development Department
2660 Civic Center Drive ❖ Roseville, Minnesota 55113
651-792-7014 ❖ fax 651-792-7070 ❖ www.cityofroseville.com

February 14, 2025

Case #: ENF25-044

Korhan Yesil
2165 Victoria St N
Roseville MN 55113-4434

Dear Property Owner:

The City of Roseville is committed to protecting and enhancing the character, stability, and appearance of the City's residential neighborhoods and commercial areas by maintaining the standards and enforcing the regulations established in Roseville City Code. The City has verified code violations at your property. The City of Roseville intends to hold a public hearing before City Council to discuss possible administrative citation or abatement for the violations identified below:

The combined ongoing violations include:

- Inoperable vehicles stored outside
- Unlicensed vehicles stored outside

These are violations of Roseville's City Code, specifically:

- 407.02 G and 407.04 D, which require that vehicles stored outside be in operable condition and display current registration / licensure.

Corrective Measures:

- Ensure all vehicles stored outside are in operable condition, move vehicles to storage inside of structure, or remove vehicles from property.
- Ensure all vehicles stored outside display current licensure / registration, move vehicles to storage inside of structure, or remove vehicles from property.

This matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to perform a City abatement and contract with private companies to have all violations corrected and/or issue an administrative citation. This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

This public hearing will be scheduled for an upcoming City Council meeting on **February 24, 2025**, for which you are being notified. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,
Dave Englund, Codes Coordinator
651-792-7087

david.englund@cityofroseville.com

2660 Civic Center Drive ❖ Roseville, Minnesota 55113
651-792-ROSE ❖ TDD 651-792-7399 ❖ www.ci.roseville.mn.us
Recycled paper - 30% post-consumer content

City of Roseville
2660 Civic Center Dr
Roseville, MN 55113

Tel: (651) 792-7080
<http://www.cityofroseville.com/ePermits>

Case Number:

Attachment 4
ENF25-045

Case Type:

Repeat Nuisance

Invoice Date:

2/18/2025

INVOICE

Address: 2165 Victoria St N

Case Information:

Payment Options

- Pay online:
 1. Visit www.cityofroseville.com/epermits
 2. Enter the enforcement case # in the search bar located directly above the Login section
 3. Click Payments and then Fees from the dropdown menu
 4. Click the blue text, "Pay Fees"
 5. Continue Application
 6. Proceed with entering payment information (either Credit Card or Bank Account)
 7. Submit Payment
- Pay over the phone with credit card by calling 651-792-7014
- Send check payable to the City of Roseville referencing enforcement case # and/or address (2660 Civic Center Dr, Roseville, MN 55113)

Notice Contestation and Hearing

Any person contesting an administrative offense may, within seven (7) days of the time of issuance of the notice, request, in writing, a hearing. The Hearing Officer shall forthwith conduct an informal hearing to determine if a violation has occurred. The Hearing Officer shall have the authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the Hearing Officer, the violator shall pay the penalty imposed (*City Code Section 102.01.C.5*). The City Manager shall be the hearing officer (*City Code Section 102.01.C.6*).

If no payment is received within 30 days from the date of invoice, this amount may be assessed to the property pursuant to Section 407.08 of the City Code.

Invoice: 50804

Processing Fee	\$7.50
Repeat Nuisance Violation Fee	\$250.00
	\$257.50

TOTAL DUE: \$257.50

City of Roseville
2660 Civic Center Dr
Roseville, MN 55113

Tel: (651) 792-7080
<http://www.cityofroseville.com/ePermits>

Case Number:

Attachment 4
ENF25-044

Case Type:

Vehicle Violation

Invoice Date:

2/18/2025

INVOICE

Address: 2165 Victoria St N

Case Information: Complaint - Vehicles

Payment Options

- Pay online:
 1. Visit www.cityofroseville.com/epermits
 2. Enter the enforcement case # in the search bar located directly above the Login section
 3. Click Payments and then Fees from the dropdown menu
 4. Click the blue text, "Pay Fees"
 5. Continue Application
 6. Proceed with entering payment information (either Credit Card or Bank Account)
 7. Submit Payment
- Pay over the phone with credit card by calling 651-792-7014
- Send check payable to the City of Roseville referencing enforcement case # and/or address (2660 Civic Center Dr, Roseville, MN 55113)

Notice Contestation and Hearing

Any person contesting an administrative offense may, within seven (7) days of the time of issuance of the notice, request, in writing, a hearing. The Hearing Officer shall forthwith conduct an informal hearing to determine if a violation has occurred. The Hearing Officer shall have the authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the Hearing Officer, the violator shall pay the penalty imposed (*City Code Section 102.01.C.5*). The City Manager shall be the hearing officer (*City Code Section 102.01.C.6*).

If no payment is received within 30 days from the date of invoice, this amount may be assessed to the property pursuant to Section 407.08 of the City Code.

Invoice: 50803

Processing Fee	\$6.00
Administrative Citation	\$200.00
	\$206.00

TOTAL DUE: \$206.00

















Councilmember Etten noted there was a lot of discussion regarding this issue and a future Council should look at a sensible policy around this. He thought this was a unique circumstance, and there were reasonable confusion sequences. This will ensure that the City is paid for the work done and that the City can move forward reasonably with the homeowner.

Councilmember Schroeder agreed and thought the confusion factor was a part of this, and this should have come forward sooner than this.

Councilmember Groff thought there needed to be some education made on resident ownership of their water supply line because residents do not know about it.

Councilmember Strahan agreed and thought anything from the newsletter was better than random web searches. She would like to have some discussion about this item sooner rather than later in case something else comes forward.

Roll Call

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

Nays: None

d. Consider a Request to Perform an Abatement for Unresolved Violations of City Code at 2165 Victoria Street N.

Building Official David Englund summarized the request as detailed in the Request For Council Action of this date and noted a bench handout incorporated into the Request For Council Action, providing an extract of City Council meeting minutes of November 25, 2024.

Mr. Joel Murray is representing the property. He indicated the vehicles are his and he repairs the cars in the garage. He recently undertook a project to refurbish the garage to work better on it and was approximately eighty percent finished. When he put the vehicles outside, he knew he had a short time frame to complete the improvements. He has been experiencing some health issues as well, and he did not get it done. He was at the meeting to ask for a temporary extension to get the vehicles back in the garage. He noted his family was coming on Thursday to help for three to four days, and he felt it would be adequate to get the garage in the condition he wanted.

Mayor Roe reviewed City policy with the resident.

Mr. Trudgeon noted there is no commercial activity allowed in a residential district. He asked Mr. Murray if this would be an ongoing activity of repairing work vehicles in the garage at this address.

Mr. Murray explained he has been using the garage for repairs, but he is done due to his health.

Public Comment

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

Councilmember Strahan indicated she was concerned that the resident, who does not live on the property, considers this his shop. She thought the city should continue the abatement because it previously provided extensions.

Strahan moved, Groff seconded, to direct Community Development staff to abate the public nuisance violations at 2165 Victoria Street N. by notifying a towing company to remove the unlicensed and/or inoperable vehicles from the property and hiring a private contractor to remove the items stored outside on the property.

Council Discussion

Councilmember Groff shared the concern that the property is not being occupied so postponing this for a few days is inadequate and it needs to be resolved.

Mayor Roe concurred with Mr. Trudgeon regarding a possible home business of repairing vehicles, which is prohibited in a residential district.

Roll Call

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

Nays: None.

e. Consider a Request to Perform an Abatement for Unresolved Violations of City Code at 1775 Maple Lane

This item was removed from consideration due to the violations being addressed by the property owner.

f. Consider Adoption of Ordinances and Resolutions Establishing Zoning, Business Registration, and Temporary Event Regulations for Adult-Use Cannabis and Hemp and Allowing for Summary Publications

Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request For Council Action and related attachments dated November 25, 2024.

Councilmember Strahan thought it had become apparent to her and not something discussed at the last meeting, noting cannabis is a cash-only business. She thought she may have figured out why some buffer zones were allowed. She noted because it is a cash-only business, there are conflicting opinions regarding some criminal activity; there are some regulations regarding whether the companies have to have security guards or something else. She noticed Little Canada is planning a five-hundred-foot buffer from schools, parks, daycares, and residential facilities. Falcon

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.c.

Department Approval

Janice Gundlach

City Manager Approval

Sam F. Truog

Item Description: Consider a request to perform an abatement for unresolved violations of City Code at 1240 Ryan Ave W

Background

The subject property is an occupied, single family home. Current violations related to the abatement request include:

- Outside storage of lumber, furniture, and misc. materials on both sides of the garage (407.02.C, 407.04.I)

Staff received a concern regarding household and other items stored outside at this residence on January 7, 2025. Staff visited the property and confirmed the violation. A door hanger was left on site detailing the violations and a timeline for correction. A repeat nuisance service call fee was invoiced and sent to the property on January 8, 2025. Staff conducted an additional inspection on January 27, with no corrections or progress noted. A letter was drafted and sent to the property. A subsequent inspection on February 3, 2025, showed no progress toward code compliance. Staff delivered a Council hearing notification on February 14, 2025. While on site staff was able to discuss the concern with a resident of the property. He stated that he understood the issue and thought that the items could be removed or placed into inside storage by Monday, February 18. An inspection on February 18 showed no progress or corrections to the code violation.

As of the writing of this RCA, no progress related to any noted violation or code compliance has been observed on this property. A status update will be provided during the hearing.

Policy Objectives

The abatement of public nuisances is necessary to protect the public's comfort, repose, health and safety.

Equity Impact Summary

Equity impacts related to this request have not been evaluated.

Budget Implications

The estimated costs of the proposed abatement include the following:

Removal and disposal of items stored outside:	\$750.00
Council approved abatement fee per fee schedule:	\$350.00
Total:	\$1,100.00

Staff Recommendations

Staff recommends the Council direct Community Development staff to abate the above referenced public nuisance violations at 1240 Ryan Ave W.

Requested Council Action

By motion, direct Community Development staff to abate the public nuisance violations at 1240 Ryan Ave. W., by notifying a towing company to remove the unlicensed and/or inoperable vehicles from the property.

If so ordered, the property owner will be billed for actual and administrative costs. If charges are not paid, staff will recover costs as specified in Section 407.08.B.

Prepared by: Dave Englund, Building Official

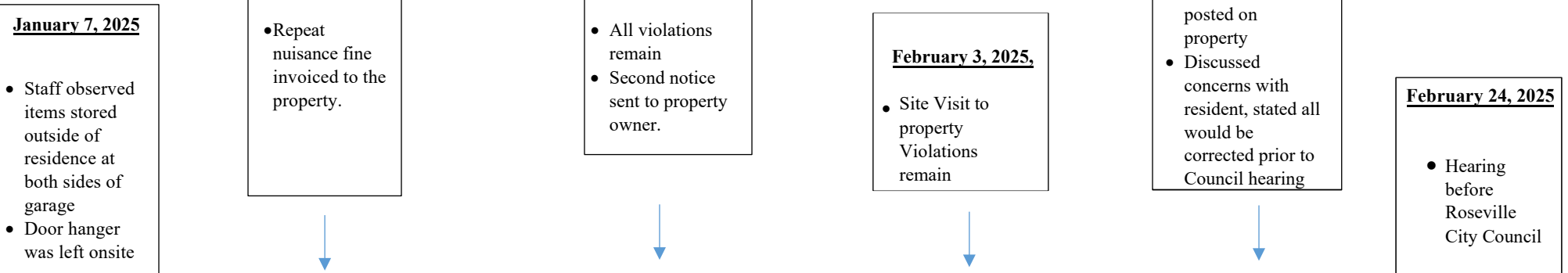
Attachments:

1. Map
2. Timeline
3. Relevant City Code Sections
4. Correspondence & Photos



1240 Ryan Ave W

ATTACHMENT 2



Cited City Code Sections

407.03: NUISANCES AFFECTING PUBLIC HEALTH AND SAFETY: The following are declared to be nuisances affecting public health and safety:

- I. Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property. (Ord. 1162, 7-10-1995)

City of Roseville

Community Development Department
2660 Civic Center Drive, Roseville, MN

CODE VIOLATION NOTICE

Date: 1/7/2025

Address: 1240 Ryan Ave.

Your property has been inspected and the City has identified the following violation(s) which constitute a nuisance. Please refer to checked items below for identified violations:

- ☒ **Outside Storage** Misc. materials and equipment stored @ sides of garage
- ☐ **Vehicle**
- ☐ **Property Maintenance**
- ☐ **Other**

Re-inspection will be conducted in: 10 days ☒ 30 days ☐

If you believe your property is not in violation of City Code, you may appeal this determination by contacting the City, using the listed contact number/email below within 7 days from the notice date.

651-792-7014 or complaints@cityofroseville.com



Please see back of this posting for more specific information.

City of Roseville
2660 Civic Center Dr
Roseville, MN 55113

Tel: (651) 792-7080
<http://www.cityofroseville.com/ePermits>

Case Number:

ATTACHMENT 4
[ENF25-006](#)

Case Type:

Repeat Nuisance

Invoice Date:

1/8/2025

INVOICE

Address: 1240 Ryan Ave W

Case Information:

Payment Options

- Pay online:
 1. Visit www.cityofroseville.com/epermits
 2. Enter the enforcement case # in the search bar located directly above the Login section
 3. Click Payments and then Fees from the dropdown menu
 4. Click the blue text, "Pay Fees"
 5. Continue Application
 6. Proceed with entering payment information (either Credit Card or Bank Account)
 7. Submit Payment
- Pay over the phone with credit card by calling 651-792-7014
- Send check payable to the City of Roseville referencing enforcement case # and/or address (2660 Civic Center Dr, Roseville, MN 55113)

Notice Contestation and Hearing

Any person contesting an administrative offense may, within seven (7) days of the time of issuance of the notice, request, in writing, a hearing. The Hearing Officer shall forthwith conduct an informal hearing to determine if a violation has occurred. The Hearing Officer shall have the authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the Hearing Officer, the violator shall pay the penalty imposed (*City Code Section 102.01.C.5*). The City Manager shall be the hearing officer (*City Code Section 102.01.C.6*).

If no payment is received within 30 days from the date of invoice, this amount may be assessed to the property pursuant to Section 407.08 of the City Code.

Invoice: 50049

Processing Fee	\$7.50
Repeat Nuisance Violation Fee	\$250.00
	\$257.50

TOTAL DUE: \$257.50



Community Development Department
 2660 Civic Center Drive ❖ Roseville, Minnesota 55113
 651-792-7014 ❖ fax 651-792-7070 ❖ www.cityofroseville.com

November 15, 2024

RE: Case #: ENF25-005

Olivia Blomberg
 1240 Ryan Ave
 Roseville, MN 55113

Dear Property Owner:

The City of Roseville is committed to protecting and enhancing the character, stability, and appearance of the City's residential neighborhoods and commercial areas by maintaining the standards and enforcing the regulations established in Roseville City Code. The City received a complaint and verified code violations at your property. The City of Roseville intends to hold a public hearing before City Council to discuss possible administrative citation or abatement for the violations identified below:

The combined ongoing violations include:

- Outside storage of lumber, furniture, and misc. materials on both sides of the garage.

These are violations of Roseville's City Code, specifically:

- **407.02 C, Debris:** An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind onto public or private property.
- **407.03 I, Junk:** The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property.

Corrective Measures:

- Move lumber, furniture, and misc. materials on both sides of the garage to storage inside of a structure or remove materials from property.

This matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to perform a City abatement and contract with private companies to have all violations corrected and/or issue an administrative citation. This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay. If the violations are corrected prior to the public hearing date, the public hearing will be cancelled and the case file closed.

This public hearing will be scheduled for an upcoming City Council meeting on **February 24, 2025**, for which you are being notified. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend the meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,

Dave Englund, Codes Coordinator
651-792-7087

david.englund@cityofroseville.com

2660 Civic Center Drive ❖ Roseville, Minnesota 55113
 651-792-ROSE ❖ TDD 651-792-7399 ❖ www.ci.roseville.mn.us
 Recycled paper - 30% post-consumer content







ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Receive Volunteer Update

Background

In 2014, a full-time Volunteer Coordinator was hired by the City to effectively use volunteers to enhance programming and services, and increase staff capacity to accomplish goals. Since then, the Roseville volunteer program has accomplished significant goals, including becoming a Service Enterprise certified organization. A Service Enterprise is an organization that strategically leverages volunteers to achieve operational efficiency and greater social impact. Service Enterprises are among the top 11% of nonprofits in the country in volunteer engagement and organizational performance. The City of Roseville was the first city in the nation to become a Service Enterprise organization, and is currently the only certified city in Minnesota. Being a Service Enterprise organization provides resources and benefits that allow us foster community engagement and trust, and enhances the services we deliver and often times expands the reach and impact of those services.

2024 Highlights include:

- 5,446 volunteer hours
- 2,292 active volunteers
- 1,557 separate volunteer shifts
- \$197,744 dollar value of volunteer time (5,446 X \$36.31, 2023 hourly volunteer value in Minnesota, according to the Independent Sector)
- 88 Green Team volunteers spent over 850 hours keeping the city green and growing
- 18 Harriet Alexander Nature Center volunteers kept the Interpretive Center building open 6 days a week by volunteering over 1,500 hours
- 13 volunteers helped build the new Sunset Park playground (in the rain!)
- 14 Roseville businesses volunteered with us in 2024, plus many scout troops and civic organizations

2025 Volunteer Program Goals and Updates

- Volunteer satisfaction surveys after events
- Finalizing Service Enterprise re-certification
- Expansion of volunteer events with the acquisition of new natural resources staff
- Increase accuracy in capturing volunteer hours

34
35 Staff will present an overview of the Volunteer Program.
36

37 **Policy Objectives**

38 The City of Roseville's Volunteer Program aligns with our Strategic Plan priority area of
39 Civic and Community Engagement. As a Service Enterprise certified organization, the
40 program leverages volunteers to expand the City's capacity, enhance service delivery, and
41 build stronger connections with community members. Volunteer programs strengthen
42 community relationships and engagement, while many volunteer opportunities reflect the
43 City's priority areas.
44

45 **Equity Impact Summary**

46 Staff is committed to ensuring all residents have opportunities to engage with the City in
47 meaningful ways. A strong focus is placed on working with volunteers of all abilities and
48 needs to create an inclusive and welcoming environment.
49

50 **Budget Implications**

51 None.
52

53 **Staff Recommendations**

54 Receive update and provide feedback.
55

56 **Requested Council Action**

57 Receive update and provide feedback.
58
59

Prepared by: Rachel Boggs

Attachments: 1. 02242025 - Volunteer Report for Council
2. Volunteer Process Overview
3. RV-Volunteer Infographic

60

VOLUNTEER REPORT FOR CITY COUNCIL

February 24, 2025





OVERVIEW

- In 2014, a full-time Volunteer Coordinator was hired by the City to use volunteers to enhance programming and services
- In the last 10 years, the Volunteer Program has continued to expand and adapt
- The volunteer program allows staff to engage with residents in a different way while increasing staff capacity to accomplish goals

OVERVIEW

Size and scope of program overall

- 5,446 total hours. That's the equivalent of 2.62 FTEs
- The total value of volunteer time was \$197,744
- Roseville volunteers volunteered 1,557 different shifts
- Most City departments have volunteers, and roles may include commissioners, police reserves, office volunteers, and park and rec volunteers
- 4 years and 269 days is the average time a Roseville volunteer volunteers



OVERVIEW

The Roseville volunteer program is a Service Enterprise organization

- A Service Enterprise is an organization that strategically leverages volunteers to achieve operational efficiency and greater social impact.
- Service Enterprise organizations are among the top 11% of nonprofits in the country in volunteer engagement and organizational performance.
- We use Volgistics as our volunteer database for tracking and reporting



PROCESS

The Roseville volunteer program uses a seven-step process that includes program planning, job development, recruitment, screening, placement, orientation, and supervision to ensure that both staff and volunteers have a great experience



EXAMPLE VOLUNTEER ROLES

There were 40 unique volunteer categories in 2024, and hundreds of separate volunteer roles

- Special events
- Nature center
 - 18 Harriet Alexander Nature Center volunteers kept the Interpretive Center building open 6 days a week by volunteering over 1,500 hours
- Arboretum
 - 88 Green Team volunteers spent over 850 hours keeping the city green and growing



2025 GOALS

- Volunteer satisfaction surveys after events
- Finalizing Service Enterprise re-certification
- Expansion of volunteer events with the acquisition of new natural resources staff
- Increase accuracy in capturing volunteer hours



THANK YOU

Roseville Volunteer Process Overview

The following steps are used for the effective use of Roseville volunteers to enhance programming and services, which includes the following seven components:

1. **Program Planning:** This is done in collaboration between the staff requesting volunteers and the Volunteer Manager. The volunteer program needs to be responsive and supportive of staff and volunteer needs.
2. **Job Development & Design:** If volunteers are to be used, this step lays out in writing the specific expectations and job requirements the staff wants from the volunteer. This is done in collaboration with the staff making the request and the Volunteer Manager or other staff.
3. **Recruitment:** Once the volunteer job description is complete, the Volunteer Manager or other staff will recruit to fill the request. Recruitment is an ongoing and multi-level process that includes on-going relationship building with a variety of community organizations such as faith communities, schools, service organizations, businesses and individuals. While the Volunteer Manager will serve as the lead in recruitment and outreach for volunteer needs, all staff play a critical role in volunteer recruitment.
4. **Screen & Interviewing:** Once volunteers are interested, they will typically fill out a volunteer application and have an interview. In the case of one-time and group volunteers, the on-boarding process will be modified to meet the needs of the project, while assuring that steps needed for risk management are taken. In specific cases that are predetermined to require it, volunteers will submit references and complete a background check. The Volunteer Manager or other staff will complete these steps.
5. **Volunteer Placement:** Having completed step 4, the volunteer is ready to get started. The Volunteer Manager or other staff will work with the staff and volunteer to get a schedule of day and time commitment established.
6. **Orientation:** There are two parts to volunteer orientation. The first part is the responsibility of the Volunteer Manager and gives the volunteer information about The City of Roseville as a whole. The second portion is conducted by the staff or lead volunteer who is supervising the volunteer and provides training for the specific volunteer role.
7. **Supervision:** Staff or lead volunteers who are using volunteers are responsible for the following on a day-to-day basis.

Expectations: Be as clear as possible about what you want the volunteer to do. Use the job description as a communication tool. Making a step-by-step list is another example of giving clear expectations

Training: Provide training for volunteers so that they are able to do the job you are requesting.

Communication/Feedback: It is important to let a volunteer know in a timely manner how they are doing, both positive and constructive feedback.

Documentation: Volunteers are asked to record their time served so that we can adequately track their impact, provide appropriate recognition, potentially apply for grants and have an accurate record in the event of a liability situation. The City of Roseville uses the Volgistics volunteer database. It is also important to document any situations that arise with your volunteers that might require future follow-up.

Recognition: Staff should create a welcoming and inclusive culture for volunteers. “Please”, “thank you” and a friendly smile go a long way. Other forms of recognition include social gatherings and meals.

Roseville Volunteer Highlights 2024

2,292
Active Volunteers

5,446
Total Hours

2.62
FTEs Equivalent

\$197,744
Value of Volunteer Time

1,557
Different Volunteer Shifts
Worked in 2024



88 Green Team volunteers spent **over 700 hours** keeping the city green and growing.

35 volunteers help keep our parks clean with our Adopt-a-Park program.



14 Roseville businesses volunteered with us in 2024, plus many scout troops and civic organizations.



47 volunteers helped meet environmental initiatives by helping with shredding day, zero waste, and picking up litter.

13 volunteers helped build the new Sunset Park playground (in the rain!)



18 Harriet Alexander Nature Center volunteers kept the Interpretive Center building open 6 days a week by volunteering **over 1,000 hours**.

Roseville Commissioners volunteered **over 700 hours** in 2024, serving as advisors to our City Council and City staff.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.e.

Department Approval



City Manager Approval



Item Description: Receive Equity and Inclusion Commission Update

Background

In 2024, the City Council established a new commission called the Equity and Inclusion Commission (EIC). This occurred after a series of discussions listed below.

- November 27, 2023 - Council received Human Rights, Inclusion and Engagement Commission (HRIEC) recommended changes to scope duties and functions (**Attachment 1**)
- January 22, 2024 - Joint meeting with HRIEC to discuss scope, duties and functions (**Attachment 2**)
- March 11, 2024 - Discussed structure and scope of HRIEC (**Attachment 3**)
- April 8, 2024 - Discussed feedback related to the HRIEC scope and duties (**Attachment 4**)
- May 13, 2024 - Discuss draft purpose statement, format of group and next steps and timeline (**Attachment 5**)
- June 3, 2024 - Considered ordinance adopting an Equity and Inclusion Commission (**Attachment 6**)

As part of the June 3, 2024 Request for Council Action (RCA), because there had been considerable discussion regarding the structure of the proposed new group, staff proposed scheduled check-ins with the City Council to ensure the new commission was set up for success. This is one of those scheduled check-ins.

When the commission was established, the scope and duties were outlined in the ordinance as below:

PURPOSE:

There is established an Equity and Inclusion Advisory Commission for the City, which shall serve in an advisory capacity to the City Council and city staff by applying an equity and inclusion lens to city policies, procedures, projects, programs, operations, and initiatives.

SCOPE, DUTIES AND FUNCTIONS

A. Review and provide feedback on departmental equity and inclusion work plans which serve to advance equity and inclusion throughout the organization.

B. Review and provide feedback on the Strategic Racial Equity Action Plan (SREAP) and

to advance the SREAP's priorities and equity and inclusion throughout the organization.
C. May participate in the Equity and Inclusion Action team that will operationalize departmental equity and inclusion work plans throughout the city that advance the SREAP priorities.

D. May represent the City at events where appropriate and approved by city staff or the City Council.

E. Perform other duties and functions as requested by city staff or the City Council.

The commission held its first meeting in September 2024. The general plan for the first 6 months was to bring the commission up-to-speed on the work the city has done surrounding equity and inclusion, provide a foundation of understanding and comprehension, and begin discussing the most appropriate way to integrate the advisory commission into city operations.

The work to-date has been structured intentionally in 3 phases:

1. Foundation Building - Providing onboarding, background and history focused on the work the City has already done relating to equity and inclusion (September-November)
2. Operational Understanding - Outlining an understanding of how the city's organizational structure operates to better understand how work is done within the City, and identifying common definitions and language. Highlighting areas of strengths of the commission members to support future work plan areas. (December-January)
3. Work Planning - Discussing the City's new strategic plan and how that will guide the work of the city and commissions. Gaining commission insight, staff insight and council insight into what will be the commission's work plan (February-April)

Below are the discussion topics from each meeting:

September: In September, staff led a conversation with the commission that shared the history of the city's Equity and Inclusion work, and reviewed the City's community aspirations and how our Equity and Inclusion work is a part of our community aspirations.

October: In October, the commission elected its chair and vice chair, received new commissioner onboarding presentation from staff, and began a conversation to review the Strategic Racial Equity Action Plan (SREAP), its purpose, and goals.

November: In November, staff continued the conversation and review of the SREAP.

December: In December, the commission approved its 2025 meeting dates. The SREAP conversation continued with a focus on creating shared definitions of commonly used language in Equity and Inclusion work. Staff also led a presentation about the city's organizational structure including commissions, as well as shared the long range Equity and Inclusion Plan for the city.

January: In January, staff led a conversation reviewing the city's Equity and Inclusion Toolkit and its role in the Request for Council Action process. Additionally, we started a

conversation with the commission to identify areas the commission could meaningfully partner and contribute to our Equity and Inclusion work in the City. This led to a conversation about the commission's strengths and areas of interest they could partner with the City to support our Equity and Inclusion work.

February: In February, staff informed the commission there would be a presentation to council about its work at an upcoming council meeting. Staff also presented the draft strategic plan to the commission. Presenting the strategic plan was in preparation for a recommendation to partner with the commission on the administration department's development of goals and work plan items that will support the city's strategic plan.

For reference purposes, all of the commission minutes are included as **Attachment 7**.

The next phase to get the commission up and running in full force focuses on integrating the commission's scope, duties and functions into the city's work. Staff sees an opportunity for the Equity and Inclusion Commission to collaborate on a department work plan tied to the strategic plan process. Since the strategic plan and department work plans are still being developed, staff proposes starting small by seeking input from the commission specifically on the Administration Department's work plan. As council and staff refine the overall goals and objectives, the commission can help explore ways to integrate equity throughout department work plan. This is a new process, and specifics will be determined as the strategic plan evolves. This also aligns with the Scope, Duties and Functions as laid out in the ordinance.

Policy Objectives

The commission was created to help ensure that city policies and operations consider equity and inclusion for all residents. By incorporating the commission's insights into department work plans, the city is working toward inclusive decision-making that reflects the needs of the community. Additionally, the strategic plan identifies community, accountability and equity as values that help guide decision making.

Equity Impact Summary

A strong, connected community benefits from a variety of perspectives in decision-making. Involving the commission in city operations strengthens relationships between residents and local government, making the city more inclusive and responsive.

Budget Implications

None.

Staff Recommendations

Before moving forward, the City Council is asked to weigh in on whether this next phase aligns with their vision for the commission's role. Feedback will help ensure that the commission's work continues to support the city's broader goals while staying true to its original scope, duties and functions while aligning with the city's values.

Requested Council Action

Provide feedback on the commission's work plan.

Prepared by: Antonio Montez

- Attachments:**
- 1. CC 11.27.2023 Minutes Excerpt
 - 2. CC 01.22.2024 Minutes Excerpt
 - 3. CC 03.11.2024 Minutes Excerpt
 - 4. CC 04.08.2024 Minutes Excerpt
 - 5. CC 05.13.2024 Minutes Excerpt
 - 6. CC 06.03.2024 Minutes Excerpt
 - 7. EIC Minutes
 - 8. Powerpoint



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, November 27, 2023

a. Discussion on City Commissions Scope, Duties and Functions

Councilmember Etten briefly highlighted this item as detailed in the Request for Council Action and related attachments dated November 27, 2023.

Councilmember Strahan appreciated that Councilmember Etten took this item on. She thought if the Council had similar Commission wording to review, it would help to make decisions easier. She also thought this was good for everyone involved and a fabulous start.

Councilmember Schroeder agreed that the formats all need to be the same. She thought the Finance Commission might be more involved with the other commission to help them work on things and find out how financially it affects the City and other things. When Councilmember Etten talked about getting people together from other commissions to talk about things like sustainability, he actually thought the idea of possibly having all of the chairs or some groups getting together to talk about different things that could work together with the commissions. He was a little disappointed that some commissions did so little, and did think that there could be some cross commission work. He thought there needed to be some discussion at a future meeting and maybe the Council needed to decide what they wanted the commissions to actually do.

Councilmember Groff indicated he was very impressed that this got started by Councilmember Etten. He likes what he has heard. He indicated he would want more input on the number of commission meetings, especially if the commission scope is changed, along with the number of members on each commission.

Mayor Roe indicated the HRIEC suggests the most substantial changes to their Code so he thought it would make sense to have a joint discussion between the Council and members of the HRIEC at a work session to talk through that. He thought also, in that same conversation for any commission, where the Council is talking about changing membership numbers or number of meetings and the commission did not weigh in on that at all, he would want to make sure the Council has the ability to have that conversation with that commission. Specifically, to the HRIEC, he is very worried because the meeting is the only place where they can really do their business, just like the Council meetings. He noted if the City limits that opportunity, then the commission may not be able to do as much business and the Council needs to understand that. He thought the Commission needed to be able to weigh in on that. He was wondering about the idea of forming a working group that periodically meets that is more informal among the chairs and vice-

chairs of each commission and they can set their own agenda and be informal in order to give the Council some insight into environmental issues or things like that.

Councilmember Etten and Councilmember Schroeder agreed to work as a subcommittee to work on this item.



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, January 22, 2024

1. Business Items

a. Discuss Scope and Duties with Human Rights, Inclusion and Engagement Commission

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 22, 2024.

HRIEC Commissioners present were: Vice-Chair Becker, Commissioners Macomber, Francke, and Tidball.

Mayor Roe stated the Commission could review with the City Council the thought processes, what was noted or observed during discussion, and what stood out to the Commissioners about existing language in the Ordinance related to the HRIEC as well as what is being proposed to the City Council.

Commissioner Tidball reviewed the process the sub-committee went through along with the conclusions about the scope of the Commission. The members of the sub-committee thought the scope felt more complicated than it needed to be. Some things were more specific than what should be in a scope document, some things were repeated in several different ways, and it could be simplified. He noted the sub-committee changed very little of what was thought to be the content and the overall meaning of the document, even though it looks substantially different. He thought the easiest way to see what the HRIEC did was to look at the title of Section 205.02, which in the original document is “Purpose, Objectives, Duties and Functions”, in the document being proposed it merely says, “Purpose and Function”. The Commission thought the scope document should say more broadly the Commission’s mission and what areas the Commission should be covering, rather than getting into more specific objectives and duties, which seemed to be in the original document. Rather than taking out the two things, the Commission decided to create a document that describes what the Commission thought was the role of the Commission and how it functioned within its content parameters with that role and that is why the Commission came up with what they have before the City Council. He reviewed the three different roles of the Commission that the members came up with.

Vice-Chair Becker thought the Commissioners felt this was a good opportunity because the HRIEC has been trying to land on some of the questions she had when she first came onto the Commission, which were what is the mission and vision as a Commission. The initial scope of the document felt intense, more like a job description to her than an understanding of what the Commissioners were walking into and what the group was going to do at the once-a-month meetings. She thought

this felt like a good opportunity to take a look at that scope and figure out what the Commission is because from this opportunity, the Commission has been able to start doing a lot of work around the semantics of what the Commission is doing. She thought that was helping the Commission firm up its work plan.

Commissioner Macomber thought this helped the Commission align its activities well with a clear idea of how it is derived from the proposed scope document change and that lets it flow into the processes the Commission will use in the work plan and the activities of the Commission to accomplish the goals.

Commissioner Francke explained it allows the Commission to accept a mission and a vision, direct all of their activities towards those, and yet assign a structure which in turn allows the Commission to define objectives within the scope and a workplan for each of those objectives. He noted the Commission is actually in the process of doing that right now.

Member Tidball explained after the sub-committee met, he wrote up the initial draft and the entire Commission reviewed and spent time talking about this with a couple of small wording exceptions and then the entire Commission voted on this.

Mayor Roe explained the initial process where the scope of the Commission was created.

Councilmember Strahan knew the Commission had a problem with retention and wondered if the Commission saw the rewriting as a way to improve that with a different understanding of what the goals and expectations are for the organization.

Vice-Chair Becker thought it would and was actually thinking about that on the way to the meeting. She explained having come in about three years ago, just having the opportunity to hopefully set up new people coming in to feel more confident. She has looked at the scope and it feels like something all of the Commissioners are in alignment with and will building off of. She thought it felt like the Commission had built a new foundation. She explained the Commission is concerned about retention, outreach, and getting more youth on the Commission again. To do all of that, she thought the Commission is, right now, involved in the not quite as fun work of consensus workshops, figuring out an action plan and the Commission's language. This is not the most exciting work and it does not feel, for some of them, why they joined the Commission, to figure it out. But the truth is, this Commission is going to continue to evolve and change as Roseville's needs and demographics change. She thought the exercise was worthwhile because the Commission needs to practice together as a group being in alignment on their words because much of what the Commission does is about the people in the community and the Commissioners were finding that when going to events.

Commissioner Macomber thought the language changes made it easy to see the kind of vision, mission, value, scope, and drill right down into what will be the Commission's workplan activities and see connections between them all. She did not think it was as clear in the original language.

Commissioner Francke explained what this new document allows the Commission to do is, when the City recruits people to serve on the Commission, the people who apply already have the drive and desire to do these things. But, if the City can present to them the document that fits their mission and vision and place before them the structure of the Commission and how the person would fit in and make choices to be a part of the Commission, the City will do a lot better getting people to serve and stay on the Commission.

Councilmember Strahan was not sure if it was considered in the assessment of the Commission scope membership numbers, because this Commission is larger than some of the others, and that means there are always four or five new people coming onboard. So, if there was consideration on whether the HRIEC should not have as many people as the City recruits for new people, there would be fewer new people.

Commissioner Macomber did not think the Commission thought about reducing the number of members on the Commission because it is set in the legal language but there is a lot of work to do and a lot of it is done through sub-groups that are under the quorum number. She would really be concerned if the number of members were lowered because in the past the Commission has been short of members, it really lessens the amount of work the Commission can get done. She thought in this instance, the Commission works well with so many voices at the table.

Councilmember Schroeder thanked the Commission for doing all of this work. She wanted to revisit the role of the Commissions according to Chapter 201 of the City Code. She read the information regarding roles and advising. She was looking at the Commission's purpose and function in the first paragraph and thought it presented a nice job of what the City is trying to do. But for her, it is too broad and she thought it would make sense to bring it down to what specifically the Commission does to help this. She referenced the first paragraph under Empowered and Directed by the City Council, which indicates: "Shall serve to advise the City Council and present and propose City Policy, Programs and Procedures to ensure they are designed to inclusive and promote activity and respect human rights". She thought that sounded more like a purpose for a Commission. How the Commission wrote the other one was beautifully done to talk about what the City is trying to do. But, she thought it needed to come down a little bit to how it is specifically for the Commission. When she read the paragraph about the advocate part, she explained the Commission is supposed to advise the City and not individuals, so she was a little uncomfortable about that from a legal issue if the Commission is out advocating for individuals, especially if they have something against the City. She

also explained, speaking to the City Manager, a lot of times those issues are overseen at the State level and not at the Commission. She stated this particular paragraph was a little uncomfortable for her and going back to the job of the Commission to advise the City Council, that advocate part is bothering her. She asked for more information on that from the Commission.

Mayor Roe thought the way this was written sounds like the Commission was advocating for people who have human rights issues that the City is being accused of. That is how it is worded.

Commissioner Tidball indicated the Commission talked a lot about that sentence and being an advocate for human rights is a difficult position to be in because it almost always involves a variety of different authority structures because supposedly, a violation of a person's rights has been done by some entity and usually, a group. The Commission did not intend this to sound like the Commission would be involved in legal matters. What he remembers of the discussion is that sometimes it is a very lonely thing for a person to believe they are having human rights problems with an organization, a government, things like that. It was more the feeling that a person like that needed somebody to help guide them through the process and be a communication conduit so the person was in some way supported in the difficulties the person was having. The reason the Commission actually included involving the City was that if the Commission had left that out, it would give the impression that the Commission would get involved in any human rights problem that any citizen had with anybody. The Commission thought that in a role of advising and the ambassadorial role, there was more of a duty to help the communication happen and people understand how to go about doing things. The discussion, if he remembered it right, was that almost all of this legal work gets done by the State Department of Human Rights and is where it should be. There may be a clearer way to word that, but the Commission felt it was part of their mission to help that whole process have good outcomes, particularly as it related to the city.

Mayor Roe thought the word 'city' should be lower case because when capitalized, it means the city government but what this is saying is the city more broadly but not outside the city limits.

Commissioner Francke thought what the Commission envisioned also was that if the Commission is acting as advocates on human rights issues, it is an advocate to the City Council, specifically for resources or anything that the City can do to be of assistance, not because the City is the source.

Commissioner Macomber thought it would be rare that someone from the public would come in to one of the meetings, even though they are welcome. But, the Commission does get messages through the inbox for the Human Rights Commission, which also goes to whoever the staff liaison is. The Commission

never has or never would try to work through something without engaging City staff. She thought the Commission was a conduit for the information.

Vice-Chair Becker thought that is why the wording states “may serve as an advocate”, because that is where the Commission comes together and discusses these things because there are multiple voices and perspectives to be heard. She thought it was important that the Commission holds a space for that conversation and dialogue and that the Commission may have to advocate for the individual which the Commission would then present to the City Council as an issue that maybe the City can resolve. She indicated the Council was correct about the wording “involving the City” but it might be that the City might in some way support change. She thought there was probably some language adjustments that still needed to be made.

Mayor Roe thought, as an example of something the City may have thought about as hypothetical during the drafting process, was the notion that if through the receipt of individual people’s issues over time, and if the Commission sensed a trend about a particular type of infraction against somebody’s human rights seems to be happening a lot in the community, perhaps then the Commission could say, not specifically advocating on behalf of the individual, but explaining the issue seems to be in the forefront of the community and the Commission has had some discussions with possible solutions by the City and then make recommendations to the City in that regard.

The Commission concurred.

Councilmember Schroeder wondered why the Commission removed the wording “Perform other duties and function as directed by the City Council.”

Commissioner Tidball explained he would not object to it being in there but the paragraph right before that pretty much says how the Commission functions on a regular basis. One would think in that whole process, whatever the Council wanted the Commission to do or whatever the Commission felt it should be doing, should all be taken care of.

Councilmember Schroeder explained the Council is trying to have consistency in the formats of all the Commissions.

Commissioner Tidball thought if it helps in the whole process to have that sentence in there, he did not see why the Commission would object. The sentence was not put in there because it seemed redundant to what the Commission was writing.

Councilmember Groff tried to be involved in the discussion but was having audio difficulties.

Mayor Roe asked if Councilmember Groff needed to see the rest of the Council and Commission for legally being in attendance.

City Attorney Tierney explained because there is not a vote, there is less of an issue and the City can allow him to participate but he would not be considered present at the meeting as a voting member under the open meeting law.

Councilmember Groff was able to get his audio working and thanked the Commission for all of the work that has been done. He indicated he was getting all of the points he has been concerned about as far as retention, direction, understanding, and making the work simplified. The other document was too complicated. He thought the Commission was heading in the right direction and he supports the work.

Councilmember Strahan wanted to make sure the City did not remove from the Commission the power to be a mediator through advocacy. She noted that when she goes the State Department of Human Rights website, it indicates specifically that “Local Human Rights Commissions are essential to building a thriving joyful Minnesota typically established by charter or ordinance, local commissions operated in a city, county, or regional level to protect civil rights and promote equity and inclusion. Local commissions engage in a wide range of activities, from mediation to education and outreach.” She did not want to mute the Commission’s ability to be an advocate for others within the city because if the Commission is not able to be that, then she did not see the Commission having ‘human rights’ as part of their name because it is a part of the essence and the meaning of what a Human Right Commission is and does. She did not want to remove advocacy from their ability or goals and actions. She thought the City needed to find a way for people to come in and to make it easy for them to be able to engage, get involved, and stay on the Commission.

Mayor Roe explained he wanted to be careful, noting that certainly the language at the State website is encompassing of all Human Rights Commissions across the State and different cities do have different roles for their Commissions. Just because it is mentioned in the State’s general statement, does not necessarily mean it applies to every city. He thought the State was trying to encompass the range of things that different Human Rights Commissions across the State do. That would be his only caution there; that the City does not necessarily give themselves a role that is only there in another city because it has a specific charter provision that says it does that. He thought there was a concern on the part of the Council that representatives of the City, as an organization, take on a role of advocating for individuals in individual cases. He did not know if that would be considered appropriate by the community. He also did not think that was entirely fair to the members of the Commission either, to put folks in that role because that may not be something a particular individual or individuals are knowledgeable about, want to do, or feel comfortable doing. That would be his only caution. The Commission needs to think

about it in a way that provides for the best preservation and advancement of human rights in the community, maybe not necessarily involving specific advocacy for specific cases or specific individuals because sometimes there are factors that can be involved which everyone may not be privy to.

Commissioner Tidball thought if it would be appropriate, just as a process of working on this, since he understood Councilmembers Etten and Schroeder are taking the lead on the scope together. He stated it is unfortunate that the part of his brain that likes to work with words and writing does not work well with the part of his brain that needs to listen to what people are saying. So, he jotted down a couple of ideas or possible different wordings. But, to sit at the meeting and actually do that, is not appropriate. If appropriate for the Commission to have some back and forth via email and suggested language to work around and take it back to the next Commission meeting they can talk about suggestions from everyone and a possible rewording of at least the first sentence of that section to see if the Commission can come up with something that retains what Councilmember Strahan was talking about regarding the need for human rights to be uplifted as an important emphasis but without putting the Commission in the wrong role. He had a couple of ideas for language on that.

Mayor Roe thought that process made sense.

Councilmember Etten indicated several of his questions have been addressed and he appreciated that. He asked the Commission how the new language clarifies the Commission's concerns of incongruity between the Code language and the workplan.

Commissioner Tidball explained the way the Commission wrote the scope gives them basically three different broad roles. The advising role, ambassador role, and advocacy role, at least the way it is written now, which was a neat mnemonic thing to do. Within those roles in any given year, there could be things that were in the old scope that the Commission might end up doing. There is a fair amount of language about evaluating City policies and programs, for instance. Something that appeared to him when he attended the meeting last May for all of the departments, was that it seemed to him they were already doing a lot of that work, actually have the expertise to do that work, but there may be sometimes where the City Council needs another opinion. Actually, sometimes it is better to have an opinion from folks that do not have an expertise in that and maybe sometimes in a workplan where the Commission needs to do evaluation of something and would get together and agree that is what is needed to be done. If it is written in the scope, it makes it look like the Commission has to do that all the time. It either looks like the Commission is not doing their duties or that is not something the Commission is really supposed to be doing, in that case, why is it in the scope. That was part of the notion of taking some of those specifics out. It is not that these are not important or

might not be useful sometimes, just that it gives the Commission the flexibility to determine when they are useful and why they are useful.

Councilmember Etten asked if there are other things that the Commission pulled out for that kind of reason. Are there are specific things that the Commission determined was not being done or not being done very often and felt strange to have outlined in the scope, so it was pulled out.

Vice-Chair Becker thought it was specifically how it was outlined because she remembered her first or second Commission meeting, seeing the workplan, and saying to herself “where is evaluating and where is the Commission advising and engaging”. Those three words to her was a disconnect. She thought engagement was a big word, that the Commission better be engaging or how are they even affected if the Commission is not engaging. She explained she did not even want to see engage in the scope because that is something the Commission better be doing and built into their words. She explained every fall, the Commission is actually going to do a consensus workshop and decide the goals for the year, not the workplan, and those goals have to come from their words, the Commission’s values, and mission. The Commission wants to be ambassadors and advisers and advocates. If those are the Commission’s three guideposts, that allows the Commission, in whatever state, whatever members to have a clear idea of what the objectives for the year are going to be based on the goals, based on those three things. She thought when the Commission was trying to do that before, those three ABC’s just felt like they were not in line with what the Commission was hoping to accomplish. She thought retention was going to come when people feel like they are a part of the workplan, a part of the goal setting, part of the community, and have a feeling of participatory experience. She also thought the Commission has to practice doing that work right now.

Mayor Roe explained when this was originally written, the City did not have the capability as strongly as the City does now. The City had not gone through the GARE process and had not done a lot of things so the expectation of the Council, at the time, was to give things to the Commission to do.

Mayor Roe noted that Commissioner Francke had another obligation and had to leave the meeting. Commissioner Francke left the meeting at 7:25 p.m.

Mayor Roe explained an observation he had was that it seemed like in the organization of the draft, establishment and membership are handled by the first paragraph and some of the second and third paragraphs get into that purpose area. He noted this is an organizational thing so he did not want to dwell on that but certainly, through conversations, that can be worked through to get some consistency. The other part is the human rights aspect was not enough in the forefront of those two or three paragraphs so many a recommendation would be as

the Commission looks to tweak this and the Commission finds ways to make sure that is not receiving short shift in the language.

Mayor Roe stated he respectfully disagreed a little bit with Councilmember Schroeder on the first bullet point about the advice. He thought it does really fall more under duties and functions rather than role or overarching the other two. But, he did not want to dwell on it too much. He agreed with the Commission that it does not have to be doing a lot of what the original language was asking for. He asked for elaboration about what the Commission envisions as to how the ambassador part works, maybe in what areas the City does, what is going on in the community, how that looks, or what the Commission might be doing as ambassadors. He wanted to make sure he understood that part of it.

Vice-Chair Becker thought a big part of using the word ‘ambassador’ is being part of a Commission feels like a nice entry point to participating in civic life. She thought the Commission was hopeful or has had conversations about how the Commission gets more citizens involved in civic life. She stated the initial reaction of everyone is that nobody is going to care about it until something matters to them. She thought they have to take the word ‘ambassador’, go into the community, and be excited about what it means to participate in the government because it is everyone’s government. She thought the more they can do that at schools, senior housing, and apartment meetings, that the Commission can show up and say they are ambassadors, not just for human rights and issues, but for the City. She stated that ‘ambassador’ is a great word for the Commission because the Commissioners will make people feel included when they go out and tell the people that they are included. She thought that was a lot of the Commission’s work and is not just engaging and showing up all of the time.

Councilmember Strahan appreciated the ambassador item and thought it really reflects the E and I in the Commission name, Equity and Inclusion. Over the last three years it has been the most frequently requested Commission for people to be on. She noted the Commission has also been the most diverse and she appreciated the Commissioners taking a look at it holistically. She thought as soon as any one part of the HRIE is left out, then it becomes a whole different entity. She wanted to make sure that her fellow Councilmembers remember that this is all part of the piece and this is an aspiration for all of them. She appreciated the Commissioners for being there and how well represented the Commission has been at the parade. She also appreciated that the Commission is looked at as a type of conduit for the city and she wanted to make sure the City lifts up the Commissioner’s interest in being that advocate ambassador.

Mayor Roe appreciated everyone’s time and hoped it helped to understand both ways in terms of where everything is coming from. He suggested the Commission meet with Councilmembers Etten and Schroeder to work through the wording.

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Recess

Mayor Roe recessed the meeting at approximately 7:59 p.m., and reconvened at approximately 8:07 p.m.



**Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, March 11, 2024**

Discuss Human Rights, Inclusion, and Engagement Scope, Duties and Functions

Mayor Roe briefly highlighted this item as detailed in the Request for Council Action and related attachments dated March 11, 2024.

Councilmember Etten reviewed the proposed changes the subcommittee drafted for the Human Rights, Inclusion, and Engagement Commission (HRIEC).

Ms. Olson indicated she has had some conversations with some past and current Commission members as well as talking with Culture Brokers briefly on this topic. Some of the feedback she has heard is there is a distinct disconnect between what the expectation is of joining the Commission and what the reality is. She has heard a lot of different viewpoints on various things but for the most part, she thought clear direction is most important. The Council has had conversations regarding the concept of human rights, whether that is something that should stay in the title. With Commission members and people she has spoken to, there was some confusion on that piece, because it is not a Commission that reports or does investigations.

Ms. Olson explained when speaking with Culture Brokers, who helped the City get the strategic racial equity action plan up and running, they felt a good role for that would be helping the City maintain accountability and progress on the racial equity action plan. Some specific tasks are outlined in that. Culture Brokers also talked about aligning it with the governance of making sure the group is keeping diverse voices as a part of those decisions. There has also been discussion about the role of the Commission being a conduit for somebody who can connect them to different services. That is something staff has heard as well.

Ms. Olson stated, as mentioned, the main theme of what she has heard is there has to be understanding and clear direction around the purpose of the group that is doing the work and to make sure that it is communicated clearly. She indicated that is the feedback she has heard so far.

Councilmember Etten explained he had the opportunity to speak with several current members and a couple of past members and other diverse leaders in the city. Thinking about what their feedback was, he thought it absolutely echoed this and one of the biggest things is having that clear focus and what is important for the City. He noted he included that in his report. What he kept hearing was what is the City doing to keep moving forward with equity and inclusion and for him to start thinking about this, it was based on the feedback from Culture Brokers.

Councilmember Etten noted that without an Equity and Inclusion Manager right now, the Council is not getting the updates and reviewing what the City wants to do in the next year or two and who would help usher that through. Thinking about that is a very specific target for

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the future and is critical for what the City is doing and for the interests of diverse members of the community.

Mayor Roe thanked staff for the bench handout which included the existing Code as it stands right now for the HRIEC, as well as the language that was proposed by members of the HRIEC, thoughtfully so and discussed at the previous joint meeting as well as some of the minutes from those discussions to help refresh conversations between the Council.

Councilmember Schroeder explained when reviewing the minutes and reflecting on them, their environment has changed quite a bit since the beginning of this Commission when two Commissions were brought together. She wanted to remind people that Commissions are established for citizen input and are advisory to the City Council. She thought the Council needed to think about this in a bigger way because if they look at what is written, something to consider would be if there is a better way to do this other than just a Commission. Maybe something like the MAC would work and work on it like that. Her thought is maybe this should be looked at as something a little broader than just how to redefine the Commission versus what is the work the City wants to have done and what would be the most effective way to do it.

Councilmember Schroeder thought it needs to be something that people want to get passionate about but then it also needs to be beneficial for the citizens and City as well. She stated, with all the feedback, how come this is not working, and there are so many changes, she was not surprised so many people are confused. She liked the idea that the Council is going to clarify this and come up with a way that would be very helpful for the City and Council, as well as give people worthwhile work and another way to support its DEI work. She would like to see the Commission go towards that direction to concentrate in that area versus going out and help human rights in general.

Councilmember Groff indicated that he has come at this from a little different perspective because he has been involved in this work since 1989. He does remember times when the Commission did refer cases to the State, and it was a human rights issue. He also looks at the Commission as something that declares to people that Roseville is a welcoming and inclusive community. He explained if the City were to get rid of a Commission like this, the signal to people that are marginalized is that the City does not care about them, now whether that is the intent or not. It does not matter but that will be the message that is sent out. There are always people that are marginalized. He would say with the attacks on Transgender people, the City has to be very careful about making any changes that would make them feel excluded. He noted when the Council is making these changes, the Council needs to look at that aspect.

Councilmember Strahan stated during the conversation at a previous meeting, she pulled up the State Human Rights Commission's page and focused on the fact that it says they are investigating and protecting civil rights. But part of the need or focus of why you would have a local human rights commission is to promote equity and inclusion. She thought it would be sad for the City to remove its name on the list of cities within Minnesota that have human

rights commissions. She felt that would send a signal to people that the City does not want to have but it is good that the City tries to bring that focus around.

Councilmember Strahan stated to her, it is almost as they look into the DEI piece, sometimes in Diversity, Equity and Inclusion there is that B for Belonging and she would ask what does it mean to belong? There are many people that experience the feeling of not belonging on a daily basis so she suggested reframing what the focus is. She thought there could still be a Human Rights Commission without investigating human rights violations. But, she did think everybody wants to understand what the City Council wants from them.

Councilmember Strahan stated she appreciates the City's Requests for Council Action when it says racial impact and she does not know why the City does not task this Commission with looking at things that are coming forward with helping them look at it with a racial impact. The Council can task that with the new DEI Manager but again, that is one person. If this could be tasked to a Commission who could look at it from nine different viewpoints, she felt all of the different ideas could be brought forward and feed it through the SREAP and the Racial Equity Toolkit and have a conscious decision that is made. She would like the work by the HRIEC have something to do with looking at the City's policies and ordinances where the Commission looks at it from that equity and inclusion lens.

Mayor Roe thought that focuses in a similar way to what is being discussed in the memo from the subcommittee in terms of looking at that aspect of what the City does. He noted the question out there may still be, is the confinement and limitations of being within the Commission structure the best model for that work, only in the sense that it is something the City has heard from people in terms of the constrictions such as the open meeting law requirements. Also, this is a Council appointment to a three-year term and some of those things that certainly a group, like the MAC, was mentioned does not have.

Mayor Roe asked if there are benefits to being in that model as opposed to the formalized Commission model in terms of the satisfaction of participants, the ability to have good conversations, and the ability to do the work in that area without some of those restrictions that the formal Commission process has. He did not know the answer to that for sure, but thought that was one of the things the City was hearing through the feedback process, that the formal Commission process is a bit stifling for people who have a lot of energy and enthusiasm and creativity in these areas. He wanted to listen to and understand that but at the same time, think about what Councilmembers Groff and Strahan said about the notion that if something is no longer a Commission, is that a demotion or the perception of that because he certainly wanted to make sure that the Council gets that right. He wanted to be thoughtful about that and make sure the Council is looking at all of those different perspectives to make sure there is a good understanding of that going forward.

Mayor Roe explained he wanted to acknowledge one of the items in the proposal from the Commission about serving as an ambassador and supporting people's interaction or connection with the City. He thought that was a very good suggestion and something that he would like to do better as a City. He noted that might be something that does not have to be a Commission

activity but could be a group of interested parties that can connect with the City's Volunteer Manager and/or Community Engagement Staff and work through a process to have a group of people who are interested in doing that who can be deployable by the City in those situations and be an asset to that connection between what they do as a City and the people that they serve in the community as sometimes that disconnect is out there. He appreciated and acknowledged that, he thought it was important not to get lost in the process.

Mayor Roe noted one of the things that came out of their last discussion jointly with the Commission members was how to deal with the human rights part of this because the City does not necessarily do the investigations or that sort of thing. He stated previous Code language talked about educational programs, bringing to the Council issues that seem to be rising in the community on a human rights basis, and perhaps the City needs to be doing something with that. He thought the challenge was lack of clear guidance and it has not always seemed to be something that Commissioners were that interested in doing. He explained there are groups in the community that do an excellent job, Do Good Roseville is one that has done a good job over the years and pushed conversations in the community that have been great. This is something that he was not sure the City, with all of the official restrictions, could have done as effectively. He appreciated that and wanted to make sure the City is taking full advantage of that and not necessarily force a full Commission to be that. He wanted to keep the human rights aspect on the table as a part of this discussion and figure out if there is a way to make it work and how. He did think the notion of being very much advisory to the Strategic Racial Equity Action Plan, both as the City is implementing as well as thinking about adding things in the future, and next steps, makes a lot of sense.

Councilmember Schroeder indicated she wanted to blend two things that Councilmembers Groff and Strahan had both touched on. She liked the idea of having them look at the impact statement on the RCA, but thought it was too narrow and the impact statement needs to include the other groups that do not get heard, which is what Councilmember Groff is talking about. She thought possibly this group could help expand that area, not just on the racial side, but the other groups as well so then more voices are heard.

Councilmember Schroeder stated the reason she mentioned the MAC is because in the Commission format, it is recorded and very structured. With the MAC format, people can have very raw conversations and she wondered if that format would give people who are underserved a better ability to talk and feel less intimidated. She thought this was important work that the City needs to figure out how to support. She also thought the DEI Manager will end up being a part of this as well. She was thinking of expanding it beyond the racial side and having it involve more groups, including Trans, disabled, and others. She would like to see more of those voices in this group to add to the color of the conversation.

Mayor Roe wondered if the City's current setup actually excluded people that could be a part of the process if it weren't for the notion of it being a formal commission with all of those restrictions. He was not sure he knew the answer but knew there were two sides to it.

Councilmember Strahan explained she wanted to challenge the Council as well. If the Council is asking any commission to bring the concerns, that the Commission hears back from the Council. The Council is asking the Commission to be that conduit between the public and the Council, so the Council then must be willing to entertain the options the Commission provided. She explained in the years she has been on the Council, the HRIEC has brought forward for consideration the City paying Commissioners and the Council did not give that any consideration. The HRIEC brought forward for consideration including students from the high school who spend so much of their day in the City but who do not live within the City borders, and the Council did not consider that. Even the changes that were brought a couple months ago about changing the process and focus of the Commission, she felt like the Commissioners were shut down right away.

Councilmember Strahan stated the Council has to walk it and be willing to take more time to find out more about it. She felt a lot of those things were brushed away. She noticed that since the Council said no students could be on commissions outside of Roseville residents, there has not been any youth applicants or any youth coming to the meetings.

Councilmember Strahan stated the Council has to be willing to also change and address how the Council relates to this particular Commission. She did not think the Council had historically done a good job of making this Commission feel like they belong, and it was disingenuous to acknowledge Do Good Roseville in this process when that group started because they did not feel like they fit on the HRIEC.

Mayor Roe indicated he hoped it was not the case that the Council was shutting down the Commission's suggestions at the last joint meeting. He noted it was an opportunity for the Council to get answers to understand better what was being proposed in some cases because there was a question about how some things were worded and what it meant, and the Council was trying to understand that. He noted that was where he was coming from in trying to be thoughtful about this whole thing. He did not know if he agreed with that characterization specific to this. He thought the Council did have discussions about some of the other things that were mentioned and came to conclusions about them that may not have been the conclusions that people liked. He did not know that the Council could draw the conclusion, necessarily, that because the City continued its existing policy of not having Commission members from outside the city, that is the reason Commission members from within the City are not participating as youth commissioners.

Mayor Roe stated he thought the Council was trying to have a conversation and figure out how to move forward. He thought constructive things were said but the Council may not have the answer at this meeting and need to continue to move forward to what an answer might be. He did not know if it is one answer, as it may be a number of different things. That is the perspective he is coming from. He wanted to make sure the Council hears from the public as well because that is part of this discussion.

Councilmember Groff indicated he was not married to the term Human Rights. That does not have to be in the title, but he wanted to make sure that diversity and inclusion were included.

He thought it might help the City to clarify something from the past and is no longer there. He also thought that if this does not remain a Commission, there is a greater chance of losing it over time because volunteers drop off and things change, so it could eventually go away. He would be very concerned if this was not a Commission. He did think discussions off camera were important but discussions on camera were very important as well, especially for people who have been ignored or excluded in the past.

Councilmember Etten appreciated all of the comments. He agreed with the ambassador idea but was not sure it fit the role of a Commission with providing feedback. He has already had conversations with staff and staff is trying to figure out how to fit this into something the City does through the Volunteer Manager or some other avenue because there can be a positive role for that.

Councilmember Etten stated in thinking about the human rights piece, he appreciated all perspectives provided. He noted that none of what is in the feedback and proposed direction, framing information is his, but rather taken from conversations that he has had with more diverse folk than he is. He noted this is not from him, and his goal is that the City find a way to critically look at how the City is doing with DEI, how the City is doing with the SREAP, how the City moves forward with an update to the SREAP. That should not come first from the Council. He noted that certainly other cities do things differently. He looked at the eight suburbs that touched Roseville, from Maplewood and looping all the way around to Lauderdale, and only one has a Human Rights Commission besides Roseville. A lot of other cities do not even have a look at this, so he wants to make sure that people understand the City is not abandoning it but rather trying to delve into stuff that is important right now and important to people in the community.

Recess

Mayor Roe recessed the meeting at approximately 8:00 p.m., and reconvened at approximately 8:08 p.m.

Mayor Roe opened the meeting for public comment.

Public Comment

Mayor Roe offered an opportunity for public comment.

Ms. Jeena Gurung Vomhof, HRIEC Commissioner

Ms. Gurung Vomhof stated she liked the conversation and back and forth between the Council. She explained she is the only member that wants compensation, and she wanted the Council to give that as an option. She is a mom to two kids and has to answer to her husband by going to the meeting for two to three hours so she thought if she had compensation, she could do more because she knows she will be compensated for her time, and she can provide to her family. Also, being a business owner in the community, she gets contacted by many people about the commissions and how it works and asks about compensation as well. She explained

they want to give back to the City but do need compensation for that because they need babysitters.

Mr. David Tidball, HRIEC Commissioner

Mr. Tidball expressed his appreciation for the seriousness the Council is taking in this discussion. He was at the joint meeting in February where the Commission had a chance to talk to the Council. He explained he has been taking notes and a couple of notions he would like to share is that he heard some things about evaluative processes that he had not heard before. Talking about Culture Brokers and wanting a group of citizens to follow up on what the City is doing with its DEI processes, policies, and things like that. Personally, he thought that was a good idea, but the Commission specifically toned that down in the new scope because the folks that had history on the Commission indicated it was not something they had been doing in the past. The second thing was about human rights is not so much about regulating that as promoting it. Again, the educated piece of that and simply holding that up as an important thing seems valuable to him and as far as the Commission goes, might be another aspect of how the Commission's work can be structured.

Mr. Tidball stated the thing that interests him, that he has not heard about, is that several Commissioners at the last meeting noted how much of what the Commission has put in its scope document is what came out of the aspirations process. The kind of community that people think Roseville aspires to involves the kind of work that the Commission talked about in the scope document. There may be a way for the City, because the aspirations are going to have to be implemented on an ongoing basis, somebody is going to have to have input on an ongoing basis as to how that happens, how broad a scope of input you get into seeing, and how that happens. Mr. Tidball stated it seems to him, working with that content which is already an official City project, might give the Council the content guts of what the Council wants the Commission to do. If that is the case, the Council may want to find some type of modified rule structure for this Commission to operate under in order to do a particular kind of work that other Commissions are not called upon to do.

Mr. Richard James, HRIEC Chair

Mr. James explained he would like to correct a few things he heard tonight that he thought are wrong perceptions. Earlier, Councilmember Etten commented that the way the Commission is setup is not working, he thought that should be what the Commission had was not working. The Council does not know what the Commission has done since November. He indicated the Council does not have any idea and tonight was one of those nights that the Commission was going to tell the Council what the HRIEC has been doing, how the Commission has been restructured, how it organized and reorganized themselves in order to accomplish things, and things the Commission thinks are important. However, since he has been a member of the Commission, since 2019, the Council has not told the Commission what it thinks is important for them to do. The Commission has been coming up with what the members think is important and if it has not matched up with what the Council thinks is important, the Council has not told the Commission that.

Mr. James stated he cannot believe that the entire Council decided at the end of January that the Commission is not working anymore and something different needed to be done with it. He explained if the Council had concerns about how the HRIEC is functioning, how the HRIEC can structure themselves, why didn't the Council bring that to the Commission and present it to them. The Commission would have listened, changed, helped, and done things differently but the Commission has not had that direction from the Council. He indicated the Council has not done their job as Councilperson Strahan pointed out.

Mr. James explained the Council should be able to direct the Commission to focus on things every year so the Commission can work on a workplan and bring it back to the City Council for approval. That is not the way it has been happening. It has been the Commission coming to the Council to tell the Council what the Commission thinks the Council wants the HRIEC to work on. He explained that is not fair to the Commissioners. It is not fair to the Commission to be judged that the HRIEC has not done the right thing without the Council telling the HRIEC what the right thing should be. He indicated the Commission is left in limbo and does not know what the Council wants them to do.

Mr. James asked the Council what the HRIEC is supposed to do after March 31st when people leave the Commission? He hoped the Council had thought about this. He thought that was a decision that needs to be made tonight by the Council, so the HRIEC has some direction going forward.

Mr. James believed the Council focus on the human rights aspect of Chapter 205 is misguided. He explained since he has been on the Commission, members have never discussed going out to talk to people about human rights. The Commission does not do that. The Commissioners go out and listen and if someone has an issue with human rights, the Commission will talk about it and give it to the Council. The Commissioners do not want to direct the Council; the Commissioners want to tell the Council and be ambassadors to the community. In the past, the Commission has not had a lot of opportunities other than standing around to talk to people and bring back to the Council what is being talked about in the community and what are believed to be important issues. He explained the Commission has a plan to do that this coming year. He indicated the Commission does not expect solutions this evening, which is why urgency is needed from the Council for what the Commission is to do starting in April.

Mr. James explained he personally has a bunch of ideas about how the Council can put all of these things together, have an evaluative group working, have a group of non-commission people perhaps working with the Commission so that there is a formal Commission but also another group that is coordinating with the Commission. He has a lot of ideas, but no one has reached out to him or to the Vice-Chair to find out what they think, what the Commission is doing, or what is planned. He takes that as a personal insult and thought it was disrespectful to the Commission.

Mr. Elliot Franke, HRIEC Commissioner

Mr. Franke stated he appreciated this discussion. He has felt some of the frustrations the Council has been talking about. He stated when the HRIEC has its meetings, the Council may

not know about the work that has been done so far, which has been a lot of work led by Commissioner James, Commissioner Tidball, and Ms. Olson who turned these into focus groups so that the Commission could develop a scope and workplan for the Council. He thought it would be wonderful if, when the HRIEC holds these meetings and starts to get the actual work done, if at least one Councilmember could occasionally attend a meeting. If that cannot be done, he suggested the Council at least look at the meeting minutes and have a little discussion amongst the Council and communicate directly through the HRIEC Chairperson. He explained communication is everything, the meeting tonight is wonderful for everyone, and the Commission appreciates this conversation, and appreciates the ability to serve the community.

Mr. Namit Bhalla, HRIEC Commissioner

Mr. Bhalla explained he wanted to bring something different to the table other than the things on paper, that what is being talked about is humans. When the City puts out their wordings as human rights and looking for people to come on as volunteer positions, the City is going to get people who are very sacrificial and passionate. That is what he sees on the Commission overall, a very compassionate group of people.

Ms. Amanda Becker, HRIEC Commissioner

Ms. Becker indicated her last meeting will be this month as a Commissioner, but she is excited about this discussion, and she thinks it is important to have tension, which is what the HRIEC is all about. She thought this was a very passionate Commission and she encouraged the City to think about how to use people like herself and other people on the Commission within the City's parameters. She thought it was important that people like the Commissioners are invited to the table. She knows there is some formalization to being invited but that is an opportunity to feel included, separate from having a volunteer Commission where anyone can participate. She thought it was important to have a part of government struggle through this publicly, and to show vulnerabilities, to talk about when the Commission feels like it is not represented enough at the table or have trouble speaking at the table. Some of her concerns that bubbled up were hearing about some these frustrations.

Ms. Becker stated she joined the Commission at the end of the creation of the SREAP and wondered what role the Commission would have with that. But, no one knew because it was new and was a learning process for everyone trying to figure it out together. She thought that was a part of the process and these are all growing pains but to just walk away and abandon it distresses the Commission because that is the struggle the Commission comes to every month. This is why she shows up for the meetings, with the hope and intention of working through these challenges and trying to figure out how the Commission can participate in City government.

Ms. Becker stated she was pushing the idea of ambassadors because that is what it felt like when she was at the meetings. She felt it was a group of people that wanted to be ambassadors that showed up, gave their time, had a lot of passion for the work being done, cared about the umbrella idea of human rights, and the idea of not being excluded. She appreciated all of this dialogue and was saddened that next week would be her last meeting.

Councilmember Strahan thought it was important to mention that the City's SREAP is not just about racial equity, but talks about any marginalized community and how the City can include people. It is about the whole idea. It is about accessibility of people.

Mayor Roe stated the Council appreciated the public input and explained the Council needs to provide the direction about where to go from here as a Commission. His initial thought is that certainly he would like to see an opportunity for the members of the Commission to think about what has been said at the meeting tonight, all the different thoughts about what the Commission can do, and what the structure could be. He appreciates the feedback in terms of that as well. He suggested this item be on the agenda for the next HRIEC meeting to have that conversation about what has been talked about at this meeting and provide reflection and feedback to the Council for subsequent discussion. Mayor Roe indicated speaking for himself, he does try to follow all of the minutes of the meetings and to watch the videos as well.

Councilmember Groff asked how the Council feels about attending HRIEC meetings.

Mayor Roe thought if there are three or more Councilmembers at the meeting, there needs to be separation without any conversations. He did not know if that was prohibited or not, but the meeting could be posted as well. He explained he does not try to influence meetings he attends and is very conscious of that.

Councilmember Strahan indicated she has encountered that as well and has absented herself from being at the meetings so that her presence does not impact on the meeting. She noted the Council is following and knows what is going on in the Commissions but certainly could know more.

Councilmember Etten agreed with Mayor Roe that where the Commission goes after April is an important topic. He indicated this would not be a long-term plan, but he wondered where the Council was at for its own next steps.

Councilmember Strahan felt like the Council has been asked if it is encouraging this group to continue meeting as an entity since as of April 1, the Commission is no longer in the City Code as one of its groups.

Mayor Roe indicated the Commission is still in the City Code and that has not changed.

Councilmember Strahan asked if the Commission continues with five members going forward while the Council continues to assess.

Councilmember Etten thought that was correct.

Mayor Roe concurred and hoped that all of the work done on the workplan so far does not go away. Hopefully, there is a way to not get active in doing a lot of it, necessarily, just if there is a sense that may or may not match with where things have been going in this conversation.

He certainly wants to be respectful of the Commissioners' time and efforts too in the sense that if there is something the Commission is not sure the Council is on board with, maybe that is not an area to focus on. If there are other areas that seem more in line with what the Council has been talking about, then he did not want to discourage people from being involved in those.

Councilmember Strahan said she wanted to make sure that the Council is going forward with the Human Right Commission, whether or not the name changes or how the functions change but that the Commission is not going to be replaced with a MAC-like entity at this point. She would like to operate under that assumption until the Council has made a bigger decision and she was not one hundred percent convinced, after this conversation tonight, that it is shared by everyone on the Council.

Mayor Roe felt that was a fair assessment. He did not know if he had a strong opinion one way or another at this point, as he was still waiting to hear and understand more about the different approaches. He was not sure if he could make that commitment fully tonight but did not want to rule that out completely or rule something else in as much better.

Councilmember Etten stated that the Human Rights Commission continues under the City's current Code 205, probably mostly in response to these discussions. At this time, if a more formal proposal is going to come forward, if the Council wants that, the Commission is prepared to put more things down to be discussed. If the Council gets to the point and wants to do that, then that is going to be continued help that the Commission provides. He also did not think it made sense to jump into a bunch of workplans that are not fitting some of this discussion.

Councilmember Strahan indicated if she were in that group, she would not know if she wanted to continue if she had no idea.

Mayor Roe thought it was pretty clear that the Council needs to finish this process. That is priority one.

Councilmember Strahan argued that if the Commission does not know at the end of this process, and she guessed they never know, the Commissioners could get laid off and be done at the end of this process. She noted it is hard to go to the last day, whenever that is. She felt like the Council has disincentivized the Commissioners even more than they were before.

Mayor Roe hoped everyone that is passionate about these topics and this discussion, whatever the outcome, has a way to continue to participate. He did not think what the Council was saying at the end of this discussion and decision making was that the Commissioners will be done. He indicated the Council needs to figure out how to keep everyone engaged, no matter what it is and hopefully, from his perspective, everybody gets to a point that is generally satisfactory to everyone. He thought that after a couple more meetings, the City can get the most out of the people that are involved in the Commission as a part of this process.

Councilmember Schroeder explained regarding going to the meeting or watching the meetings, which is what she has been doing, the Commissioners feel the Council does not know what the Commission is doing, which for her is not true. She also thought the rest of the Council understands and knows what the Commission is doing. It is not like the Council is ignoring it and the Council does feel that the work is important and pays attention to it. She thought it was important for the Council to all be on the same page about this.

Councilmember Schroeder stated Ms. Olson has a lot of input because she is involved in so much in the City and would be an asset during these discussions. She also noted people are being heard. She suggested more work needs to be done on this and the subcommittee could work with staff and come up with some more thoughts. There were a lot of ideas that went around at this meeting, and she could see that everyone is not on the same page. She thought it was important that the Council needed to be on the same page and that is one of the first things to do.

Councilmember Etten suggested the Council wait for any ideas to come forward from the HRIEC meeting in March before the subcommittee works on anything else.

Mayor Roe stated it would be good to get some sort of synopsis of tonight's discussion fairly quickly for both the Council and Commission to review to make sure the thoughts and proposals made do not get lost and make sure everyone has a chance to respond to those. He reviewed a possible outline that Ms. Olson could send out to everyone for discussion moving forward.

Councilmember Strahan appreciated Councilmember Schroeder's interest in getting the Councilmembers all on the same page, but she thought right now it felt like there are three people who are open to disbanding this commission and two are pretty passionate not to disband. She did not see a common ground on that.

Mayor Roe stated that he has not expressed interest in disbanding the Commission. He is interested in making sure that whatever the Council does is in the best interest of the City, best for the people involved, and ultimately, the best outcome for the community. He does not know what that is, so he cannot say.

Mr. James indicated the Commission is going to keep functioning as it has been so the Council can take as long as it needs to make the right decisions. The HRIEC is willing to do that if that is what the Council wants and if there is an end to it, the Commissioners all understand that it might happen.

Mayor Roe thought more or less that was what the Council was saying. He indicated the Council wants to be respectful and does not want to say continue doing what you are doing if some aspect of that just does not seem to be fitting with what the Council has been talking about. He did not want the Commission to continue to do these things if the Commission does not think it made sense to spend a lot of time on it. He thought whatever is in the works at the

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Commission, to continue to work on them, because what could be the harm in getting that work, from the City's perspective.

Ms. Olson recapped the discussion from the meeting and where the Commission is headed for their next meeting.



**Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, April 8, 2024**

Discuss Feedback Regarding the Human Rights, Inclusion and Engagement Commission Scope and Duties

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated April 8, 2024.

Mayor Roe thanked Ms. Olson for the presentation on the HRIEC feedback to the Council. He expressed his thanks to the Commission for their discussion and feedback and was impressed with the frankness of the conversation, the willingness to discuss, and answer questions the Council was seeking answers to. He wanted the Commission to know how much he appreciated and hoped the Councilmembers appreciate the fact that the Commission had that conversation, it was not an easy conversation, and the outcome does help the process.

Councilmember Groff indicated he also watched the meeting and thought it was a very frank, open, and helpful discussion. He also thought it was helpful to understand where the Commission is coming from. He wanted to express appreciation for Ms. Olson's guidance because it is not an easy task to work with that number of opinions and try to pull it together. He liked where this landed, where this is headed, and the recommendation of Ms. Olson and administration. He also liked the ideas proposed and looks forward to the meeting in May.

Councilmember Schroeder thanked staff and the Commission for all of the work done. She wanted to give thanks to the people who were frank, the people who were leading, and those who said good, positive things about ways to make things better. She thought the high level list Ms. Olson went over was exactly what the Council was looking for. Her view is that the Council would take this, because it aligns well with what the Council was thinking in many ways. To her, she wants to get many of these meetings to continue to narrow down to where the City is going to end up. She thought if the Council was going to do this workshop, this might be a good spot to start. There does need to be more work on this list. She wondered if it is not a bad idea to take some of this and take a stab at a purpose statement based on some of this. She thought the purpose was what the Council needed to agree on. With regard to the purpose of this group, she thought the Council had confusion on that as well so if they can come up with an actual purpose of the group, she thought that would go far.

Councilmember Etten agreed with the comments. In watching the meeting, he noted the commitment of the Commission, even in their last meeting, to have a rigorous and thoughtful discussion and a commitment to make improvements for the City in how it moves forward. He thanked the Commission for all of that and Ms. Olson for helping facilitate that discussion. He stated a lot of what the Commission came back with are things that fit his general concept and are a great starting point. Things like the SREAP is there but getting back to some of the data and things that have been lost in the last year as the Commission has gone through transitions. The idea of expanding beyond SREAP and talking about equity and inclusion in general, the Council

saw an example of that in their last item. He suggested a group that would not be limited to the SREAP but thinking equity and inclusion more broadly in the functions in the City. He also thought with the hiring of Mr. Montez, the City has the opportunity for some members of the HRIEC to be a part of the hiring process and to think about other ways, as the MAC does with police officers. He asked if there are ways for this group to have a role in that process. The one thing he would push back on, in the review of what came out of the Commission, is the sense that a Commission is what worked best. He thought there were a lot of ideas, up to three different groups. He noted one Commissioner had talked strongly about that as a thing to have a Commission. But, he also thought there was a lot of discussion about two or three groups. For him, it was the purpose that the City needs to come back around, nail that first, and then discussion can be around the process for how the City would get to that purpose.

Councilmember Groff indicated he did want to hear what Mr. Montez has to say as well because Mr. Montez has a breadth of experience that the City needs to capitalize on in making this decision. As far the discussions about the committee to be more like MAC or a Commission, one of the reasons he was hearing is because the Commissioners were thinking that an organization like MAC would not follow the same structure as a City Commission. He thought it was important that this Commission does follow the same structure as a City Commission because it needs to be transparent. He indicated he does not like the idea, even though the Commission said it might make people more comfortable having conversations, of this being off the transparent structure for the public.

Mayor Roe indicated the Commission definitely had a lot of back and forth in their discussion about the structure of the Commission and a lot of ideas were out there. But, he thought most of the Commissioners agreed with the idea of a structured Commission. He noted this was an evolutionary discussion and he appreciated that is the way it worked. He thought it made sense to have a draft purpose statement if the sub-committee is willing to look at that as something to respond to in the discussion on May 13. He noted it helps to have that guided discussion about drilling down on some of the other points about the roles, how the group would interact with SREAP, and the equity statements in the RCAs. He can envision ways in which that could work well and ways it can't so he thought that is an appropriate conversation to have at that meeting.

Mayor Roe thought it was interesting that the discussion talked about whether the Commission wanted to make sure that it matched what the Council was looking for. He noted there was some pushback on that which was appropriate because he did not think the Council intended for the Commission to read their minds. He appreciated that the Commission thought more from the point of view of what made the most sense. The other piece he thought was interesting was that former Equity and Inclusion Manager, Thomas Brooks had the Commission look and do a sounding board sort of activity related to the original SREAP. This was done when SREAP was first introduced and the Commission was confused as to why they were tasked with doing that because it did not seem to match with their understanding of what the Commission was supposed to be doing. That, to him, was a very insightful thing. There was other related feedback about the tension between what Commissioners thought the Commission was supposed to be doing and what was before them at each meeting for them to discuss. Certainly, that coincides with the sense of tension through the last few years on the Commission.

Councilmember Schroeder explained she liked the fact that the Commission wants to narrow it down because if it is too broad and general, people have very different ideas. She suggested the City Council define things well and narrow it down.



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, May 13, 2024

a. Discuss Purpose, Scope and Role of Human Rights, Inclusion and Engagement Commission

Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated May 13, 2024.

Equity and Inclusion Manager Antonio Montez reviewed the Purpose, Scope, and Role of the HRIEC with the City Council. He started the discussion with a relationship builder question which the City Council answered. Mr. Montez explained the goal of the discussion is to find some consensus, purpose and some scope and duties and roles along with some format for the HRIEC.

Mayor Roe reviewed the background of why this topic has come before the City Council. He reviewed the history and recent discussions between the City Council, City staff, and the Human Rights, Inclusion and Engagement Commission.

Mr. Montez thought the first step was to talk about the vision and where the Council thinks the equity and inclusion work will go across this organization. He noted this will be a high-level review of items and this will come back as a group to share this more in detail with the City Council to give a presentation on where staff feels the work will go as it is built over the next eighteen to twenty-four months. He thought the Equity and Inclusion Commission name is, at this time, a placeholder and was not sure that would be the final name. He indicated this needs to be figured out and is probably the first step in the plan.

Mr. Montez explained the next step will be to start up a steering team internally at the City with the senior leadership team. After that, the Equity, and Inclusion Action Team, which is very similar to the Steering Team but is more across the entire organization, not just inclusion and senior leaders but also leaders from every space in the organization. He noted the City would also like to think about an employee resource group and what that would look like. At the very end, it would be to work towards departmental equity and inclusion action workplans.

Ms. Olson added that this is the overall arching mission of equity and inclusion in the City. She explained each of these groups outlined in the presentation has a role to play and kind of fulfill different areas of how the City can make sure that equity and inclusion are impacting more than just maybe those three problem areas discussed in the SREAP.

Mayor Roe imagined that there was a fair amount of overlap as to who is participating in these various areas, especially at the staff level.

Mr. Montez concurred. He explained that as the purpose and role are discussed by the Council, staff wanted to give the Council some space to talk about what the purpose and the role of this group look like in the Council's eyes, as folks that are representing the community. He gave the Council some recommendations as to what staff felt makes the most sense.

Councilmember Groff thought this sounded good and includes what people want in the city. He also thought it sounded like what the Council and staff have been discussing over the past year and it gives enough leeway in the phrasing of "city policies, procedures, projects, program and initiatives" that people on the Commission would understand those things are valued.

Mayor Roe concurred and as it is the purpose statement there does not need to be a lot of detail but it does provide that framework for the rest of that document. He thought that seemed to be the kind of thing that the Council would be talking about as a part of this discussion.

Councilmember Strahan appreciated that this specifically mentions "to city policies", noting she has looked at the requests for Council actions and the racial equity impact summary on each and wished that there was a bit more input from a certain commission, that they would have somehow taken their voices with that intent of looking at that and truly, not just kind of generically saying "no equity concerns" and applied equity concerns to these policies. She appreciates when those are there and wants them to be meaningful parts of the City policies, things the Council considers, and that these have had thoughtful consideration from the equity point of view. She knows it has not always worked that way but she thought if things were working well, they would have had some kind of voice to that piece and offered, especially things that are potentially looking for reflective voices of more than just one or two City staff, not to diminish, but the more voices the better the relationship.

Mayor Roe indicated he was thinking about some of the same things. From a practical view perhaps, it would be a challenge for every single request for Council action to be pre-reviewed by a commission that meets monthly. It probably makes sense to be a feedback loop mechanism as the commission. On the flip side, if it is a new policy that the City is putting in place, he thought it did make sense to have the pre-review of what the impacts are, figure out how that works, and is that an extra step in the decision-making process that is built in or what does that look like. He could see where it could be both.

Councilmember Etten thought in having discussion with current and previous HRIEC members and other folks in the community, this, and hearing from the HRIEC, people are currently saying this is a much more focused thing that allows more depth. This allows depth on something that he felt was important and multiple people agree that is what should be focused on. He thought it cleared away some of the clutter and confusion of what is currently before the HRIEC and provides a real focus on something that is critical to the future.

Councilmember Schroeder indicated she was going to say something very similar to that where it is very clear but still broad at the same time. She thought that was one thing the Council was hearing very clearly from the different people.

They wanted it to be much clearer as to what they were going to be working on. She also liked what was said about making sure this is something that is going to be, will be some passion around it, but then also get a lot of work done, which she thought was another piece. She noted this would help to show the direction better but broad enough for when things come up it will still be under this umbrella. She noted she has been working with the group on this for a while, so she has had an opportunity to look at it a number of times and she does like it.

Mayor Roe felt this was very reflective of what the Council heard back through this process.

Mr. Montez indicated to the Council's point of where the specifics will come, he thought that looking at some of the scope and duties, at least on the beginning piece, will be something that continues to evolve as their work grows. He thought regarding the initial piece, the recommendation is that this team focus on supporting the equity and inclusion work plans talked about. There will be one for the entire organization and one that will be a little more specific to the departmental level. Staff is going to continue to pull the SREAP through as equity and inclusion is talked about across this organization. That is where the initial focus would be for this group, to work in those two areas. He noted this is going to be a big project.

Mr. Montez indicated there was also discussion about the Equity and Inclusion Action Team, which is going to be a learning and development place for many levels of the organization across every area. He noted staff would like to bring a couple of members along on the journey and embed them in the process in terms of how the City looks at it, how does the City advance, and how does the City focus and lead with an equity and inclusion lens in the City of Roseville. Staff wants the community to be along side them on that journey. At the beginning, those are the three things that he thinks this group should be focused on, how they will embed in the organization.

Ms. Olson noted that staff was pretty intentional with the wording used on reviewing and providing feedback. Depending on what group format the Council takes, there may have some legal implications in making sure they understand what that role is. They are to review and provide some feedback.

Mayor Roe asked if the departmental equity and inclusion plans that were on top of the arrow diagram are something that either eventually gets into this as well or is one of the things that is an equity and inclusion action team piece.

Ms. Olson agreed and explained it is actually the equity and inclusion work plan that was mentioned in the presentation.

Councilmember Etten wanted to specify something around City operations and policies and asked how they could be incorporated.

Ms. Olson thought this could be done. Under the Purpose, there was discussion about adding that. They did not want to get too wordy but could definitely put that under the Scope and Duties, if that is the appropriate place.

Mayor Roe stated that was something he was looking at too.

Councilmember Strahan thought this was a big difference. By taking the word “engagement” out, the City has this Commission that may wonder if they are internal or external. She thought this was a very internal looking place and so it does definitely focus everything quite well. But, possibly, it is a different type of person who would find this of value to them. That would help when people have a better understanding, but she thought the biggest thing, especially on the arrow diagram, is that the goal is clearly toward the organization and not to the public. She thought this was the biggest thing, that the City is not taking the public and trying to figure out how to not so successfully most of the time, figure out how to bring that back in. Staff is trying to bring the public in to figure out this internal plan. She thought that was the biggest thing. If it is in the Scope and Duties, it is clear that the big change from it being an ambassador to it being the thought pool that is drawing from their knowledge to create something.

Mayor Roe thought it was important to say that there isn’t some sort of an ambassador role included in this plan that can be a part of what the City does. He noted however there has already been some conversations about what that could look like. Folks that are interested in that area hopefully can find a way to make that connection. It is just not through this specific mechanism anymore.

Councilmember Schroeder explained in the Scope and Duties, it states, “may represent the City at events, where appropriate, and approved by City staff or the City Council,” so there is some interaction.

Mayor Roe agreed but it is not being out there trying to engage in a similar ambassador way.

Ms. Olson thought that had been a big push/pull on the Commission. There are people who want to be out and engaging with people and then there are people who want to do more of the review and provide feedback. Trying to capture that all, in one group, has been difficult. So, as the Mayor alluded to, there are some conversations occurring one way that the City can get those who are interested in being out and engaging, doing something, in a different role, a different scope for that. Then also using this group to provide feedback and review. She noted staff is trying to focus on one first and then will get the other one going.

Mayor Roe thought it was important to note that while this group is focusing on this organization's (the City's) policies, procedures, actions, and what the City is doing, the whole purpose of this organization (the City) is to serve the public, and to advance public interest in the community within the parameters of a city. Ultimately, that is what the City staff and Council are trying to do. The key part of it that this group can help with is to make sure that as the City is doing all of the things that are needed it is also addressing those equity and inclusion areas actively, appropriately, and effectively moving forward.

Councilmember Groff explained he understands the ambassador part that staff is talking about but there was also frustration with that because many of the people he talked to stated they did not know why they were doing that. He agreed that this is internally focused. But, through that, he thought they might be able to broaden that part of it through the program and then other parts further on in the process.

Mayor Roe stated the Council wanted to make sure that the City is doing a better job of engaging the public in decision-making and in the government.

Ms. Olson stated this could be the group that makes sure there is engagement with different groups within the city, makes sure the city is being accountable, and makes sure that happens while a review is going on.

Councilmember Strahan thought the City needed to be clear about that focus. It is not that engagement or outward looking; this particular group is about being internal and making what they all produce. She indicated she relies on these Commissioners to be the experts. If there is some group that can take that perspective on, then she can too.

Councilmember Schroeder thought a good point is that it is not the ambassador part so when this group is being built, the City is clear on what they want the group to do. She thought that was where there had been some issues. People were thinking that is what they were going to do once they got on the Commission and then that is not what they got to do, which frustrated them. She thought it was very smart to make it very clear not only what the City wants the group to do but what is not included at this time.

Mayor Roe stated under the Scope and Duties, it might make sense to express the notion of providing feedback as to who the City should be engaging or who should be a part of the work that the City does on a particular policy or particular procedure. He noted it may be tricky wording to make sure that they do not make it sound like the Commissioners are going to be doing the engagement but will actually be providing feedback to the City about what is needed.

Mr. Montez reviewed the role of the commission or group with the City Council.

Councilmember Strahan indicated on the future agenda an item that has been on there for a long time and seems on its own right now, was interest in having a sister city relationship with an Indigenous Tribal Nation in Minnesota. The reason she presented that is because

of the Keya Park naming and it comes back to what staff was talking about, building more authentic relationships. It was about not just finding a Native American expert. It seemed like a more authentic way to interact with their City, with some people who may have originally inhabited this land. It was more an idea of something that was authentic in creating that relationship and not just seeking knowledge. She did not know if that fit into something like this but originally she had thought it would live in this type of space because she wanted there to be more relationships around, not just using someone for their knowledge, but actually having something that is shared in that space. She did not know in this new format that would be the right direction so maybe this is not something that would ever come to fruition and sister cities are kind of a thing of the eighties. But, also she did not know in their world there could ever be enough connections to meaningful relationships to other organizations. That was kind of what she thought of but was not sure that fits into here. She still thought that there was an opportunity to create authentic relationships with those connecting groups, whatever those are. She also thought this would fit well with the HRIEC but was not sure if it would work with the group that is being proposed.

Mr. Montez reviewed the group formats with the City Council. He explained the benefits of a commission would be transparency and familiarity and the barriers would be the lack of flexibility, lack of accessibility, and application.

Ms. Olson noted another benefit that came forward from a Commission member is doing the work in a public space. She reviewed the requirements of a Commission and that can be barriers to people who have to participate in the traditional structure.

Mayor Roe stated one of the things he was thinking about was that the childcare and transportation issues were a barrier to some people. He guessed one could argue that having a predictable, regular meeting schedule could potentially help with that and could also be the flip side so it could work both ways. He thought from the accessibility and being on camera, certainly whatever format it is, this group could still have a much more public facing meeting approach as opposed to the MAC where it is a more behind the scenes informal group. The Council can still decide whatever they want to do with is set up. While that is certainly a benefit of the Commission, if the Council decides to go with the other format, he has not made a decision yet himself, noting there are ways to do different things with different formats that may not appear under a benefit or barrier.

Councilmember Strahan asked if the City would be able to record meetings, say those meetings were on Zoom, in a non-commission format and have those recordings available on the City website for people to view after the fact.

Ms. Olson explained the City has the technology to do so if that is something the Council desires to do.

Mr. Montez explained the committee format benefits would include flexibility, accessibility, authenticity, and membership. The barriers would be perceived lack of transparency and lack of familiarity.

Ms. Olson noted the piece on the flexibility with a committee, the committee could do a hybrid model if meeting in person whereas currently, with the structure under a commission, the City does not do a hybrid model. In addition to the barriers, she would also add that there has been concern with making sure this group is sustained and making sure the work is continued and ongoing.

Councilmember Schroeder indicated with a commission the City does a background check on the member and asked if a committee, does the City need to do a background check.

City Attorney Tierney thought that was a decision that the Council could make.

Councilmember Schroeder thought one of the reasons for a background check was because the Commissioners were involved with youth.

City Attorney Tierney noted that was a good point and thought the City might want to do a little research about it. Her instinct is that there may be a way to avoid the background check. But, the other consideration of the background check is that the City wants to be careful about what kind of information is shared with the commissions and that can become an independent reason to want a background check.

Mayor Roe asked if the City established this by a resolution and in the resolution, there is information about how business is done. If it starts to look a lot like a Commission, he asked will it then be subject to the open meeting law and other things.

City Attorney Tierney explained to start with some of the Commissions' work may not actually be legally required to be subject to the open meeting law. The City would need to be careful about the responsibilities that the Council assigned to the Commission. Based on the description, she did not think the Council would need to make this committee subject to the open meeting law. Again, the City would want to be careful about the level of responsibility that the committee is given. The Council would then explicitly state that the committee is not subject to the open meeting law and would also make sure there is some level of transparency built into the structure of the commission.

Councilmember Groff understood people think that Zoom is great, and a lot of work can be done there, but he did not feel that way. He thought Zoom was distancing and hard to read what someone else is thinking or feeling because when the Council used Zoom for its meetings, he was not able to see body language or have those interactions. So, for him, having a total Zoom Commission would be the beginning of the end of this.

Ms. Olson reviewed a hybrid group format with the City Council. She noted it would be in a committee format with ten members, two of them youth, and there would be improved transparency where the meetings would be announced with agendas and meeting minutes.

Mr. Montez explained staff wanted to have the best of both models with transparency, flexibility, and accessibility.

Councilmember Strahan asked in the hybrid format would the public be invited to attend the meetings.

Ms. Olson thought that would be up to the Council.

Councilmember Strahan asked if the members would be appointed by the City Council or if it would be a group created by staff. She wondered if the members would be voting on anything and would it possibly include youth members attending Roseville Area Schools who did not live in Roseville.

Ms. Olson explained staff thoughts are to make it less burdensome, maybe it could be staff appointed with Council input on some of it. In addition, with the voting, staff was talking about reviewing and providing feedback. She did not know that it would be a formal vote. There would not be the issue at that point if the Youth would be able to vote or not. Regarding being open to the public, it could go either way. There could be some conversations that could be difficult that the Commission may not want to but if the City is going to post the meeting, if it is going to be video taped or recorded and then posted on the website, she did not know if there would be any difference to allowing public to attend. But, there are only meeting minutes that would be something different. With City emails, if someone does not have any email and would want one, the City can provide one if that will help them. But, if it is not going to be subject to open meeting law, she will defer that to the City Attorney, but maybe personal email is okay.

City Attorney Tierney thought if the City had the email, it would be public. Under the open meeting law, there is a requirement to have contact information that is accessible to the public so even if that requirement is removed, still it is data that the City has and off the top of her head, she cannot come up with a reason to protect it.

The Council and City Attorney Tierney discussed open meeting law requirements.

City Attorney Tierney explained if the Council is going to take away that kind of regulation, the open meeting law, and not distinguish in a meaningful way ten years from now, when nobody knows why something happened, mistakes could get made with new assignments being given to Commissions. Then it would trigger the open meeting law but it might not occur to anyone to do that review as that is happening. As the City's legal counsel, it makes her a little nervous. It does not mean the City can't do it, but she wanted to mention that.

Mayor Roe thought that meant the City needs to be very explicit in however this is approached.

Councilmember Etten thought that brought up things he had heard from former members of the HRIEC and some people who were in the public who were not a part of the HRIEC. One of the considerations for having this not be a commission and not videotaped is that it allows for more frank and open conversations. He noted an example was given to him as a member of the MAC who has legal trouble in their past and was able to openly talk about that in what that person considers to be a safe space. As soon as there is a video going and make it open meeting law, that does not become a safe space for that person and the person cannot share personal experiences. When the group talks about how a regulation affects people who have experiences like someone in the group, at some point, that is going to be discussed and may not be something the person wants to be videotaped. The City loses that benefit.

Councilmember Etten indicated this is something he heard from people where they felt it was something that changed how that person could talk and operate in the meeting. He thought, for him, it was an important thing to consider. If the City does a commission, then he thought the City cannot have any exceptions to the commission code or it gets very messy. When the person interviews for a position, it will be in front of the Council and that person will need to use *Roberts Rules of Orders*, but he thinks then the City starts making the space less comfortable. When this happens it may not allow the City to get the people that are needed for that type of commission or would allow the person to fully participate in a way that is so useful for the City.

Councilmember Etten indicated he appreciated Councilmember Strahan's point about internal focus that others agreed on. For him, part of the reason this would be different is because of its extreme internal focus and it is thinking about how the City operates and what are the City policies being reviewed versus the very public output that a lot of the City Commissions have. Those are things that are important for him as he thinks forward about why he would lean away from a commission. He explained this is not about him but about the feedback he has heard and why he thought a distinction here is that internal focus and why a committee approach makes more sense for that, a clear distinction line in how these groups would operate, and what the groups would do in the City.

Councilmember Strahan said her biggest concern was that it will get too loose and there is no continuity, because she knows that given changes in the Police Department and having different staff leave, it has had kind of fits and starts. She wants continuity for the people who are involved and an opportunity for it to be successful because the Council is also setting them up for failure if they are not providing an opportunity for it to be consistent. She agreed that setting up a regular meeting and people are a lot better off knowing when this meeting is a set meeting on the calendar. She thought people needed that consistency even if they cannot make it, but she also wanted there to be an expectation that the person is making some type of commitment. She indicated her understanding from the MAC is that it is looser than what the Council probably wants here. She thought it was almost like

the hybrid is a third piece that is in the middle somewhere that has some elements of a more formal commission. But, also has the opportunity to create those relationships to which will not be created if some people are on Zoom and some people come whenever they come and that is a part of why this Commission has not been functioning. The HRIEC has not had that continuity of purpose and she wants to set them up for success. She wants to create the right format but was not sure if either of the formats presented is what the City needs. She thought there is something else out there.

Mayor Roe noted the HRIEC has been functioning but there have definitely been challenges.

Councilmember Strahan agreed. She meant not functioning internally because the City see the person as they leave before their term is up or the person does not seek a second term. In other Commissions, the Council has seen much more continuity of people and just in frustration that it does not succeed in the ways that person had hoped. It could be their own perception of what the person had anticipated it to be.

Councilmember Etten stated he agreed, and thought some of the MAC members would agree, and are actually working on more structure right now because of some of these things that Councilmember Strahan talked about. He thought that any group the City has should have a little more formality to it in the application process. But, if the person is working and applying to Mr. Montez and some of the other staff versus sitting around a table, if there is a regular meeting but if it needs to, it could be flexed. With regular meetings, almost everyone works better when they can predict and can adjust. He agreed with having some formality on how the meeting is run but the group does not need *Roberts Rules of Order*. There should be the ability to have that flexibility but with more structure.

Councilmember Strahan wanted to add in what she had heard that staff members often disengaged in what the Commission is. She felt it would benefit the City if there was staff involvement because she felt like staff knows often times what the goals are. Staff does not have to direct the meeting but she felt it would be nice if it was not totally hands off. Maybe that has never been the intent and a perception of some folks, but some folks have indicated that staff is not involved at all and she was hopeful that staff will bring its expertise to that table and help guide folks who maybe have not been trained in as many ways as staff to find some type of end result.

Ms. Olson stated she has only heard from Councilmember Etten and Strahan and maybe others can weigh in as well. But, she is hearing about setting up some distinct parameters for this group so that there is structure to it with a regular meeting schedule, maybe agendas or structured agendas and minutes, and looking at what the commitment to the membership looks like. Staff looked at having a two-year commitment rather than a three-year commitment and then talk about what that membership number is and if youth are available. In addition, she thought conversations staff has had is that staff would like to look at this group as a partner in the work being done so it is not always necessarily the group that is giving their feedback, but staff is maybe giving the group some information.

A lot of it is to include some learning opportunities staff has talked about such as getting people up to speed, bringing in people from different departments so the group knows what is going on in different areas, and so it is more rounded rather than just focusing on certain areas in the city. If the Council is leaning more towards that committee version, the resolution used to create that committee is where the specific parameters would be laid out. She asked if that is the direction the Council is leaning towards.

Councilmember Groff indicated he would be concerned about removing the HRIEC from commissions. He would probably vote against that. He thought this was great right now and everyone is all onboard with it. Five years from now, there will be different people in those seats and will probably care less if that committee would disappear. The Commission is not so easily gotten rid of. That is why he would stick with the commission model. He thought the bad part was that it sounds like it does not give staff the information wanted or needed so it and does not work as well as that.

Mayor Roe thought this could certainly start as a Commission and evolve, if needed. That is one way it could be dealt with because the City does not know for sure. He thought that might be one way for the City to ease its way into it and see if some of the concerns being thought about are actually turning up. This could also start as a committee or hybrid and see how that goes. He thought if there was an action by Council to pass a resolution to initiate something, it would be problematic for that thing to go away without further action by the City Council. An ordinance is a permanent thing, and a resolution is not that far away from it necessarily.

Councilmember Groff thought transparency was very important. He understands that some people are uncomfortable being on camera and especially in this Commission. But the word 'secret' was used, and he feels like the public is going to look at this as a secret organization that is within the City, unless the City does a lot of public information out there. Otherwise, he does not think this will be looked at as a commission. Nobody knows much about the MAC, the group that works with it does, but the rest of the community does not.

Councilmember Etten thought 'secret group' was a little far and he would pick up on Councilmember Groff's thing that it does not give staff what it needs so he would not want to create a new group that is not getting the City where it wants to go. If the City has some of that hybrid model, posting agendas and having meeting minutes afterwards, things like that, there is that sense of the City needing to be right there overseeing these. He indicated the MAC has yearly meetings with the Council and there are ways to keep that as a part of the City's formal process while getting what he thought was the most robust information the City can get, the most important and authentic feedback. For him, if the City is not going to get what it wants out of this, then the City is shooting itself in the foot from the start again.

Councilmember Groff explained part of the problem with this one is that it is also people that have been discriminated against in the past, so they have been told to be quiet in the past. They have been made to feel invisible when he says 'secret.'

Mayor Roe thought visibility of the Commission was important. He clarified that he was not sure staff was saying that if this is in a Commission format, the City is not going to get what it needs. He indicated the Council gets to choose what it wants and theoretically, it should work either way.

Councilmember Schroeder thought that was a good point because the Council wants to make sure that staff would get what is needed out of this so she asked if it mattered which format would work best.

Ms. Olson thought that staff could work with either format. It is going to depend on the membership and making sure the City is representing the people in the community with all different life experiences. She did not know if having it follow the Commission structure was going to make or break the group, as it is going to be the intent of making sure the purpose statement is outlined, making sure that the group is being used appropriately, that the intent of how the City wants to use the group is there. She did not know if there was a make or break for this group and she thought the work that was going to be done was going to be focused on the purpose, on the scope, the duties and the roles, and it will depend on the membership and making sure that the City gets the right people in that group.

Mayor Roe thought the Council should talk about some of things mentioned as barriers: the three-year term on a Commission versus two years on a hybrid; the interview process before the Council; and, the application process. He asked how does the Council feel about those things in terms of what is better for what the Council wants for this group. With the term, he did not know that a three-year term had ever caused somebody to not leave a Commission. He struggled with that a little bit and did not know for sure what the right answer is. Ultimately, the commitment is whatever people can give to the City.

Councilmember Groff explained he struggled with that because whenever a person starts on a Commission, there is a learning curve. If there are two-year terms, the first year is the learning curve and then there is one year left to make a difference. He thought the three-year term brings some continuity.

Mayor Roe asked if it should be unlimited reappointment capability or should the City have term limits. He thought the Council would need to have a discussion on that. He noted there are essentially two, three-year terms now.

Councilmember Strahan explained she could see community concern if they did not see the whole process. As far as the visibility piece, she would not want someone to also feel like they could be falsely looked over. If everyone can see the interviews and how they go, that transparency is helpful for the community to have that opportunity.

Councilmember Etten stated the Council knew how he felt but he wondered if the two-year terms made more sense if a person was a renter and not staying in the community long term. He thought there should be flexibility. He agreed about the continuity with people sticking around longer which would help the group to be more effective and do well, but he did not think that two years was about cutting it off but rather making sure the group is not overwhelming on the front end.

Councilmember Schroeder thought if the term was two years, then the person should be allowed three terms so there would be six years total. That way, if the two years is working out, then additional time in the group would be allowed.

Councilmember Etten thought the City needed to try something different to get a different result.

Mayor Roe thought the question this comes down to is how much different the City needs to go. He understands the City needs to try something different because clearly something did not work. He noted that in science experiments there is a concern about changing too many variables at the same time because one doesn't have a way to know which change produced an impact on the results or which change produced which impact. He would tend to lean towards trying this as a commission to start with.

Councilmember Groff indicated he could go either way.

Councilmember Strahan thought with the cycle, at least with the three years, a third go off every year.

Ms. Olson reviewed the discussion and what the Council preferred.

Councilmember Schroeder thought that starting with a three-year term gives a little more flexibility for the group.

The Council concurred.

Councilmember Strahan indicated she could support either type of group but at this point she is in favor of the commission format.

Councilmember Schroeder indicated she agreed.

Councilmember Etten indicated he could support either way, but thought there were things the Council was ignoring. He asked, if this works with other Commissions in the City, and what do the other Commissions look like? He indicated that is what the City has been struggling with for years. The other Commissions look like the people on the City Council and the Council keeps doing the same thing with the bars around it but are expecting a different answer.

Councilmember Schroeder thought the point was that the City would start there.

Councilmember Etten wondered why the City did not start with a committee and if it did not work, then it could be more constrained in the commission format.

Councilmember Schroeder thought the Council was talking about all of the different variables at once and that is what made her think about this a little bit.

Councilmember Etten thought if this goes to a commission format, then there should not be any exceptions so there would be zero variable changes.

Mayor Roe agreed, other than doing a more overarching look at some of the open meeting law questions related to all of the Commissions.

Councilmember Groff thought the purpose would change.

Councilmember Etten agreed but explained none of the other variables would change.

Mayor Roe thought a case could be made that a lot of the issues the City has had with the Commission has been because the City Code confuses people with too many things and everyone has a different perspective on what the Commission should be doing. If the issue is solved, perhaps that is the thing the Council needs to do. He thought the Council still needed to ensure all of the commissions in the City do not look the same as the City Council. He wondered if the Council needed to go to two-year terms for all commissions. He noted that was just to make a point. He asked if there was consensus on how the Council will take the next step, to build it around the existing commission structure.

Councilmember Strahan indicated the name has changed along with the focus of the Commission.

Mayor Roe noted the name has not changed yet.

Councilmember Strahan thought Human Rights has not been talked about at all and is probably not a part of this group. She thought this was an internal focused group that is advisory to the Council. This is a different type of focus that is being asked of the group. She thought that was a lot of variables right there that have been changed and the Council can come back in six months to discuss and review this.

Ms. Olson explained current commissions are advisory to the City Council. She asked if this was changed to include staff also so would this Commission be expected to provide recommendations rather than reviewing and providing feedback because other Commissions are providing recommendations. She noted that changes some of the scope and duties that have been talked about.

Councilmember Schroeder indicated she would not change any of the scope and duties at all. She thought it should be left as is proposed.

Ms. Olson asked if the Council was okay with following the structure of the Commission completely with application, interview, meeting video, meeting schedule, agenda, and minutes without any changes. The changes being made are to the scope, duties, and functions.

The Council concurred.

Ms. Olson reviewed the next steps moving forward including recognition of the current and past HRIEC members. Open applications for whatever the group will be called and looking to start the new group in September.

Mayor Roe added that if any of the existing Commissioners did want to continue under the new scope, duties, and functions, he would be willing to consider that under the re-appointment process for those individuals.

Councilmember Etten did not agree. He indicated this is a whole new focus and group.

Councilmember Groff thought everyone should start fresh. He thought this whole process was important.

Councilmember Strahan wondered if an Equity Review Commission would be appropriate. She thought it would be nice if it had a new identity.

Ms. Olson thanked the Council for all of the discussion and work done at the meeting. She thought the process so far was good with a lot of listening, revising, and changing.

Public Comment

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

Mayor Roe thanked everyone with a special thanks to current and past Commissioners and other people that have been consulted throughout this process from the public. He thought that everything had contributed to a good positive outcome for the community.

Recess

Mayor Roe recessed the meeting at approximately 8:25 p.m., and reconvened at approximately 8:30 p.m.



**Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, June 3, 2024**

- a. **Consider Adopting an Ordinance Establishing an Equity and Inclusion Commission**
Assistant City Manager Rebecca Olson briefly highlighted this item as detailed in the Request for Council Action and related attachments dated June 3, 2024.

Ms. Olson asked if the Council is comfortable with the name “Equity and Inclusion Commission” or would something else be preferred.

Councilmember Etten thought the name was fine and wondered if “advisory” was necessary in the Code.

Ms. Olson explained there was discussion internally about the word “advisory” and since this Commission is reviewing and providing feedback it can be an advisory commission but would not necessarily have to provide advice or recommendations. The Commission could provide review and feedback.

Councilmember Etten thought that would be a reason to get rid of the word “advisory” in the title.

The Council concurred.

Councilmember Strahan indicated she was comfortable with the name and it may be a place of empowerment for the Commission. She thought to begin with it might be best to make it clear and direct.

Ms. Olson reviewed the Scope and Duties of the Commission and indicated the equity impact information would still be a part of this. She asked for feedback from the City Council.

Mayor Roe thanked Ms. Olson for the clarification of equity impact because he had questions earlier while going through this information. He knew there was some discussion about the equity impact statements in the Request for Council Action but if that is envisioned to be captured through the Establishment and Purpose with a reference to Policies, Procedures, Projects, and Programs, it does not then need to be listed under the Duties and Functions. He thought as long as the Council was clear on that, he was supportive.

Ms. Olson reviewed the membership of the Commission, noting there will be seven members and the language about the desired diversity of the membership make-up is different than other Commissions.

Councilmember Groff asked why that language is not in other Commissions in the Code.

Ms. Olson indicated that could be included and staff could bring back an ordinance amendment if that is the direction of the Council.

Mayor Roe thought it made sense to put that language in the general Commission Code for all Commissions.

The City Council concurred.

Ms. Olson reviewed the recommended and optional changes to the application.

Mayor Roe indicated he wanted to clarify question seven and what the question was trying to get at.

Ms. Olson reviewed how question seven relates to question six. She explained the intent behind the question was to say everybody has different experiences throughout their life and some people have a lot of experiences that impact how they approach equity and inclusion. Wanting to know what are those experiences that are impacting their view of it. The second part of that is how those experiences reflect the diverse makeup that is getting at some of the different experiences. She noted this is a starting point but staff is open to Council changes.

Mayor Roe indicated he did not have an opinion on that yet and was not clear what staff is trying to get.

Councilmember Schroeder thought the question was very confusing and recommended the question be removed.

Councilmember Strahan concurred and did not think question seven got at what the Council wanted to know. She did want to make sure that one of the other questions, describing skills or services the applicant feels they bring to this Commission, did not get left out because she thought it was very important.

Councilmember Schroeder was not sure if there should be two different applications. She thought maybe there should be one for every Commission.

Councilmember Etten made a proposal for a question to replace question six and he agreed he did not like question seven. Taking some of what was in the main application process and asking, "How do you see your lived experiences contributing to the work of this Commission and the City's Equity and Inclusion initiatives". He thought this combined a few of the questions.

Councilmember Groff concurred with the question change.

Mayor Roe indicated the only thing he was concerned about with combining the way suggested, is that it seems to lose the specific activities, skills, and experiences related to the work of the Commission and talking about lived experiences.

Councilmember Strahan agreed there is a possibility of having both and she thought there is a space in all of the Commission applications for that equity and inclusion. She thought this was a valid extra question and agreed there is a possibility of combining them but they could lose something of real value.

Councilmember Etten appreciated the feedback. He suggested question 8 be kept but question 9 be shortened to get rid of the first clause and state “How could your life experiences contribute to the City’s equity and inclusion initiatives”, getting back into that lived experience.

The Council concurred.

Mayor Roe thought the Council could discuss the application questions at a later time. The key action for tonight is to try to get the Ordinance and the process going and provide feedback and suggestions later.

The Council discussed addresses and demographics of Commissions with staff, deciding not to exclude addresses from the applications.

Ms. Olson reviewed check-ins for success with the City Council.

Mayor Roe stated from his point of view about terms, because the Council is appointing amid a normal term period, it seems to follow along with the vacancy filling. In this case, the first term might be only one year. He did not know if there needed to be a check-in for that if it was made clear upfront.

The Council discussed the check-in process.

Ms. Olson reviewed a tentative timeline with the Council.

Schroeder moved, Etten seconded, enactment of Ordinance No. 1676 entitled, “An Ordinance Repealing and Replacing Title 2, Chapter 205 “Human Rights, Inclusion, and Engagement Commission” and Replacing it in its Entirety with Chapter 205 “Equity and Inclusion Commission”, with the removal of “Advisory” in three places.

Roll Call

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

Nays: None

**Equity and Inclusion Commission
Meeting Minutes
September 18, 2024**

Commissioners Present: Amanda LaGrange, Alfred Chan, Gabrielle Filip-Crawford, Prajwal Vemireddy

Youth Commissioners: Gwen Goedken, Anica Barze

Commissioners Absent: None

Staff Present: Equity and Inclusion Manager Antonio Montez and City Manager Patrick Trudgeon

Call to Order/Roll Call

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:30 p.m.

Receive Public Comment

None.

Business Items

a. Approve Minutes

b. Administer Oath of Office to New Commissioners

City Manager Patrick Trudgeon administered the Oath of Office to the new Commissioners.

c. Overview of Equity and Inclusion Work

Equity and Inclusion Manager Montez presented an overview of Equity and Inclusion work the Commission will be tasked with during the year.

Each Commissioner introduced themselves to each other and described a hobby they liked.

Mr. Montez asked the Commission about their hopes and dreams for the group.

Commissioner Vemireddy explained that a year from now, he would like to look back and see some equity and inclusion impact in every aspect of each Commission.

Commissioner Filip-Crawford liked what Commissioner Vemireddy said about equity and inclusion and thought that was a hope she had. She did not want to see equity and inclusion as separate things from other functions of the City government. She also hopes there will be

47 movement in the degree to which people living in Roseville feel heard and that their voices are
48 included.

49
50 Commissioner LaGrange hoped that the Commission could have something measurable to show
51 the City that this is not just a performative exercise. There should be some way to measure the
52 actual outcome, where things are moving, and whatever that looks like.

53
54 Youth Commissioner Barze indicated she wants to learn to be a leader in equity and inclusion.
55 She wants to see more kids in school who look like her step up and do more things in that sense.

56
57 Commissioner Goedken indicated she was at the meeting because someone from the previous
58 Commission gave her information. She explained she wants to be a lawyer and thought this
59 Commission would be an excellent opportunity to learn how to do more in the community and
60 help people.

61
62 Commissioner Chan explained he had not formulated any fears; he had prepared for the
63 interview and did think about some things. He indicated that everyone has been exposed to
64 inclusion and equity throughout their lives, and quite often, it depends on where the person
65 comes from and their perception, which can be interpreted in many ways. Suppose it is
66 challenging to find the right way to do things. He wants to understand first, learn, and listen, and
67 not have a perception of what the Commissioners will get out of it right at the beginning. Maybe
68 making a small step is a big step already. There is an environment where the Commission can
69 accomplish a lot. He thought it concerned them and how the Commission works together. At
70 this point, he is here to learn and listen more.

71
72 Mr. Montez indicated he agreed with everything and would like to do and see the Commission
73 do as well. Equity and inclusion do not need to be a significant initiative that they are doing; it
74 can be about the little things. He loved how this Commission could connect and collaborate with
75 the other Commissions. He also likes that the Youth Commissioners want to help empower the
76 young people in their schools, so the Commission needs to figure out what that looks like and
77 how to make that happen.

78
79 Mr. Montez started a few icebreakers with the Commission for the Commissioners to think about
80 and complete through discussion.

81
82 Mr. Montez also reviewed the Commission's goals and continued his presentation on GARE, the
83 Equity and Inclusion work plan, SREAP, and his role in the City.

84
85 The Commission discussed equity and inclusion regarding race and youth and how it can
86 develop goals to accomplish them.

87
88 Mr. Montez continued the presentation, explaining the Racial Equity Dividends Report and its
89 components. He indicated that Roseville's Community Aspirations, Inclusion, and Respect
90 statement, the Strategic Racial Equity Action Plan (SREAP), and his long-range equity and
91 inclusion plan were also important for the Commission.

Mr. Montez reviewed his long-range equity plan, which includes the E&I Commission and the Equity & Inclusion Steering Team within the City organization, the Equity & Inclusion Action Team, Employee Resource Groups, and the Department Equity and Inclusion Action plans with the Commission.

Mr. Montez noted that the Commission needs a Chair and Vice Chair, which will occur at the next meeting. He explained what the roles embodied. He also indicated that there will be a new Commissioner orientation, which will be virtual, and the next meeting will be October 16, 2024, starting at 6:30 p.m.

Other Business

None.

Adjournment

Equity and Inclusion Manager Montez adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Sue Osbeck

TimeSaver Off-Site Secretarial, Inc.

**Equity and Inclusion Commission
Meeting Minutes
October 16, 2024**

Commissioners Present: Amanda LaGrange, Alfred Chan, Prajwal Vemireddy

Youth Commissioners: Gwen Goedken, Anica Barze (arrived at 6:42 p.m.)

Commissioners Absent: Gabrielle Filip-Crawford (excused)

Staff Present: Equity and Inclusion Manager Antonio Montez

Call to Order/Roll Call

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:30 p.m.

Receive Public Comment

None.

Business Items

a. Approve Minutes

Equity and Inclusion Manager Montez reviewed with the Commission how to access the EIC agenda and minutes. He asked if the Commission was ready to make a motion or wanted time to review them.

Commissioner LaGrange moved, and Commissioner Vemireddy seconded a motion to approve the September 19, 2024, Equity and Inclusion Commission meeting minutes as presented. The motion passed unanimously.

b. New Commissioner Orientation

Equity and Inclusion Manager Montez asked if anyone on the Commission had any relationship builders to share with the other Commissioners.

Youth Commissioner Barze asked if anyone had any summer highlights to share. She indicated a fun memory was visiting Michigan to visit family and learn how to swim there.

Youth Commissioner Goedken thought her summer highlight was biking to the beach with her neighbors.

Commissioner Vemireddy explained that he went to Six Flags in LA and saw a famous soccer player on the roller coaster.

Commissioner LaGrange explained that her mom and aunt from southern Indiana visited during the summer.

Commissioner Chan indicated that a bunch of his pickleball friends also became hiking friends, and they all went to Superior, Wisconsin, and hiked the Wisconsin and Minnesota State Parks.

Mr. Montez indicated his family got to go to Kansas City for a soccer tournament.

Mr. Montez went through the New Commissioner orientation presentation and asked the Commission if there were any questions.

Commissioner Vemireddy indicated he would like to dive deeply into the City Department and how each functions. He thought each department manager could come in and talk about what their department does.

Commissioner Chen thought this information could also be found on the website, freeing up meeting time for their work.

Mr. Montez thought the website contained lots of information, and he could view information from other meetings. He continued with the orientation presentation.

c. Chair and Vice Chair Elections

Equity and Inclusion Manager Montez explained the Commission's Chair and Vice Chair roles. He asked for nominations for these Commission Chair.

Commissioner Chan nominated Youth Commissioners Goedken and Barz for Chair and Vice-Chair of the Commission.

Mr. Montez asked Youth Commissioner Barz if she would like to be Chair of the Commission.

Youth Commissioner Barz indicated she would like to decline but might consider this.

Mr. Montez asked Youth Commissioner Goedken if she would like to be Chair of the Commission.

Youth Commissioner Goedken asked what the Vice-Chair does.

Mr. Montez reviewed the position of the Vice-Chair.

Youth Commissioner Barz indicated after some thought she would accept the nomination as Chair.

Youth Commissioner Goedken indicated she would accept the Vice-Chair position.

Mr. Montez indicated that the nominations are still open if any other Commissioner would like to nominate themselves or someone else. He asked three times, but there were no other nominations, so he closed the nominations.

Commissioner LaGrange moved, and Commissioner Vemireddy seconded a motion to close the nominations. The motion passed unanimously.

Commissioner LaGrange moved, and Commissioner Vemireddy seconded a motion to appoint Youth Commissioner Barze as Chair and Youth Commissioner Goedken as Vice Chair of the EIC. The motion passed unanimously.

d. Review and Discussion of Strategic Equity Action Plan

Equity and Inclusion Manager Montez reviewed the Strategic Equity Action Plan with the Commission and indicated that this topic would continue at the next meeting.

Other Business

None.

Adjournment

Commissioner Vemireddy moved, and Commissioner Chan seconded a motion to adjourn the meeting at 8:01 p.m.

Respectfully submitted,

Sue Osbeck

TimeSaver Off-Site Secretarial, Inc.

**Equity and Inclusion Commission
Meeting Minutes
November 20, 2024**

Commissioners Present: Amanda LaGrange, Alfred Chan, Gabrielle Filip-Crawford, and Prajwal Vemireddy

Youth Commissioners: Anica Barze, and Gwen Goedken

Commissioners Absent: None

Staff Present: Equity and Inclusion Manager Antonio Montez

Call to Order/Roll Call

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:34 p.m.

Receive Public Comment

None.

Business Items

a. Ice Breaker – 2 Truths and a Lie

The Board went through an icebreaker question.

b. Approve Minutes

Commissioner Filip-Crawford moved, and Commissioner Vemireddy seconded a motion to approve the October 16, 2024, Equity and Inclusion Commission meeting minutes as presented. The motion passed unanimously.

c. Strategic Racial Equity Action Plan Review and Conversation

Equity and Inclusion Manager Montez reviewed the Strategic Racial Equity Action Plan with the Commission and indicated that the Commission was invited to discuss and ask questions.

Commissioner LaGrange thought the Inclusion and Respect Statement, put in many little places, would help explain why they discuss race as a starting spot and not the ending spot. She thought this felt clear and helpful.

Mr. Montez reviewed the City's Commitments in the Strategic Racial Equity Action Plan with the Commission. He noted that to keep the meeting moving, the Commission could table the SREAP portion of this item and continue with the agenda or the rest of this topic.

Chair Barze thought the rest of this item should be reviewed before moving on with the other agenda items.

Mr. Montez reviewed the SREAP purpose with the Commission.

Commissioner Vemireddy asked if there was an updated workforce status for 2024 and the community.

Mr. Montez indicated the updated numbers, and they have changed quite a lot. The City's HR Liaison is now back from personal leave, and the goal is to have an updated workforce report by the first quarter of 2025. He hoped this would be updated yearly.

Chair Barze asked what the plan was to diversify City staff.

Mr. Montez explained that it varies by department and has no standard. What the City is doing now is that when a job opens up, staff reviews job descriptions and updates them to make sure the responsibilities are still relevant. He explained that the staff is trying to be more intentional in accounting for lived experiences on the job. He thought part of this went back to relationships in the community and was being focused on. Creating jobs that are a pathway to employment, such as Fire and Police, has cadet and community services programs that hire people without experience or education and can get certification and move up in the department. The City is trying to create some pathways to the workforce that do not have requirements. He thought the one piece to help this Commission is that he feels a lot about the people making decisions about the job opportunities and will always be driven by the hiring manager. Still, he thought representation on the hiring panel or a part of the hiring process would help ensure the City brings different experiences into the hiring process and would be very effective. He was hopeful the Commission can find a pathway towards that in some of its work.

Commissioner LaGrange asked if there was a toolkit connected to recruitment that involves a diverse hiring goal.

Mr. Montez explained that although it is not necessarily attached to a goal around diverse hiring, the city does have a resource that helps hiring managers when thinking about posting jobs. He thought the hiring component was a big piece. Another piece is the hiring budget and how the City prioritizes and invests in the budget. The last component is the contract specification because the city does much contracting.

Mr. Montez reviewed some problem statements with the Commission and how the City tries to solve them. He also discussed the Equity Plan Development and the logical step toward operationalizing the City's commitment to diversity, inclusion, and equity.

Commissioner Chan thought it was good for the Commission to review this, to learn about the details being covered, and to know the history. He thought one thing to look forward to is that it

may be good as an exercise to simplify and organize this so that it is easier for the Commission to understand and keep track of because this Commission is a reset of the previous Commission.

Mr. Montez explained that the city is going through a strategic planning process right now, which has been great, and that the city has been trying to move away from individual initiatives by different commissions. He indicated that his pitch when he was hired was that everyone needed to go in the same direction. The questions to be answered are how the city-centered community is, how the city is in a relationship with the community, and how that drives the decisions the city is making. How does that become a part of what the City does every day and not necessarily a critical, high-impact, or aspirational goal? It is like they are all the same. He thought Commissioner Chan had an excellent recommendation and was all for simplifying. He continued with the review of the Other Diversity and Inclusion Activities.

Commissioner Filip-Crawford asked if, regarding staff accountability, equity goals are built into things like performance reviews.

Mr. Montez indicated that was correct and that the city is on that pathway. He continued with his presentation and reviewed the principle of disaggregated data and other principles in the SREAP report with the Commission.

d. Long-Range Equity Plan Review and Discussion

This item was postponed.

e. Organizational Departmental and Commission Review

This item was postponed.

Other Business

Equity and Inclusion Manager Montez asked if the Commission wanted to meet in December or wait until January.

The Commission thought there would be a meeting in December.

Adjournment

Commissioner LaGrange moved, and Vice-Chair Goedken seconded a motion to adjourn. The motion passed unanimously.

Chair Barze adjourned the meeting at 8:02 p.m.

Respectfully submitted,
Sue Osbeck

TimeSaver Off-Site Secretarial, Inc.

**Equity and Inclusion Commission
Meeting Minutes
DECEMBER 18, 2024**

Commissioners Present: Amanda LaGrange, Alfred Chan, Gabrielle Filip-Crawford

Youth Commissioners: Anica Barze, Gwen Goedken

Commissioners Absent: Prajwal Vemireddy (excused)

Staff Present: Equity and Inclusion Manager Antonio Montez

Call to Order/Roll Call

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:35 p.m.

Receive Public Comment

None.

Commissioner Filip-Crawford moved and Commissioner LaGrange seconded a motion to close the public comment. Motion passed unanimously.

Approval of Meeting Minutes

a. Approval of November 20, 2024, Meeting Minutes

Commissioner LaGrange moved and Commissioner Filip-Crawford seconded a motion to approve the November 20, 2024, Equity and Inclusion Commission meeting minutes as presented. Motion passed unanimously.

Business Items

a. 2025 Meeting Schedule Review and Approval

Equity and Inclusion Manager Montez presented the 2025 meeting schedule and noted the February and August meetings need to be rescheduled as they conflict with City Council meetings. The Commission decided to move the regularly scheduled meetings to Wednesday, February 12, 2025, and Thursday, August 21, 2025.

Equity and Inclusion Manager Montez added that most Commissions typically take a month off at some point during the year and asked the Commission to think about if there is a month they would like that to be.

Equity and Inclusion Manager Montez also noted that the City will declare vacancies on all the City Commissions, including 3 vacancies on the EIC and applications will open. Commissioner LaGrange asked if the City Council vets new applicants. Equity and Inclusion Manager Montez stated that the City Council would take care of interviews and appointments.

b. SREAP Definitions

Equity and Inclusion Manager Montez presented the definitions of the Strategic Racial Equity Action Plan (SREAP) and asked the Commission to review, discuss, and ask questions.

The Commissioners reviewed the SREAP definitions for Diversity, Equity, and Inclusion. The Commissioners asked questions regarding clarity for certain terms within the definitions.

c. Organizational Departmental and Commission Review

Equity and Inclusion Manager Montez presented the Departments and Commission's roles and responsibilities and asked the Commission to review, discuss, and ask questions.

Chair Barze asked if the Fire Department cadet positions are only open to people who have graduated high school.

Equity and Inclusion Manager Montez stated that it is typically people who have graduated and are pursuing a career in firefighting.

Commissioner Chan stated that the fire safety training is also offered by the Fire Department to teach people how to perform CPR.

Commissioner LaGrange stated that one of the differences she has noticed between the EIC and other Commissions is that items are not brought to the EIC, but rather, they discuss what they want to work on.

Equity and Inclusion Manager Montez explained that the EIC work is not as rules-based as other Commissions are.

Commissioner Filip-Crawford stated that she can see clear connections between the work of the EIC and other Commissions.

Equity and Inclusion Manager Montez stated that he has planted a seed to get department heads into future EIC meetings to share their work and what opportunities there are to partner with them. He stated he wants things to be more about doing work across the other departments in the city.

Equity and Inclusion Manager Montez stated that they are working on strategic planning, and it will come forward to the City Council in January. He noted that, hopefully, they can discuss some of the work that has been happening at their February EIC meeting.

Chair Barze asked what the term variance meant.

Equity and Inclusion Manager Montez explained what variance meant. Commissioner Chan gave an example of what a variance could look like.

d. Long-Range Equity Plan Review and Discussion

Equity and Inclusion Manager Montez presented the Long-Range Equity Plan and asked the Commission to review, discuss, and ask questions.

Chair Barze asked what the GARE group was.

Equity and Inclusion Manager Montez stated that it stands for Government Alliance for Racial Equity and explained what they do.

Commissioner LaGrange asked how many people Montez would like on the Equity and Inclusion Action Team.

Equity and Inclusion Manager Montez stated that he would like to see it at about 12-15 people to start with and expand from there if need be to make a second team.

Vice-Chair Goedken asked what TOP stood for.

Equity and Inclusion Manager Montez stated that it stands for Technology of Participation and is a way to facilitate conversations.

Other Business

None.

Adjournment

Commissioner LaGrange moved and Vice-Chair Goedken seconded a motion to adjourn. The motion passed unanimously.

Chair Barze adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Lilian Rokosz

TimeSaver Off Site Secretarial, Inc.

**Equity and Inclusion Commission
Meeting Minutes
January 15, 2025**

Commissioners Present: Amanda LaGrange, Gabrielle Filip-Crawford, Prajwal Vemireddy

Youth Commissioners: Gwen Goedken, Anica Barze

Commissioners Absent: Alfred Chan (excused)

Staff Present: Equity and Inclusion Manager Antonio Montez

Call to Order/Roll Call

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:35 p.m.

Receive Public Comment

None.

Commissioner Filip-Crawford moved, and Commissioner LaGrange seconded a motion to close the public comment period. The motion passed unanimously.

Business Items

a. Approval of Meeting Minutes

Commissioner LaGrange moved, and Commissioner Goedken seconded a motion to approve the December 18, 2024, Equity and Inclusion Commission meeting minutes as presented. The motion passed unanimously.

b. Review Equity and Inclusion Toolkit

Equity and Inclusion Manager Montez explained the purpose of the Equity and Inclusion Toolkit, which helps decision-makers evaluate ideas and solutions with an inclusive equity perspective. He indicated the toolkit was designed to ensure that decisions are considered by the entire community, especially those who may not be at the decision-making table. The toolkit is a public document intended to provide accountability and transparency in decision-making.

The Commission discussed the toolkit's background and its current usage.

Mr. Montez highlighted its evolution from a lengthy document to a more streamlined version. He outlined the questions in the Equity and Inclusion Toolkit, including desired outcomes, who will benefit or be burdened, and potential unintended consequences.

The Commission discussed the importance of incorporating community perspectives and engaging with underrepresented groups.

Mr. Montez emphasized the need for early engagement in the decision-making process to ensure equitable and inclusive outcomes.

The Commission considered how to ensure that the toolkit was accessible to all community members, not just those who were familiar with accessing government.

c. Discussion about Commission and City Work

Equity and Inclusion Manager Montez proposed three pathways for the Commission's work. The first pathway was policy and planning. He also reviewed the second and third pathways, workforce development, and cross-functional action teams.

The Commission discussed potential projects and areas of focus, including data analysis, procurement policies, and employee development.

Commissioner Filip-Crawford expressed interest in working on data analysis and survey design, and Commissioner LaGrange suggested setting scorecards for various metrics.

The Commission considered the importance of transparency and education in government processes, including making City operations more approachable and accessible.

d. Youth Involvement and Community Outreach

Equity and Inclusion Manager Montez added this item to the Commission discussion. He reviewed how the City wanted to get more youth involved in City Commissions and how the City could get more community involvement.

The Commission discussed ways to involve youth in decision-making, including surveys and student leadership teams.

Chair Barze suggested using Raider News to inform students about Commission activities and opportunities for involvement.

The Commission considered creating a community outreach playbook to help departments engage with various community groups. The Commission emphasized making city government accessible and approachable for all community members, including youth.

Mr. Montez summarized the key points discussed, including data analysis, leveraging university resources, and creating a community outreach playbook.

The Commission agreed to continue the conversation and explore potential projects more thoroughly.

Mr. Montez provided a quick update on the next meeting date and the disclosure of the financial interest form. The Commission expressed interest in continuing to work together and explore new opportunities for impactful work.

Mr. Montez discussed the open Commission seats and suggested providing updates on ongoing projects in the City.

Chair Barze inquired about updates on the bike project.

Mr. Montez mentioned his focus on language access and explained the current challenges in providing reliable language access services, including translation in various languages and American Sign Language. He suggested the city explore partnerships for regular translation services to improve communication with diverse communities. He highlighted his work on language access, emphasizing the need for predictable and reliable services for different languages. He also discussed policy updates around gender inclusivity in City programming, ensuring participants can identify with their gender.

Commissioner LaGrange asked about the progress of Employee Resource Groups.

Mr. Montz explained that the City was in the strategic planning phase. He noted that once the strategic plan is finalized, they will explore the formation of Employee Resource Groups. He explained that the current focus was completing the strategic plan to guide future actions. He mentioned that the Equity, Inclusion Action Team would be a test run for how Employee Resource Groups would function. He emphasized that there was no formal structure for Employee Resource Groups yet, and they would observe how the action team would be received. He acknowledged the importance of the action team in providing insights for developing future Employee Resource Groups.

Adjournment

Commissioner Vemireddy moved, and Commissioner LaGrange seconded a motion to adjourn. The motion passed unanimously.

Chair Barze adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Sue Osbeck

TimeSaver Off-Site Secretarial, Inc.

**Equity and Inclusion Commission
Meeting Minutes
DRAFT – February 12, 2025 - DRAFT**

Commissioners Present: Amanda LaGrange, Gabrielle Filip-Crawford, Prajwal Vemireddy

Youth Commissioners: Gwen Goedken

Commissioners Absent: Anica Barze and Alfred Chan (excused)

Staff Present: Equity and Inclusion Manager Antonio Montez

Call to Order/Roll Call

The Equity and Inclusion Commission (EIC) meeting was called to order at 6:36 p.m.

Receive Public Comment

None.

Approval of Meeting Minutes

Commissioner LaGrange moved, and Commissioner Filip-Crawford seconded a motion to approve the January 15, 2025, Equity and Inclusion Commission meeting minutes as presented. The motion passed unanimously.

The Commission worked together on an icebreaker activity.

Business Items

a. City Council Meeting Update

Equity and Inclusion Manager Montez provided an update on the upcoming City Council meeting scheduled for February 24, 2025. The update was to check in with the Council and ensure the Commission was on the right track. He outlined the key points to be discussed, including organizational learning, the strategic equity action plan, and partnerships.

b. Strategic Plan Draft Review and Data Discussion

Equity and Inclusion Manager Montez introduced the city's draft Strategic Plan, which was developed in collaboration with Inspiring Insight. The plan includes a vision, mission, values, and strategic directions. He explained that the vision was to be a vibrant, safe, and inclusive community, and the mission was to create a high quality of life through reliable and sustainable infrastructure, responsive services, and public safety.

Mr. Montez noted the five values: accountability, safety, community, equity, and integrity. Each value was defined with specific attributes to ensure a common understanding.

Mr. Montez explained the strategic directions, which include community and civic engagement, responsive services and safety, reliable and sustainable infrastructure, parks and natural environment, economic vitality, and city operations. He noted success indicators were defined for each strategic direction, providing specific measures of success. He gave an example of community and civic engagement success indicators, including resident involvement and influence on city decision-making. The importance of metrics in measuring progress towards these success indicators was emphasized.

c. Commission Workplan Discussion

Equity and Inclusion Manager Montez discussed developing departmental work plans that align with the strategic directions and success indicators. Each department will define objectives and goals to advance the strategic plan. Integrating equity and inclusion into these work plans was highlighted as a key priority. The goal was to embed equity into daily operations rather than treating it as an additional task. The use of the equity and inclusion toolkit to support these work plans was mentioned, focusing on making decisions that align with the city's values.

Mr. Montez proposed a commission work plan that focused on partnering with the administration team to develop the strategic plan's objectives, goals, and metrics. The Public Participation in Public Service (P2) model was introduced as a framework for public involvement in decision-making. The proposed level of involvement was at the "involve" stage, with potential for collaboration. The importance of transparency and involving youth commissioners in the process was emphasized.

Other Business

Mr. Montez outlined the following steps: preparing talking points and a presentation for the February 24, 2025, City Council meeting. He indicated the Commission's role in the process was to provide input and ensure alignment with the city's goals and objectives.

Adjournment

Commissioner Filip-Crawford moved, and Vice Chair Goedken seconded a motion to adjourn. The motion passed unanimously.

Vice Chair Goedken adjourned the meeting at 7:41 p.m.

Respectfully submitted,

Sue Osbeck

TimeSaver Off-Site Secretarial, Inc.

Equity & Inclusion Commission Update

City of Roseville



AGENDA

A

Background

History of Equity & Inclusion
Commission

B

Purpose & Scope

Ordinance Language

C

Phases

Foundation Building
Operational Understanding
Work Planning

D

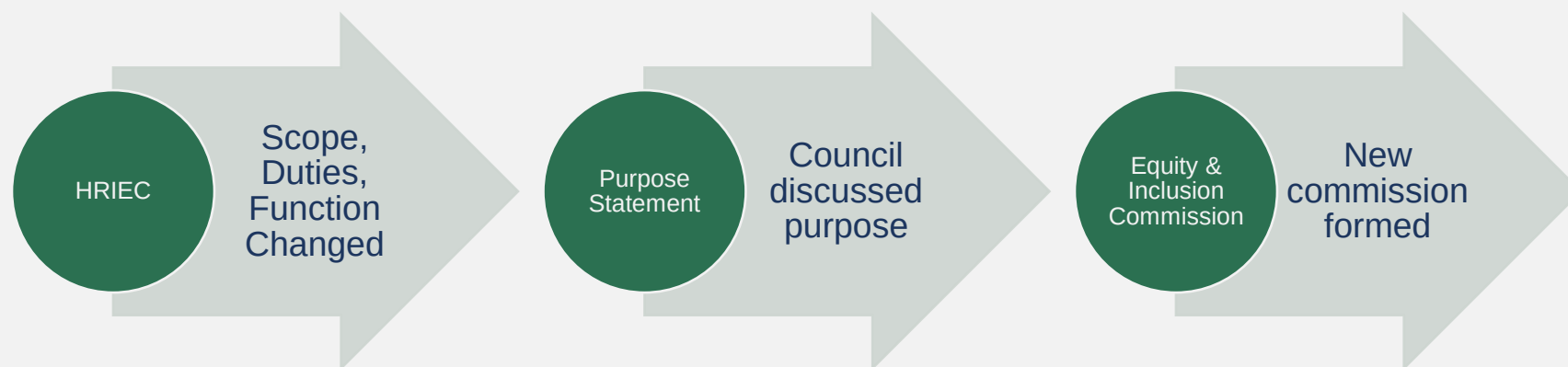
Workplan

Strategic Plan
Department Wo



Background

History of Equity & Inclusion
Commission



B

Purpose & Scope

Ordinance Language

Purpose

- Serve in advisory capacity to council & staff
- Apply equity & inclusion lens to city policies, procedures, projects, programs, operations, initiatives

B

Purpose & Scope

Ordinance Language

Review & Provide Feedback

- Departmental Equity & Inclusion Work plans
- Strategic Racial Equity Action Plan (SREAP)

Participate

- Equity & Inclusion Action Team

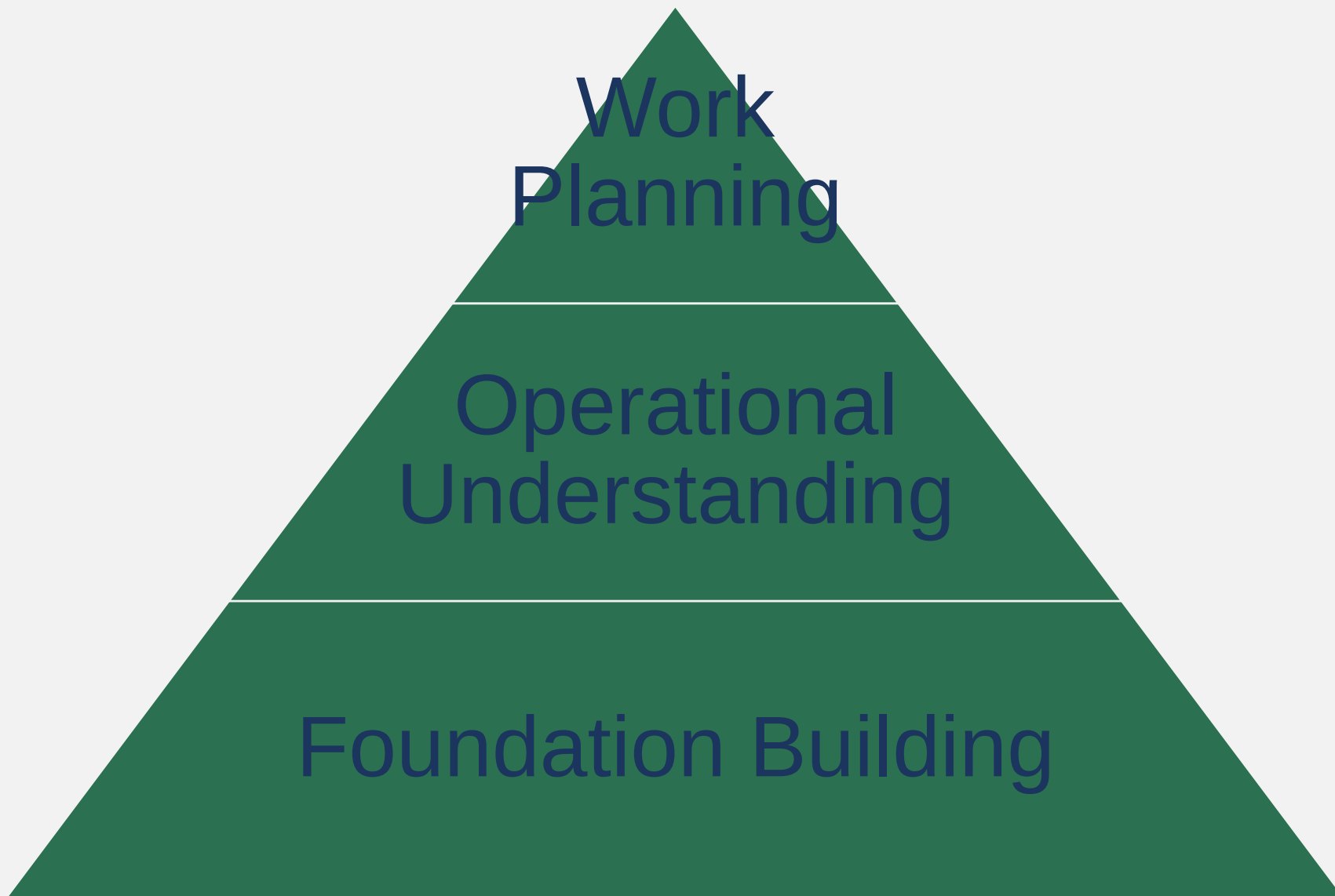
Represent

- At City events where appropriate



Phases

Foundation Building
Operational Understanding
Work Planning





Phases

Foundation Building
Operational Understanding
Work Planning

Phase 1

- September - November
- History & Background

Phase 2

- December - January
- Shared Definitions & Org Structure

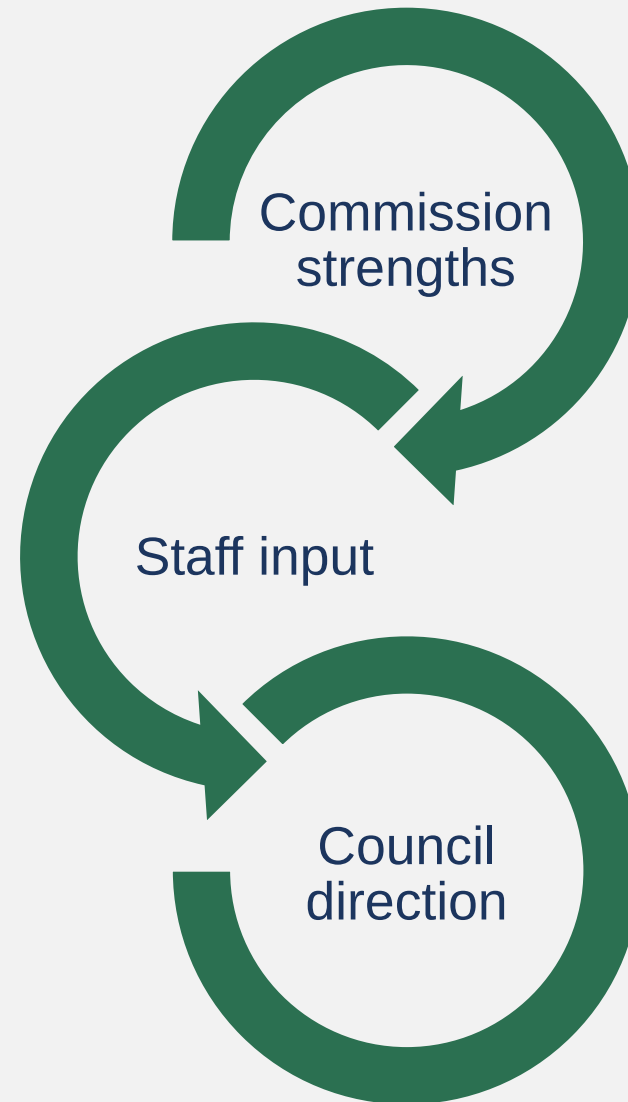
Phase 3

- February - April
- Work Planning

D

Workplan

Strategic Plan
Department Wo



D

Workplan

Strategic Plan
Department Wo



D

Workplan

Strategic Plan
Department Wo

Strategic Plan

Vision

Mission &
Values

Goals

Success
Indicators

Objectives

Department Work Plans

Tasks

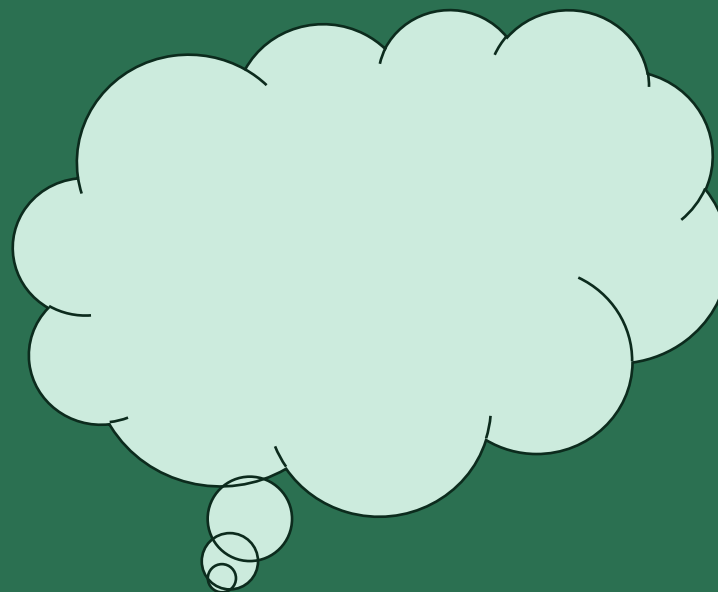
Metrics &
Measurements

D

Workplan

Strategic Plan
Department Wo

Council Thoughts





Questions?

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.f.

Department Approval



City Manager Approval



Item Description: Proposed Capital Improvements to Rosebrook Park

Background

Rosebrook Park is an 8-acre park located at the corner of County Road C and Snelling Avenue but is only accessible by vehicle via Fry Street. The park contains two full-size lighted soccer fields, tennis courts, a gathering building with exterior bathrooms (opened in 2015), a mid-sized playground, and a 50 by 30-foot wading pool. It is identified as a “community park” in the Parks and Recreation System Master Plan, meaning that it has recreational opportunities that will be of interest to the whole community, as opposed to primarily the immediate neighbors.

In late 2023, staff discussed with the Council a couple of upcoming capital asset replacements that were planned for Rosebrook Park in 2025.

- The Rosebrook playground was installed in 2000 and was first planned for replacement in 2021, but has been deferred due to condition and staff capacity. The playground is now at a point where replacement is necessary, as plastic and metal components are beginning to fail and parts can no longer be acquired for replacement. It is identified for replacement in 2025 with a planned budget of \$165,000.
- The wading pool, currently the City’s only water-play feature, dates back to at least the 1970s and still has many of its original components. It is well beyond its expected useful life of 20 to 30 years. In 2009, and again in 2016, significant crack patching was undertaken to keep the pool in usable condition (both were known to be short-term fixes). These cracks have begun to reemerge and new cracking has developed in the 50-plus-year-old concrete. City maintenance staff manually patches the pool each spring, but the cracks are becoming too large to be repaired. It was not included on the City’s Capital Improvement Program until 2022, when it was added with a “placeholder” replacement value of \$500,000 planned for 2025.

At the 2023 meeting with the Council, staff proposed a very preliminary plan to explore:

- Replacing the wading pool with a splash pad (as was preliminarily proposed in the Parks and Recreation System Master Plan in 2010, but scuttled due to a lack of funds [attachment 6]).
- Installing a new playground at a slightly different location.

- Adding parking where the wading pool is currently located (a general site layout is included in attachment 1).

The Council was amenable to the proposed changes and encouraged staff to proceed with community engagement regarding the proposal. Additionally, the Council encouraged staff not to limit the conversation to the items identified in the CIP, but to be mindful of other opportunities to improve the park that may come out of the engagement process.

In the year since that conversation, staff have engaged residents in multiple ways about the proposal.

A neighborhood meeting was held on December 13, 2023 to discuss the proposal. Invitations were sent to more than 500 residents within walking distance of the park. The meeting was attended by 17 residents. In general, the neighborhood was excited about the prospect of adding a splash pad but somewhat concerned about it bringing additional traffic to the already heavily used park. There was also some nostalgia about how the pool had been a part of the neighborhood for many years. Some residents asked staff to explore whether there was a way to have a combined pool and splash pad option or the cost difference between a splash pad and a wading pool. In addition to the proposed modifications, the residents asked staff to explore a couple of other possible modifications to the park (full meeting minutes are attachment 4):

- The addition of lights to the bituminous path that encircles the park, as many residents walk in the park during seasons when daylight is limited.
- Adding more parking to the north parking lot, near the soccer field.
- Updates to the soccer fields, which are frequently wet due to a "bowling effect" (where the center of the field is lower than the perimeter) from years of play.

Following the initial meeting, staff developed a survey to empower a broader group of residents to submit their feedback. Without the context of cost or the current condition of the wading pool, there was a slight preference for the city to keep a wading pool (51% favor the wading pool) as opposed to putting in a splash pad. In the qualitative section, there were several comments submitted that strongly encouraged staff to consider a way to preserve the wading pool. Also, in the survey, there is consensus that the playground is badly in need of upgrades. The results of that feedback are included as attachment 5. As a note, the survey did not indicate any price difference between splash pads and wading pools and was not scientific in its methodology.

Finally, at summer recreation events, staff and Parks and Recreation Commissioners handed out flyers and discussed the proposal with residents. Generally speaking, there was more support for a splash pad than a wading pool (perhaps three to one) and general support for the other proposed modifications.

In conjunction with the ongoing engagement, over the past year, staff have further explored pricing and construction details of the various items proposed as part of this project.

- **Water Feature:** a more refined estimate suggests that a modern wading pool could cost approximately \$1.6 million. However, a simpler, more basic version might be installed for closer to \$1 million. A recirculating splash pad (one in which the water is

reused, not dumped into the city's wastewater system) could likely be purchased and installed for \$500,000.

- **Playground:** Because Rosebrook Park lacks permanent curbing and needs additional drain tile to mitigate flooding issues, a more realistic estimate for the playground is \$200,000
- **Pathway Lighting:** Preliminary estimates are that lighting can be added to the park for \$70,000.
- **South Side (Building Area) Parking:** An estimated 35 stalls could be added to the south side of the park, where the pool is currently located, for an estimated \$150,000 to \$200,000. The addition of parking would likely require the removal of five trees (two ash, one silver maple, and two linden).
- **North Side (Soccer Field) Parking:** Additional parking on the north side appears to be unfeasible due to the placement of utilities.
- **Soccer Field Improvements:** The current fields are prone to flooding and wet conditions as they have developed a bowling effect (where the center is lower than the sidelines) from many years of use, and naturally wet soil conditions. Re-crowning and sodding the fields will cost an estimated \$170,000.
- **Concept/Schematic Design Services:** Due to the number of moving parts, it is advisable to employ a landscape architect for the development of a cohesive site plan and develop project specifications. The City has received a quotation from LHB Architects of "not to exceed" \$19,000, however, staff feel that the actual expenditure will be significantly below that number.

Staff presented this information to the Parks and Recreation Commission on January 7, 2025. The Commission held a fruitful conversation about the project, and although they were sympathetic to some of the feedback regarding the preservation of the pool, unanimously recommended that staff move forward with a splash pad (instead of a pool), a new playground, additional parking where the current pool is located, and the addition of pathway lighting (minutes are attachment 3).

Based on staff analysis and the Commission recommendation, with Council approval, staff are prepared to move forward with the following:

- Develop a modified site plan as outlined in attachment 1
- Replace the wading pool with a splash pad
- Replace the playground with a new, updated playground
- Add parking on the south side of the park building (where the pool is currently located)
- Add pathway lighting on the east side of the park.

At this time, staff does not recommend proceeding with field repairs or additional parking on the north side of the soccer fields.

To implement the project, the staff proposes the following steps:

- Accept LHB proposal for site plan and specification development (attachment 7).
- Issue a request for proposals for the replacement of the Rosebrook Park playground (March/April).
- Issue a request for proposals for a new splash pad (March/April).

- Issue a bid package for the demolition of the pool and replacement with a parking lot (Summer).
- Solicit quotations for the addition of lighting to the Rosebrook Park trail (Spring).

The design phase for the playground and splash pad will require a minimum of three neighborhood engagement meetings (to be led by staff, in coordination with the vendors) to ensure a high level of input from the neighborhood regarding the final design. It is anticipated that the design engagement will be conducted at the "collaborate" level on the IAP2 spectrum.

Staff anticipates that engagement can be completed during the Summer of 2025, and preliminary construction could begin this fall (following the closure of the wading pool on Labor Day, 2025) with the bulk of construction to occur in early 2026.

Policy Objectives

This project is consistent with the City's policy of replacing aging and poorly-condition-rated assets in a planned manner is consistent with the City's Capital Improvement Plan and the Parks and Recreation System Master Plan.

Equity Impact Summary

The engagement process for this project has intentionally sought to include historically underrepresented populations through direct invitations, engagement at recreational events, and direct reach out to individuals with ambulatory impairment. As the process continues, community members will be provided additional opportunities to participate.

This project will be within walking distance of income-restricted multifamily housing. Additionally, the proposed lighting on the Rosebrook Park trail could provide additional safety for individuals who utilize non-vehicular transportation.

Budget Implications

The estimated total project cost as proposed above is \$999,000.

The playground, water feature, minor amenities, and some planning are accounted for in the 2025 Capital Improvement Programs (a total of \$730,000). New amenities such as expanded parking, and trail lighting, are not included in the Capital Improvement Program (an estimated total of \$269,000). Staff propose utilizing previously acquired park dedication funds to install these amenities which will improve the quality of the park, and increase the park's capacity. A detailed budget is included (attachment 2).

Staff have also applied for the MPCA Community Resilience Grant to support this project.

Staff Recommendations

Based on community engagement conducted over the past year, the Parks and Recreation Commission recommendation, and staff recommends to

- Work with LHB architects to develop a modified site plan as outlined in Attachment 1
- Replace the wading pool with a splash pad
- Replace the playground with a new, updated playground

- Add parking on the south side of the park building (where the pool is currently located)
- Add pathway lighting on the east side of the park.

At this time, staff **does not** recommend

- Proceeding with field repairs (which will be incorporated into the Capital Improvement Program over the next few years)
- Additional parking on the north side of the soccer fields (which could be considered in the future).

Requested Council Action

Provide feedback on the proposed upgrades and, if in agreement, authorize staff to begin work with LHB as proposed (attachment 7), issue RFPs for the playground replacement and splash pad installation, and a bid package for parking lot development as outlined above.

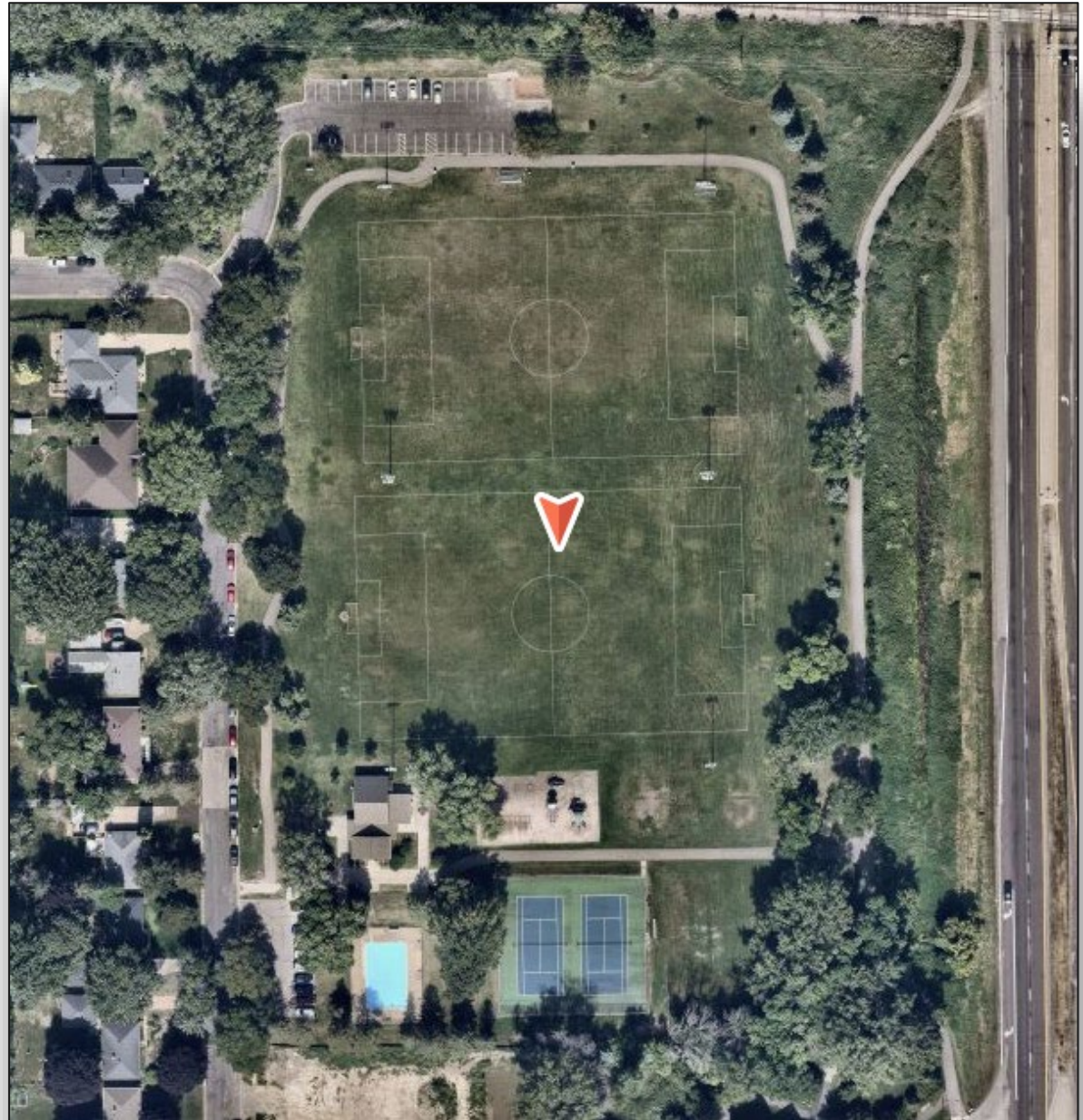
Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments:

1. Proposed New Site Layout
2. Proposed Project Budget
3. Parks and Recreation Commission Meeting Minutes - Jan. 7, 2025
4. Neighborhood Meeting Minutes - 12.13.2023
5. Rosebrook Park Survey Responses
6. Rosebrook Park Concepts from 2010 Master Plan
7. Rosebrook Park Site Design Proposal (LHB)
8. Equity and Inclusion Toolkit (Rosebrook Park)
9. Presentation

Rosebrook Park Site Plan

Current Site



Current Layout



Rosebrook Park Proposed Layout

Rough Draft Concept Idea

Attachment 1



2025/2026 - Rosebrook Park Capital Improvement Financial Summary

Item	Funding Source	CIP Budget Amt	Current Estimate	Recommended for Inclusion	Recommended Project Budget
Site Planning	2025 PIP Category	\$10,000	\$19,000	Yes	\$19,000
Playground	2025 CIP Playground Areas	\$165,000	\$200,000	Yes	\$200,000
Water Feature	2025 CIP Other Capital Amenities	\$500,000	Splash Pad \$500,000	Yes	\$500,000
			Wading Pool - \$1mil - \$1.6 mil	No	\$0
Parking Lot (near building)	Park Dedication Fund		\$200,000	Yes	\$200,000
Parking Lot (near soccer fields)	Unfunded		\$300,000	No	\$0
Trail Lighting (East Side Only)	Park Dedication Fund		\$70,000	Yes	\$70,000
Soccer Field Repairs	Unfunded		\$170,000	No - Work into future years of CIP	\$0
Amenities	\$10,000 PIP	\$10,000	\$10,000	Yes	\$10,000
				TOTAL	\$999,000

Project Total As Recommended	
2025 CIP	\$730,000
Park Dedication Fund	\$269,000
PROJECT TOTAL	\$999,000

Note: Staff have applied for a state of MPCA Community Resilience Grant that could reduce the impact.

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
JANUARY 7, 2025 6:30 p.m.**

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

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

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

No public in attendance.

3. APPROVAL OF MINUTES – DECEMBER 3, 2024 MEETING

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

Roll Call

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

Nays: None.

Abstain: Brown.

4. BUSINESS ITEMS

a) PROVIDE PARK DEDICATION RECOMMENDATION FOR 571 ROSELAWN AVE. W.

Staff reviewed the purpose, process, and options to satisfy Park Dedication with the Commission.

The meeting addressed a proposal for 571 Roselawn Ave. W. that would subdivide the parcel currently containing one residential home into two parcels to allow for potential future residential development. The project qualifies for Park Dedication, with the cash contribution for the additional unit set at \$4,250. Alternatively, the required land dedication would be 10% of the total 0.53-acre parcel, equating to 0.053 acres. The proposed development is located within Constellation M of the Parks and Recreation system. No specific plans for parkland development currently exist for this area.

To provide context and guidance for the review, the meeting packet included several supporting documents: the Park Dedication Ordinance, the City Parks and Facilities map, the parcel site map, the preliminary plat map, and guidance from the Parks and Recreation System Master Plan. This guidance encompassed constellation maps, goals, and policies related to parks and open space acquisition. The applicant expressed a preference for fulfilling the Park Dedication requirement through a cash-in-lieu contribution rather than dedicating land.

The Parks and Recreation Commission discussed potential land-use options in close proximity to Reservoir Woods Park.

Commissioner Kooistra suggested installing a sign to indicate nearby parking options for Reservoir Woods Park.

Commissioner A. Arneson moved to recommend cash (\$4,250), in lieu of land, to satisfy Park Dedication for 571 Roselawn Ave. W. to the City Council. Commissioner Brown seconded.

Roll Call

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

Nays: None.

Abstain: None.

b) ROSEBROOK PARK UPDATE, AND REQUEST FOR COMMISSION FEEDBACK

Two major items at Rosebrook Park (2590 Fry St.) are scheduled for replacement in 2025: the wading pool, installed in the late 1970s, and the playground, installed in 2000. The wading pool has surpassed its useful life and faces several issues, including cracked piping in the recirculation system, cracks on the pool floor, and an outdated filtration system.

The community has engaged in discussions about whether to replace the wading pool or install a splash pad instead. Key considerations for deciding between the two options include:

- Splash pads are one of the most commonly requested amenities.
- Splash pads are more inclusive and accessible than traditional pools.
- Splash pads present a lower drowning risk.
- A splash pad was proposed for Rosebrook Park in the Parks and Recreation System Master Plan.
- Splash pads typically serve a wider age range compared to small wading pools.
- A splash pad costs approximately 50% less than a wading pool.

To gather feedback, staff organized a neighborhood meeting on December 13, 2023, inviting over 500 residents living near the park. The meeting was attended by 17 residents, who expressed excitement about the possibility of adding a splash pad but raised concerns about

increased traffic in the already busy park. Attendees also suggested exploring a combined pool and splash pad option or examining the cost difference between the two. Additional suggestions included installing trail lighting around the park, expanding parking options, and maintain green space.

Following the neighborhood meeting, staff distributed a survey to gather broader feedback. The results revealed an even split between residents who preferred a splash pad and those who favored a wading pool, with strong opinions on both sides. There was, however, consensus on the need for playground upgrades.

Staff provided updated cost estimates for the proposed improvements at Rosebrook Park. A modern wading pool with splash amenities is estimated to cost approximately \$1.5 million, while a simpler version could be constructed for around \$1 million. Installing a recirculating splash pad would cost about \$500,000.

Additional proposed improvements include trail lighting, estimated at \$70,000, and parking lot expansions. Expanding the parking lot near the park building is estimated at \$200,000, while expanding the lot near the soccer fields would cost approximately \$300,000.

The CIP has allocated \$500,000 for the wading pool replacement and \$165,000 for the playground replacement. Other potential funding sources include Park Dedication Funds and grant opportunities.

Based on the information gathered, staff recommended the following scope and funding:

- Replace the playground - \$200,000
- Install splash pad - \$450,000
- Replace the current pool location with 30-35 additional parking spots - \$200,000
- Add trail lighting on the east side of the park - \$70,000
 - Estimated Project Total: \$920,000
 - Funded via:
 - \$670,000 in 2025 CIP
 - Up to \$250,000 in Park Dedication
 - Reduce Park Dedication impact if potential grants are secured

Chair Matts-Benson asked whether the water from the splash pad runs continuously. Staff explained that the water operates on a timer and is activated by a push-button system when in use.

The Commission also discussed parking, liability, and potential amenity options for Rosebrook Park. Commissioner J. Arneson suggested using angled parking to increase the number of available spaces. Staff responded that they would research the feasibility of this option.

Chair Matts-Benson asked about the locations of other splash pads in surrounding communities. Staff responded that they would compile a list of splash pads within the vicinity of Roseville. She also suggested exploring splash pad water features that would accommodate youth of all ages.

The Commission discussed potential options to address the concerns of community members who preferred retaining a wading pool. Staff explained that if the wading pool were to be replaced, it would most likely need to remain in its current location to utilize the existing pool system infrastructure.

Commissioner J. Arneson suggested the possibility of adding overflow gravel parking.

Commissioners Penny, Kooistra, Matts-Benson, Beckmann, and J. Arneson expressed support for the splash pad option, citing its greater equity, safety, cost-effectiveness, and longer lifespan.

Commissioner A. Arneson suggested displaying historical photos and information about the wading pool inside the park building as a tribute to the amenity if it is replaced with a splash pad.

Commissioner J. Arneson suggested the possibility of offering tribute bricks for purchase at the park.

Commissioner Brown recommended that, if the splash pad option is chosen, significant marketing efforts be made to inform the community about the change and the reasons behind it.

Commissioner J. Arneson moved to recommend to the City Council the replacement of the wading pool at Rosebrook Park with a splash pad. Commissioner Penny seconded.

Roll Call

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

Nays: None.

Abstain: None.

c) REVIEW AND ADOPT PARKS AND RECREATION COMMISSION GOALS

At the November and December 2024 meetings, the Parks and Recreation Commission discussed goals for the next several years, including an updated format for presenting these goals. During

Rosebrook Park Neighborhood Meeting #1

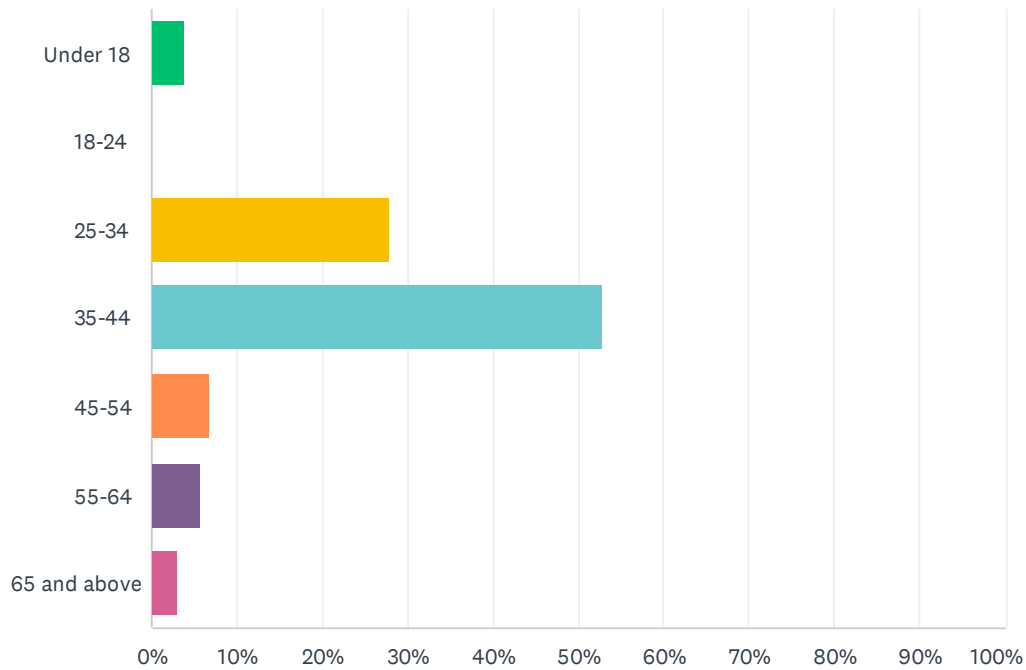
December 13, 2023

- Staff provided an overview of the process and that this meeting was occurring at the very front end, and no decisions had been made yet.
 - Noted that the desire from this meeting is to:
 - Outline the preliminary idea, and Explain what staff thinks is the best path forward
 - Receive feedback
 - Identify any potential pitfalls, or “absolutely nots,” and have enough of a conversation where staff can develop a general direction.
- A community member asked about cost. Staff answered that it appears a splash pad would be about the same to install, and a little less expensive to operate, however, as a starting point we are assuming “all things equal in construction and operation”.
- Many neighbors recommended increasing trail lighting, specifically on the east side of the park where it is very dark (along Snelling). They stated that this is heavily used not just by residents, connecting in and out of the neighborhood, but also people walking from the nearest transit (Rosedale) to other areas north of the park. Some felt that the South Side is sufficiently lit with street lights.
- Residents supported the idea of additional parking where the pool is. One resident mentioned concern that the neighbors from the new development would fill the parking lot.
- Parking is an issue in the neighborhood. They asked staff to explore expanding the North parking lot to the east.
- Several mentioned that there is a group of volleyball players who play grass volleyball in the park. Specifically, they use the area east of the tennis courts but at times have moved onto the field. Many residents encouraged staff to make sure that they are accounted for, as removal of their space might lead to use of the soccer field which will create problems with wear and tear on the fields.
- One resident mentioned sand volleyball courts, like Central Park, but other residents said that the group prefers grass (this is staff’s understanding as well).
- Residents understood and seemed generally agreeable to the installation of a splash pad instead of the pool. Some were excited. Some said that they would be sad to see the pool go, but admit that is “based on nostalgia.” One resident recommended that the City explore a zero-depth entry wading pool with splash elements (said they exist at Logan Park and Minnehaha Falls).
- One resident talked about the importance of shade for the parents.
- Several felt strongly that seating/benches are needed. One recommended benches that cannot be slept on.

- Residents completed a dot exercise and had informal conversations with staff. In general, it seemed that pathway lighting and parking were as large of a priority as the playground and splash pad.
- One resident asked if staff could do something with the vacant, City owned parcel at Rose Pl between Beacon and Wheeler to make it an actual park (currently it's a vacant parcel).
- Officer Sean Johnson was present and fielded some questions from the community regarding person experiencing homelessness in the Park.

Q1 What is your age group?

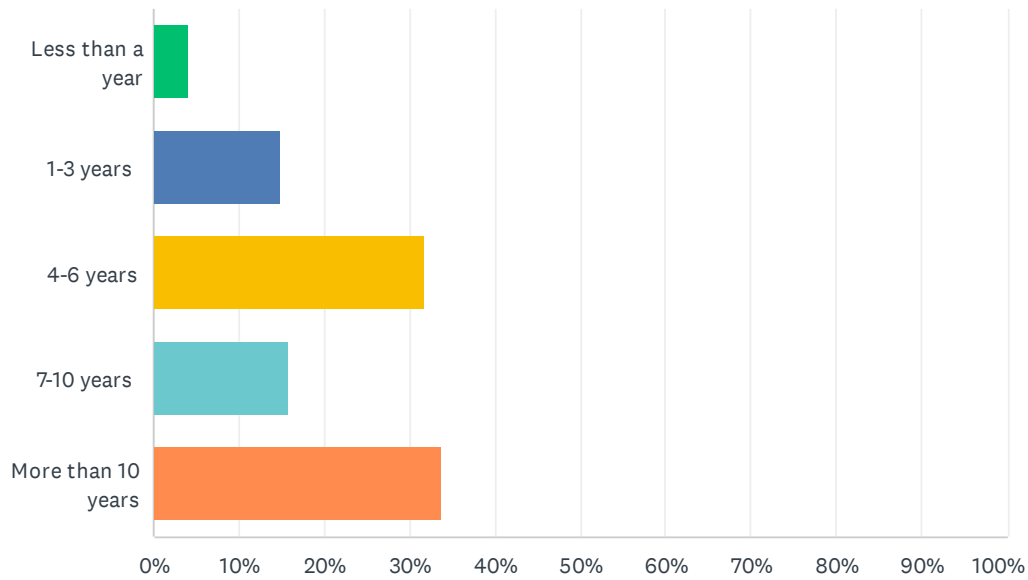
Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 18	3.85%	4
18-24	0.00%	0
25-34	27.88%	29
35-44	52.88%	55
45-54	6.73%	7
55-64	5.77%	6
65 and above	2.88%	3
TOTAL		104

Q2 How long have you lived in Roseville?

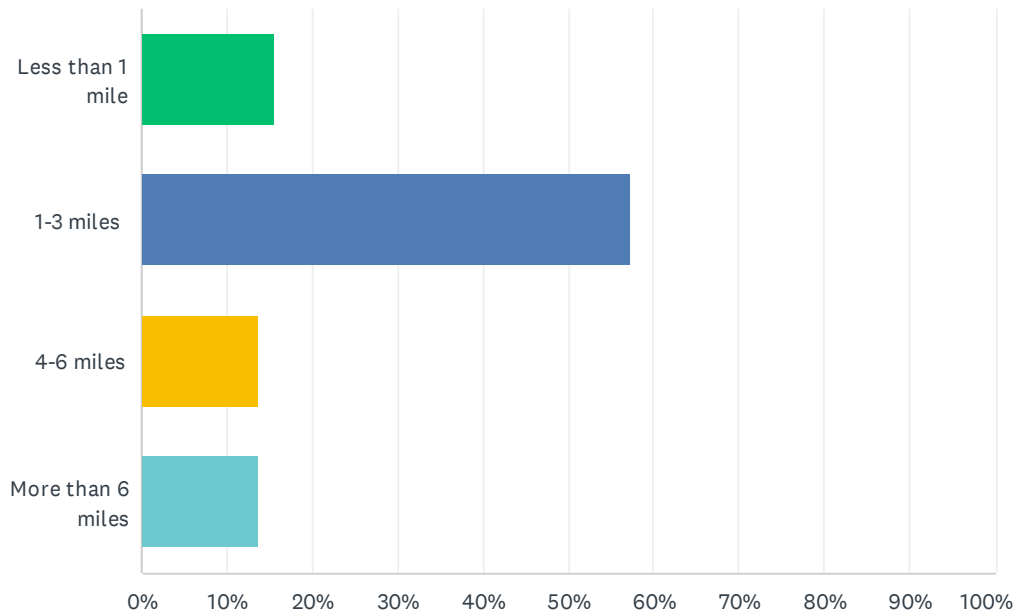
Answered: 101 Skipped: 3



ANSWER CHOICES		RESPONSES	
Less than a year		3.96%	4
1-3 years		14.85%	15
4-6 years		31.68%	32
7-10 years		15.84%	16
More than 10 years		33.66%	34
TOTAL			101

Q3 How close do you live to Rosebrook Park?

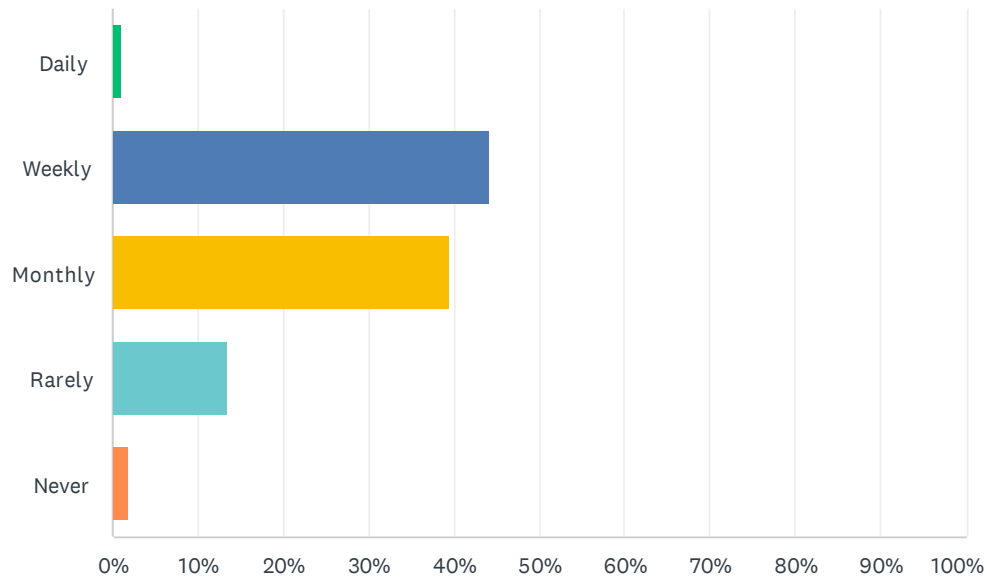
Answered: 103 Skipped: 1



ANSWER CHOICES	RESPONSES	
Less than 1 mile	15.53%	16
1-3 miles	57.28%	59
4-6 miles	13.59%	14
More than 6 miles	13.59%	14
TOTAL		103

Q4 How often do you typically visit Rosebrook Park?

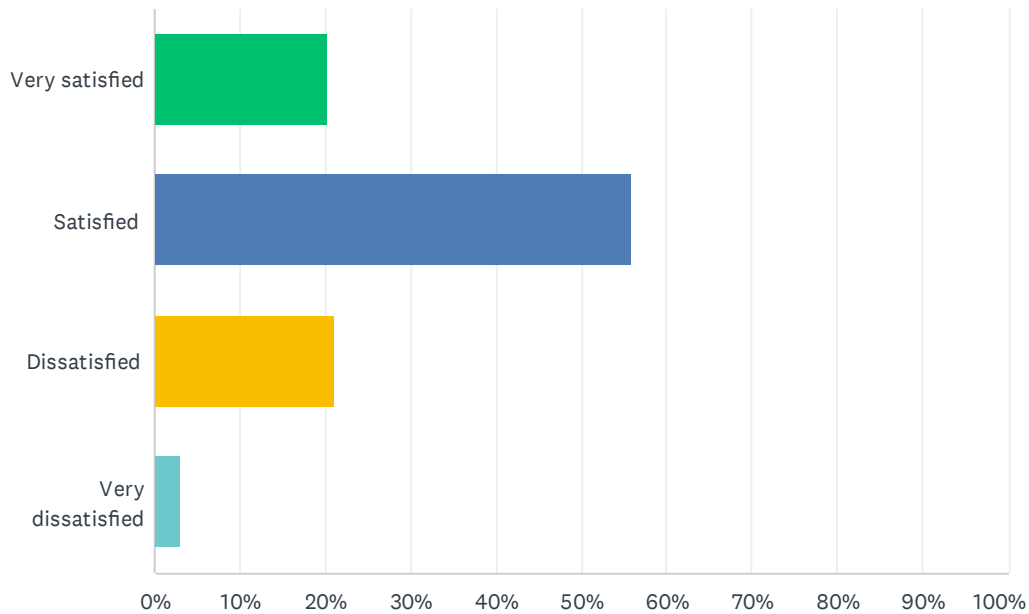
Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Daily	0.96%	1
Weekly	44.23%	46
Monthly	39.42%	41
Rarely	13.46%	14
Never	1.92%	2
TOTAL		104

Q5 How satisfied are you with the current state of Rosebrook Park overall?

Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	20.19%	21
Satisfied	55.77%	58
Dissatisfied	21.15%	22
Very dissatisfied	2.88%	3
TOTAL		104

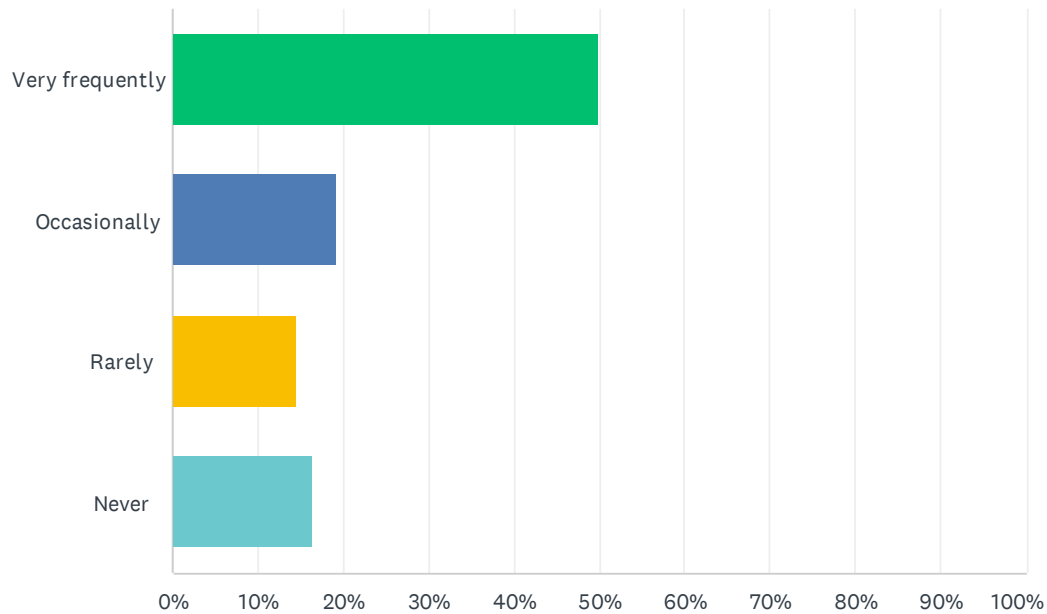
Q6 If you answered the previous question dissatisfied or very dissatisfied, please tell us what about the park contributes to that feeling.

Answered: 20 Skipped: 84

#	RESPONSES	DATE
1	Parking is often an issue and the playground equipment is in poor condition.	9/12/2024 3:42 PM
2	The playground equipment is somewhat outdated, and the lack of parking can be frustrating!	9/12/2024 3:33 PM
3	It needs some updates for sure	9/12/2024 2:58 PM
4	Parking is very challenging for Sunday night soccer and any other high usage times. Also, the condition of the soccer fields is not great, with ongoing ruts and holes that become mud pits after rain.	9/1/2024 11:45 PM
5	I have grandchildren. We have enjoyed the wading pool, but the playground could use a refresh.	8/22/2024 9:36 AM
6	Pool needs work and equipment out of date	8/14/2024 7:29 PM
7	Aging facility	8/14/2024 7:29 PM
8	Playground update is needed	7/29/2024 6:51 AM
9	Parking	7/13/2024 1:57 PM
10	I've never visited. The playground seems small and not sure I have a use for the little pool. But I like that there appears to be a lot of shade.	7/1/2024 12:52 PM
11	N/A	6/26/2024 7:05 PM
12	Not enough activities	6/26/2024 7:03 PM
13	The outdated playground and shortage on parking.	6/23/2024 8:48 PM
14	It feels outdated compared to other local parks. Parking is inconvenient, the play structure is smaller, and more shaded seating would be nice. My kids generally ask to go to other parks instead	6/21/2024 8:07 AM
15	Drainage at this park is a problem. The playground area is often muddy. There are thistles growing in the playground area, as well. The playing fields are also often so muddy that scheduled events there are cancelled for days after a rainfall. This is unfortunate because it's the only park with a wading pool, the new park building is nice, location is great, walking paths are useful, and when it's dry it's a very nice destination.	6/12/2024 12:45 AM
16	Old facilities	6/7/2024 1:26 PM
17	Wants new upgrades and unique. Been while since have done wading pool but use to frequently now never.	6/4/2024 3:19 AM
18	A better parking lot would be great and playground relocation	6/3/2024 8:02 PM
19	The parking issues and water drainage.	5/30/2024 7:33 AM
20	The state of the playground	5/17/2024 1:38 PM

Q7 How often do you use the current wading pool?

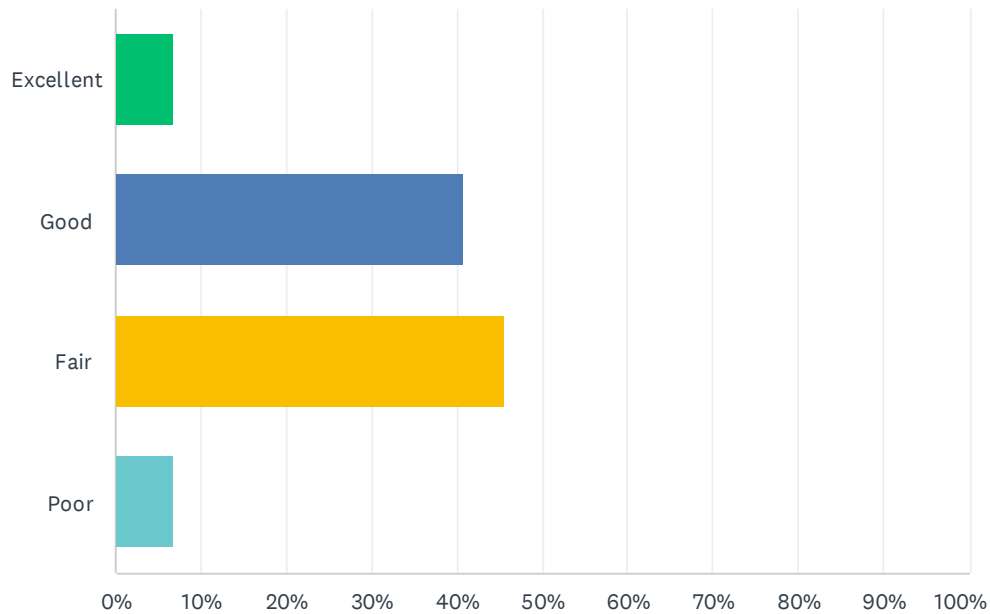
Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very frequently	50.00%	52
Occasionally	19.23%	20
Rarely	14.42%	15
Never	16.35%	17
TOTAL		104

Q8 What is your opinion of the existing playground?

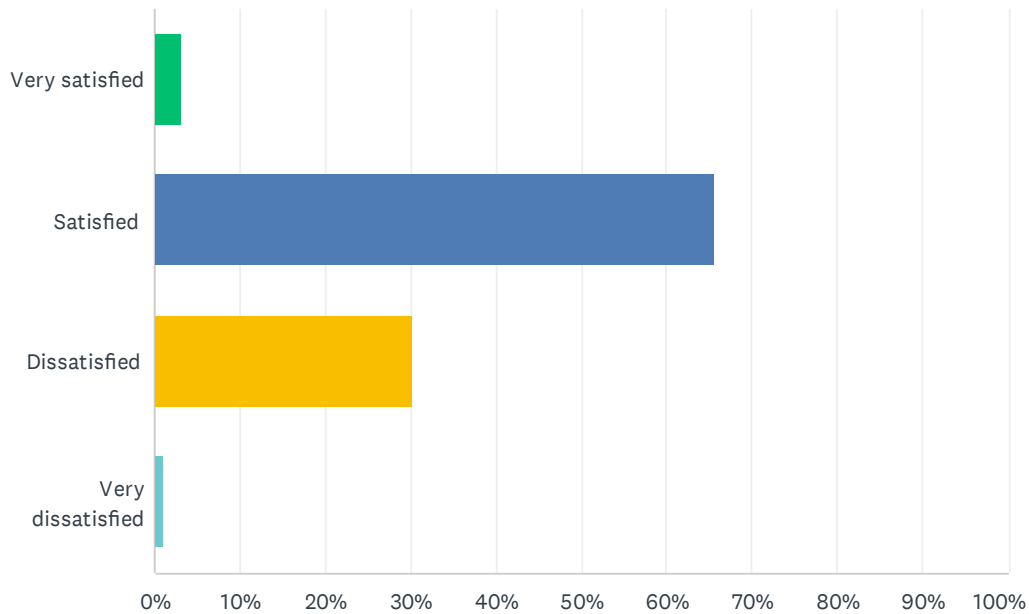
Answered: 103 Skipped: 1



ANSWER CHOICES	RESPONSES	
Excellent	6.80%	7
Good	40.78%	42
Fair	45.63%	47
Poor	6.80%	7
TOTAL		103

Q9 How do you feel about the current lighting situation on the park trails?

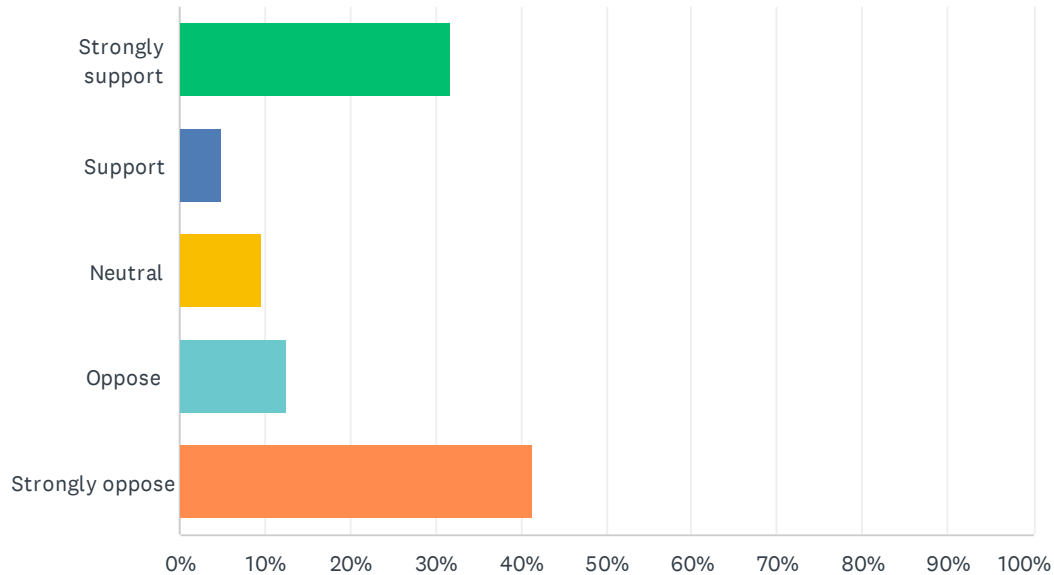
Answered: 96 Skipped: 8



ANSWER CHOICES	RESPONSES	
Very satisfied	3.13%	3
Satisfied	65.63%	63
Dissatisfied	30.21%	29
Very dissatisfied	1.04%	1
TOTAL		96

Q10 On a scale from Strongly Support to Strongly Oppose, how do you feel about the replacement of the wading pool with a splash pad?

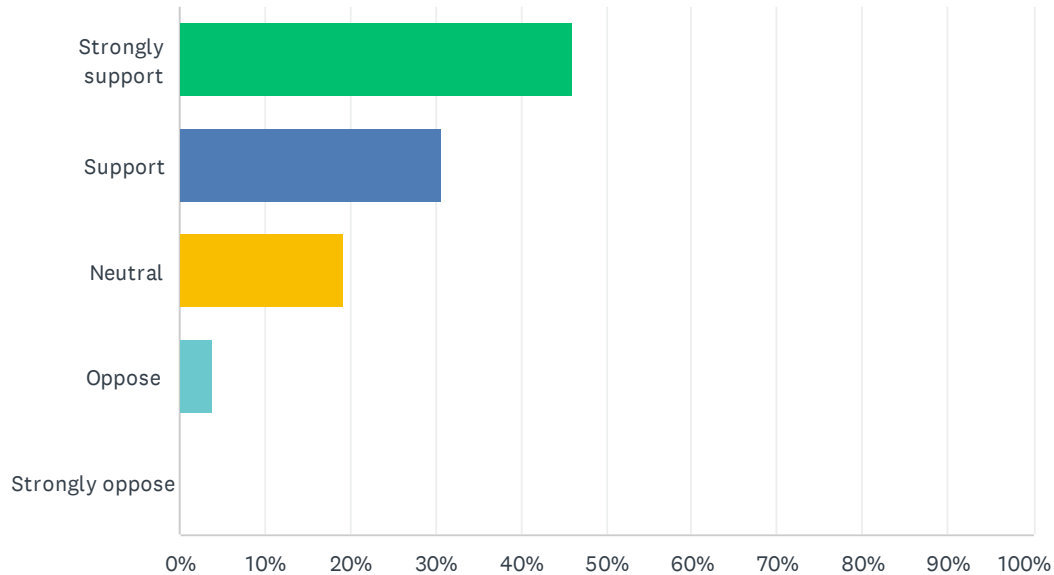
Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly support	31.73%	33
Support	4.81%	5
Neutral	9.62%	10
Oppose	12.50%	13
Strongly oppose	41.35%	43
TOTAL		104

Q11 On a scale from Strongly Support to Strongly Oppose, how do you feel about the replacement of the playground with a new one:

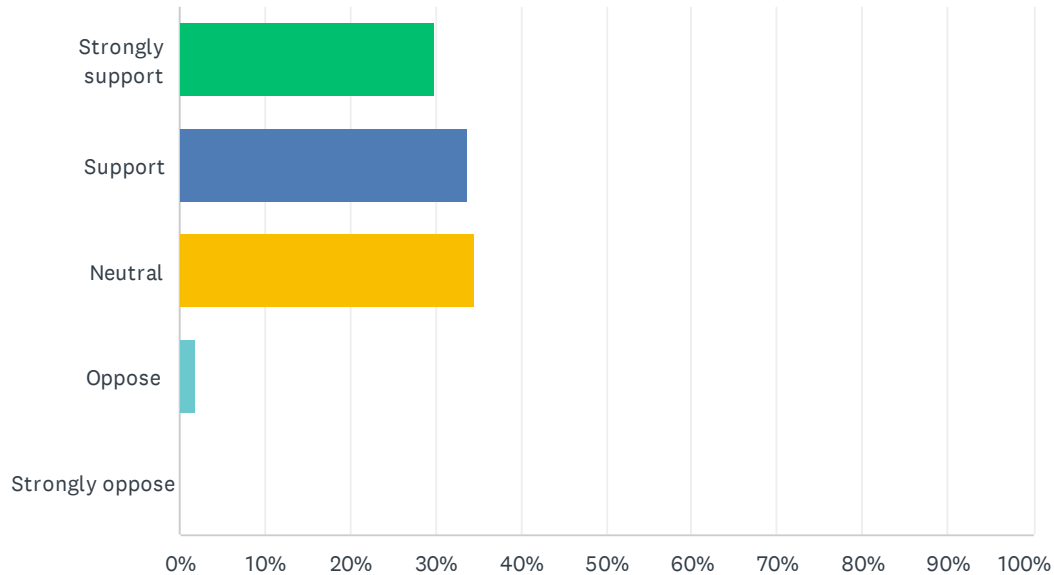
Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly support	46.15%	48
Support	30.77%	32
Neutral	19.23%	20
Oppose	3.85%	4
Strongly oppose	0.00%	0
TOTAL		104

Q12 On a scale from Strongly Support to Strongly Oppose, how do you feel about adding trail lighting:

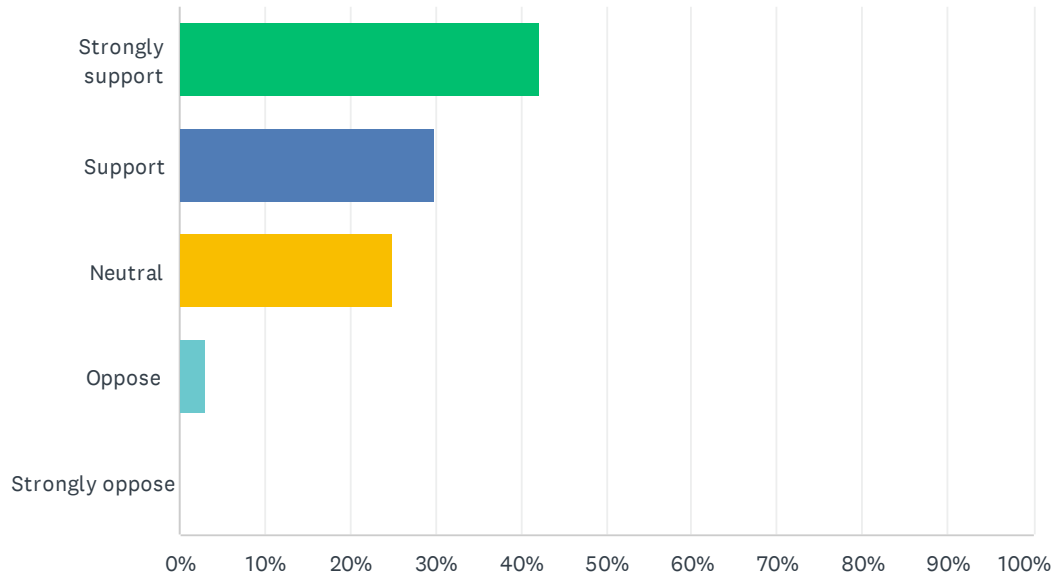
Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly support	29.81%	31
Support	33.65%	35
Neutral	34.62%	36
Oppose	1.92%	2
Strongly oppose	0.00%	0
TOTAL		104

Q13 On a scale from Strongly Support to Strongly Oppose, how do you feel about adding parking near the park building:

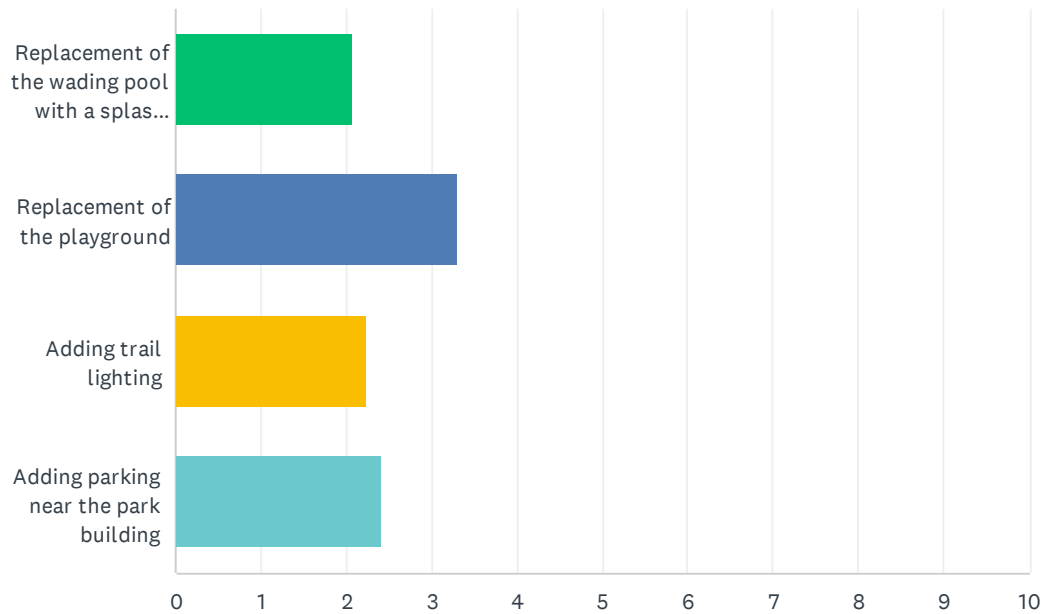
Answered: 104 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly support	42.31%	44
Support	29.81%	31
Neutral	25.00%	26
Oppose	2.88%	3
Strongly oppose	0.00%	0
TOTAL		104

Q14 Prioritize the proposed changes.

Answered: 96 Skipped: 8



	1	2	3	4	TOTAL	SCORE
Replacement of the wading pool with a splash pad	26.04% 25	11.46% 11	5.21% 5	57.29% 55	96	2.06
Replacement of the playground	44.79% 43	40.63% 39	14.58% 14	0.00% 0	96	3.30
Adding trail lighting	7.29% 7	26.04% 25	48.96% 47	17.71% 17	96	2.23
Adding parking near the park building	21.88% 21	21.88% 21	31.25% 30	25.00% 24	96	2.41

Q15 Do you have any additional comments or suggestions for the improvement of Rosebrook Park?

Answered: 69 Skipped: 35

#	RESPONSES	DATE
1	The wading pool is such a special treasure for Roseville! Splash pads are everywhere and not nearly as unique or fun for the kids. I truly love bringing my children of all ages!	12/13/2024 7:04 PM
2	A splash pad would be wonderful!	9/12/2024 3:42 PM
3	A splash pad would be wonderful! The wading pool is nice but a splash pad would be more accessible to younger children	9/12/2024 3:33 PM
4	Thanks for making improvements!	9/12/2024 2:58 PM
5	Would really love to see the wading pool stay. I feel like there are splash pads everywhere.	9/9/2024 1:09 PM
6	This is one of the only wading pools around and it would be very sad to see it gone. There are other options already relatively close for splash pads.	9/4/2024 1:51 PM
7	Keep the wading pool please!!!! It's amazing! Kids LOVE IT! There are splash pads on every corner, but I haven't found a wade pool like this around!	9/3/2024 1:24 PM
8	Thank you for requesting input. Improving the parking situation, the lighting and the soccer fields would be wonderful!	9/1/2024 11:45 PM
9	Please don't replace the wading pool with a splash pad! There are plenty of splash pads in the suburbs but only know of this wading pool outside of Minneapolis. It is a gem and we would be so sad to see it go!	8/31/2024 1:07 PM
10	If there is a splash pad could there still be a wading pool as well?	8/22/2024 9:36 AM
11	We LOVE the wading pool! It is unique and perfect for our kids. There are already so many splash pads in the cities but a free wading pool is one of a kind! Please leave it!!	8/21/2024 9:49 AM
12	The wading pool is the only one anywhere near this area and I know many people who would be sad to see it go. There are splash pads everywhere and this pool is used frequently. We use the wading pool every week in the summer and my kids love it! It is a big topic of conversation at the pool this summer about how people don't want it replaced with a splash pad. Please consider keeping the wading pool as it is very popular and a great addition to the area.	8/19/2024 11:30 AM
13	Our favorite feature of Roseville! My kids and grandkids love it! Thank you	8/14/2024 7:44 PM
14	Great job and great investing!	8/14/2024 7:34 PM
15	There are plenty of splash pads around the city and almost no wading pools like this one. Splash pads are hard for kids that are sensitive to water in their face which is why this pool is so unique and better for these reasons.	7/30/2024 3:07 PM
16	We love the pool! We'd love to see it remain	7/29/2024 8:34 AM
17	Can you do both the pool and splash pad?	7/29/2024 6:51 AM
18	The wading pool is a fairly unique, and therefore valuable, feature.	7/27/2024 1:27 PM
19	Keep a pool!!!! Splash pads aren't nearly as fun or enjoyable for kids!	7/24/2024 1:36 PM
20	We come to this park specifically for the wading pool feature, my kids love it. Our suggestion would be an upgrade to the wading pool but not to get rid of it entirely, that would be really sad.	7/20/2024 7:52 AM
21	Wading pool is way better for the kids-more to do than a splash pad	7/13/2024 5:56 PM
22	We love the wade pool! No drama. Splash pads are everywhere, wade pools are more unique.	7/13/2024 5:16 PM

If the wade pool gets a refresh, that would be great but please keep it a wade pool. If it had a zero depth entry that would be kind of cool for babies. My kiddos are older now, but for the next gen it would be cool.

23	Updating the wading pool and including new splash pad features would be infinitely better than scrapping the wading pool altogether. Seeing a plan to include both would be most ideal for this area of the Metro!	7/13/2024 4:34 PM
24	Please keep the wading pool!	7/13/2024 1:57 PM
25	Please don't remove the wading pool! It is very helpful for families in the area with small children.	7/13/2024 1:46 PM
26	Please do not replace the wading pool with a splash pad. The wading pool is a really great place for families with younger kids to come, especially low-income families who do not have access to larger swimming pools. Thank you!	7/13/2024 1:42 PM
27	As a parent I really like the wading pool versus splash pad at most other parks these days. Current pool could be updated and improved but I like the wading pool basic structure as it allows for more to play and creative play	7/13/2024 8:26 AM
28	I feel the playground is so far off from the everything I grew up with the old playground when it was on the other side when they moved it near the tennis courts it feels so isolated	7/12/2024 7:13 AM
29	We love the wading pool. There aren't many in the area that are just shallow water and we would be so sad to lose it.	7/8/2024 8:38 PM
30	I feel like Roseville is one of the only larger cities with no splash pad and it would be great to have one closer to us.	7/1/2024 12:52 PM
31	Splash pad!! Thanks!	6/26/2024 8:17 PM
32	Both wading pool and splash pad	6/26/2024 7:13 PM
33	wading pools are a rarity, there are many splash pads in the twin cities.	6/26/2024 1:57 PM
34	Better maintained soccer fields with surfaces free from holes, bare spots and uneven surfaces to improve the safety of play on those fields.	6/26/2024 10:52 AM
35	I have been coming to this wadding pool since I was a kid! I love bringing my kids here as it's a great depth and nice location. Not many pools around so this has always been a family fav!	6/23/2024 8:48 PM
36	Accessible playground equipment like some of the features at Central Park Victoria! While that park is excellent, it would be wonderful go have more than one option for mobility challenged kids and families	6/21/2024 8:07 AM
37	There are other splash pads relatively close by but not other wading pools. The wading pool is a unique feature to this park and removing it would be a detriment to the community. I strongly suggest maintaining the wading pool and replacing the playground.	6/15/2024 5:19 PM
38	Don't get rid of the pool	6/14/2024 7:35 AM
39	I would love to see the wading pool stay but with a zero depth entry area and splash features, similar to many of the Minneapolis public wading pool upgrades.	6/12/2024 12:45 AM
40	We frequent Rosebrook Park to play at the playground, use the wading pool, use the park building, and for extra curriculums. Our child's soccer practices frequently get cancelled/moved due to poor drainage at the Rosebrook fields when it rains. Is there some way to improve the drainage for rainwater runoff? Also, it seems there is plenty of space at the end of the park opposite the building to add additional parking if not directly next to the park building or in addition to.	6/12/2024 12:35 AM
41	Wants the inclusive adaptive zip line.	6/4/2024 3:19 AM
42	The wading pool is a favorite for my kids. It's perfect for all ages and we look forward to going each Summer.	6/3/2024 11:54 PM
43	No	6/3/2024 8:02 PM
44	Please don't replace the wading pool with a splash pad! It's so vital to have a no cost option for safe swimming with little kids	5/30/2024 6:24 PM

45	I have visited the wading pool for years with my children and now with grandchildren. It would be an extreme loss and heartbreaking to not have this wading pool to enjoy. Thank you	5/30/2024 5:26 PM
46	The wading pool is perfect for very young children and feels much less intimidating than a splash pad, which is why we seek it out. My kids are 8 months and 2 years old. We have plans to be at the wading pool almost every week this summer! The small size and the lack of a lifeguard make it really appealing for a short visit with babies & toddlers precisely because it doesn't draw a raucous crowd like a bigger pool and splash pad setting might. My main feedback might be more spots for families to leave their things - such as benches - near the wading pool, and maybe an easier way to move between the wading pool and the playground.	5/29/2024 11:25 PM
47	Please do not replace the wading pool with a splash pad. There are so many splash pads in the area but very few wading pools. I went to this pool multiple times a week as a kid and now my three children love going to the wading pool as well. If this was made into a splash pad, my family would be devastated!	5/29/2024 4:28 PM
48	Please please please don't get rid of the wading pool! There are lots of splash pads to visit, but this is the only wading pool! It's such a positive draw to the park! Such a great option for small kids to sit in and cool down while older siblings play close by! Please please reconsider a splash pad!	5/29/2024 1:59 PM
49	Please do not get rid of the wading pool - I love going there with my little ones!!! It has been one of our highlight summer spots since moving to Roseville!	5/29/2024 1:28 PM
50	The wading pool is one of the last on the East metro! It is a great spot for little ones! I would strongly oppose the "upgrade" of it to a splash pad. Put your money in a new playground	5/29/2024 9:47 AM
51	Love the wading pool as a unique spot for little swimmers! I would only want a splash pad if it had a zero depth entry that went to the depth of the wading pool. It would be nice to see some more options for seating and shade at the current wading pool.	5/29/2024 9:43 AM
52	Please please please don't replace the pool with a splash pad! They are the worst. We look forward to and cherish our summer days at the wading pool with our many friends of young children. It is so hard to find something similar and it was wonderful for young children. Splash pads are terrible. Kids get freezing cold because they are not submerged in water, they slip and fall because the environment promotes running since there's no real water to play in. There are many splash pads around and we intentionally avoid them. I know many of my friends feel the same way.	5/28/2024 1:40 PM
53	We love the wading pool	5/27/2024 2:37 PM
54	Add volleyball courts or basketball courts	5/21/2024 7:10 PM
55	We love the wading pool, please don't replace it	5/20/2024 12:14 PM
56	We love the wading pool. It is unique, there are other with splash pads. Please wading pool and add shades.	5/17/2024 4:08 PM
57	Please don't take away the pool for the kids!	5/12/2024 12:46 PM
58	Please do not remove the wading pool. There are so many splash pads across the metro area but having this wading pool is what makes us unique.	5/6/2024 2:06 PM
59	There are a lot of splash pads near Roseville, but not many wading pools. We use the wading pool as a way for our young kids to float in the water so we'd love to keep it as a wading pool instead of a splash pad.	5/2/2024 3:50 PM
60	The wading pool is a unique draw to Rosebrook for my with my young children. It is am awesome and free place for them to safely practice floating and being in water, taking what they learn from swimming lessons out into the real world. There are so few free and accessible wading pools in the suburbs and I would be sad to lose the one we can walk to.	5/2/2024 3:37 PM
61	Thank you for this work! Perhaps one of the tennis courts could be converted to a pickleball court?	4/29/2024 4:11 PM
62	We love the wading pool please do NOT get rid of it, we beg you. We have 2 little kids and we all love it so much. There are plenty of other splash pads in the community but this is the only wading pool in our area. Please please please don't replace it with a splash pad, we would be so sad. It's such a gift for us to be able to access a wading pool.	4/28/2024 6:38 PM

63	We would love to bring our grandchildren to this part as we did our children when they were young. We find the amenities very outdated if they were upgraded, we would definitely be back.	4/28/2024 3:46 PM
64	We love how much equipment there is at the playground. We would love to see continuation of a playground that can serve LOTS of kids and a wide range of ages. Lots of equipment and big equipment are critical. More parking also may help during summer practice times. We love the practice fields for our kiddos and often come to the park to play soccer ourselves.	4/27/2024 9:52 AM
65	Adding additional parking would be awesome so the street does not get so packed with cars. The wading pool is AMAZING!!! My child LOVES going there and swimming in the pool weekly if not more during the summer. There are so many kids I see there who feel more comfortable because there is a wading pool. They can enter the water at a safe height, and start to feel confident with being in a pool environment. To see this wading pool go away would be devastating for all of the young families and kids in roseville. It is a fun place to go in the summer, I could see adding a splash pad area next to the pool, but not completely getting rid of the wading pool.	4/26/2024 2:33 PM
66	Tennis courts need upgrading, would go more	4/25/2024 7:33 PM
67	Adding a net climbing structure or other similar structures to the playground	4/25/2024 6:33 PM
68	The quality of the soccer fields is poor. It would be great if they could either made more level and holes eliminated so the fields are safer. Otherwise, installing the fields like they did at Pamela Park in Edina would be a great option. I also support adding pickleball courts to this park. It would be wonderful to have another convenient place to play in Roseville.	4/25/2024 6:16 PM
69	Test	4/9/2024 2:02 PM

1. single soccer field with expanded open play area (which might accommodate other one other field activity)
2. wading pool upgraded to include splash pad
3. parking reorganized for street parking to provide addition park space
4. community gardens near senior housing
5. wild area along Snelling Avenue as a buffer



1. full size soccer fields (lighted) with expanded parking serve adult use
2. soccer fields can be laid out for youth soccer
3. parcel immediately south potentially acquired (Press Gym) for park expansion
4. shelter with capacity to serve as a base for pre-school programs
5. wading pool upgraded to include splash pad
6. community gardens near senior housing
7. wild area along Snelling Avenue



February 14, 2025

Jim Taylor, Parks Superintendent
City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113

PROPOSAL FOR PROFESSIONAL SERVICES ROSEBROOK PARK

Thank you for asking LHB to submit a proposal to do planning and construction documents for Rosebrook Park. Included in this proposal are coordination with City staff, concept/schematic design, and construction documents. Bidding and construction support services are shown separately, to be added at your discretion. We look forward to working with you to refine this proposal to better meet your needs.

Base Scope of Services

■ Coordinate Planning efforts in concert with Roseville Parks and Recreation Staff

LHB will work closely with you throughout this process to ensure that we meet your goals. We will conduct a kick-off meeting and provide regular check-ins and updates on project process, schedule, and budget. The kick-off meeting will include a team site visit and review of existing conditions.

The City will provide the following:

- Attendance and participation in kick-off and other team meetings
- Available surveys and base site information for the site

Meetings and deliverables will include:

- Meeting agendas, notes/summaries
- Plan and photo summary of existing site conditions

■ Concept/Schematic Design

LHB will develop two (2) or three (3) concepts for the site, exploring different programs and design elements, based on the work done during your previous community meeting and staff input. These concepts are for staff review and will be refined into a preferred design direction. This concept will be developed to the degree needed to help decision makers understand the preferred direction for the park, as well as to assist City Staff in decision making in advance of starting construction documents.

The City will provide the following:

- Coordination and input from discussions with other stakeholders and planning processes.

- Timely feedback and review; This proposal anticipates that comments from staff will be consolidated into a single reviewed set and that there will be one (1) round of review and revision for each major milestone (concept design and schematic design).

Meetings and deliverables will include:

- Two (2) meetings with staff to review and refine concepts
- Concept design documents will include the following information:
 - Plans illustrating key features and relationships
 - Precedent imagery to illustrate concepts and programmatic elements
 - A brief narrative/bullet points describing the three concepts' program and design elements

■ **Construction Documents**

For efficiency, LHB will move directly from concepts to documentation for entitlement and bidding. We anticipate that we will provide one set of documents, but that the plans will be sent out for bid by City Staff in three separate packages (parking lot and other trails or surfacing, playground, and splashpad). The single set of documents will indicate which work is associated with which bid package. During this phase we will provide the following:

- Site removals and temporary erosion and sedimentation control plan.
- Detailed grading plan to establish grades including parking lot, pedestrian trail elevations, playground, splashpad, and related areas.
- Site surfacing plan with associated details for parking lot, trails, concrete playground curbs, concrete pavements, and other miscellaneous site features.
- Landscape planting design plans (anticipated to be limited to turf restoration in disturbed areas)
- Project manual including technical construction specifications in CSI format for Divisions 31-33.
- Two (2) virtual design review meetings with the Owner.

The City will provide the following:

- Provide as-built survey.
- Provide geotechnical report to aid in playground and trail recommendations. (LHB will coordinate RFP process if needed.)
- Participate in at least two (2) virtual working meetings.
- Provide timely, consolidated review of all materials.

Additional Services

■ **Bidding services**

- Facilitate pre-bid meeting.
- Respond to bidder questions, issuing addenda if necessary.
- Review of bid submittals in collaboration with the City

■ **Construction support services**

- Respond to contractor requests for information (RFIs) and clarification during construction. Revise drawings as needed to communicate design team and/or Owner response.
- Issue Proposal Requests (PR's) and Architectural Supplemental Instructions (ASI's) as required.
- Virtual attendance at construction progress meetings (assumed to combine both buildings and sites) which will be held approximately every other week up to a total of twenty-two (22) one-hour meetings.
- Review of shop drawings and submittals.
- Up to three (3) site visits (one for each bid package) during construction to observe if work is proceeding in accordance with the construction documents.
- Review and certify contractor applications for payment.
- Three (3) site visits (one for each bid package) at substantial completion to participate in contractor led punch list. Contractor to provide initial list of corrective action and unfinished work. LHB will review and add additional items identified during the punch list walk.

Assumptions and Exclusions

1. Public, agency, focus group, or stakeholder meetings beyond those described above are excluded.
2. No services have been included for preparation of any required Variance, Conditional Use, or Special Use permits.
3. No coordination or permits are included for the watershed or other entities. All permits are the responsibility of the Owner and/or Contractor(s).
4. A survey suitable for entitlement and construction is provided by the Owner.
5. The Geotechnical Report will be provided by the Owner. LHB will assist with preparation of the Geotechnical Request for Proposal if needed.
6. Storm Water Pollution Prevention Plans (SWPPP) will not be required due to the size of this project.
7. Construction layout and staking will be done by the Contractor.
8. Construction testing will be provided by the Owner.
9. If the scope of services identified by this proposal has not been completed within twelve (12) months of the date of this proposal through no fault of LHB, additional compensation will be negotiated for an extension of LHB's services.
10. If the project commences later than three (3) months past the date of this proposal, LHB reserves the right to review and renegotiate compensation.
11. If the project is placed on hold after initial commencement for a period of more than thirty (30) days, LHB reserves its right to adjust its fees to reflect re-startup costs.
12. If other services are required, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate based on the type of service and level of staff involvement anticipated.

Schedule

We are available to begin work on this project immediately. We anticipate bidding in late winter or early spring 2025 and construction over the summer of 2025.

Proposed Fee

LHB proposes a hourly fee with an estimate of Nineteen Thousand Five Hundred Dollars (\$19,500) excluding reimbursable expenses for the Base Scope of Services. The fee is divided as follows:

▪ Coordination	\$2,000
▪ Concept/Schematic Design	\$3,500
▪ Construction Documents	\$14,000
TOTAL	\$19,500

For the Additional Services, we propose the following fee for each task:

▪ Bidding Services	\$3,000
▪ Construction Support Services	\$6,000

Terms and Conditions

Upon your approval of this proposal, we will prepare an agreement consistent with the terms and conditions of our standard LHB agreement form.

We appreciate the opportunity to provide you with our services. We look forward to working with you. Please contact Lydia at 612.752.6956 if you have any questions.

LHB, INC.



LYDIA MAJOR, PROJECT MANAGER



PHIL WAUGH, PRINCIPAL

LHB Project No. 250097

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EQUITY & INCLUSION TOOLKIT



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

Things to know about the toolkit

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

Equity & Inclusion Toolkit Instructions

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

Agenda Item Title:

Updates on Proposed Capital Improvements at Rosebrook Park

Brief Description:

Provide an update to the City Council regarding the capital replacement of worn assets at Rosebrook Park, seek direction, and authorization to move forward with the project.

Meeting Date(s):

2/24/2025

Prepared by:

Matthew
Johnson

Reviewed by:

Antonio Montez

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

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

What are the desired outcomes and impacts in the community?

To provide planned asset replacements to Rosebrook Park that are fiscally responsible, but create a welcoming and desirable space for residents of all background to recreate and enjoy the many documented benefits of outdoor play.

Most significantly, the proposal includes the installation of a splash pad in lieu of the current wading pool.

Who will benefit from or be burdened by this decision?

The most direct benefit from the updates are residents who live within walking distance of Rosebrook Park, as they are statistically more likely to use the facility. However, Rosebrook is a designated as a "community park" in our Parks and Recreation System Master Plan, Rosebrook frequently has users from across the community.

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

One potential consequence could be increased use of the park, which could increase the neighborhoods frustration with busy streets and lots of street parking. We are mitigating this through a proposed additional parking lot that will include 30 more parking spots. However, improved assets will doubtless yield more traffic.

Secondarily, anytime a significant investment is made, there is a risk that other areas will receive less investment. However, these replacements are due for replacement due to age and condition and should not adversely impact other asset replacement projects.

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

To date, engagement has been multi-faced. In December 2023 an initial community meeting was held for neighbors of the park. A special mailing was created and sent directly to residents of the income-restricted housing across County Rd. C from the park. Residents were also able to provide feedback via an online survey. Finally, throughout the summer, feedback was solicited at six Discover Your Parks Events - which are typically far more diverse than typical City meetings.

As the project continues, neighbors and other stakeholders will be provided the opportunity to contribute to the final design at the "collaborate" level.

Equity Impact Analysis (Summary)

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

The engagement process for this project has intentionally sought to include historically underrepresented populations through direct invitations, engagement at recreational events, and direct-reach-out to individuals with ambulatory impairment. As the process continues, community members will be provided additional opportunities to participate.

Anecdotally, this project will be in walking-distance of Roseville's largest income restricted multi-family housing location. Additionally, the proposed lighting on the Rosebrook Park trail could provide additional safety for individuals who utilize non-vehicular transportation.

Resources

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

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

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

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

Previous Completed Equity & Inclusion Toolkits

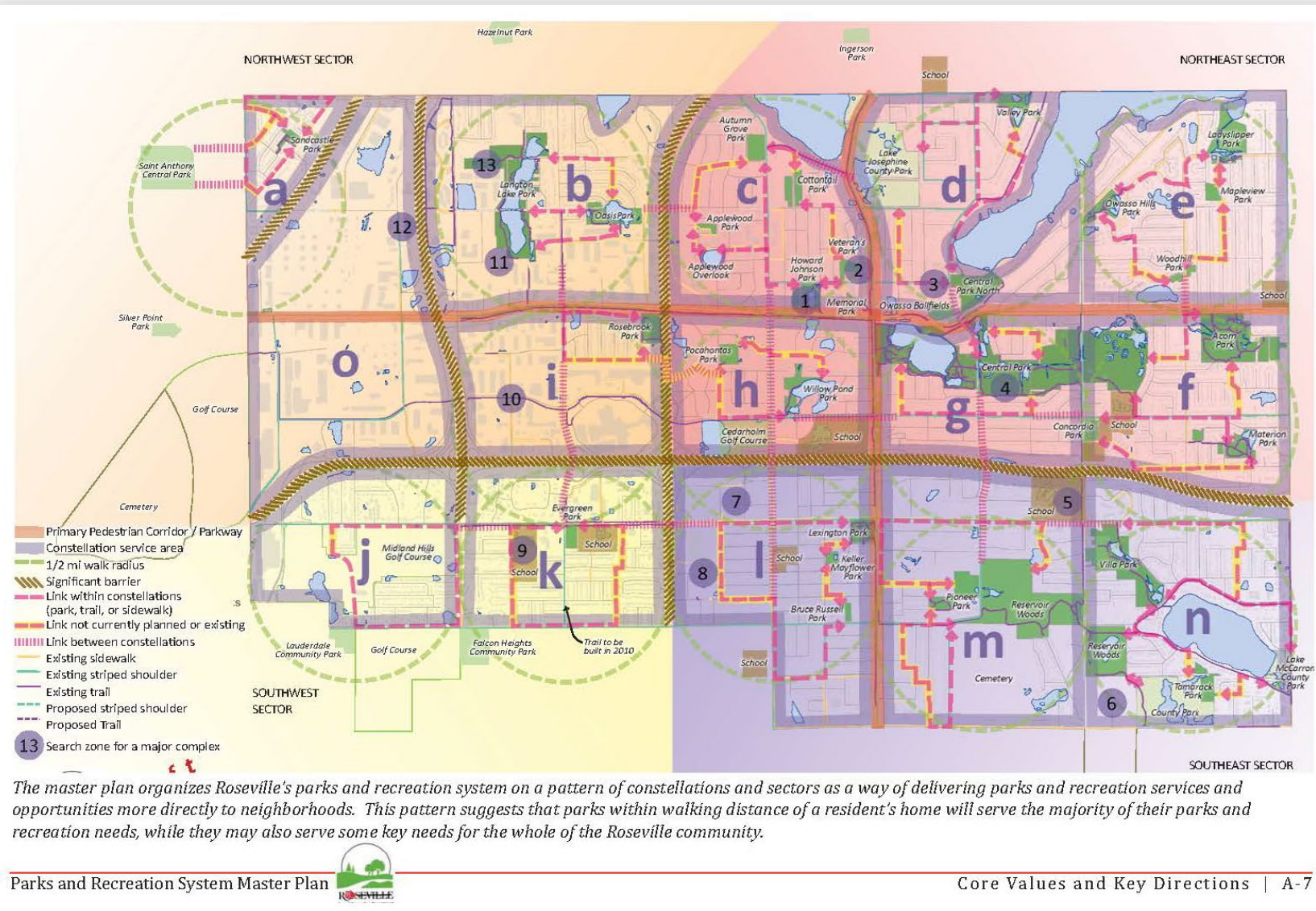
Rosebrook Park Capital Improvement Updates

Parks and Recreation



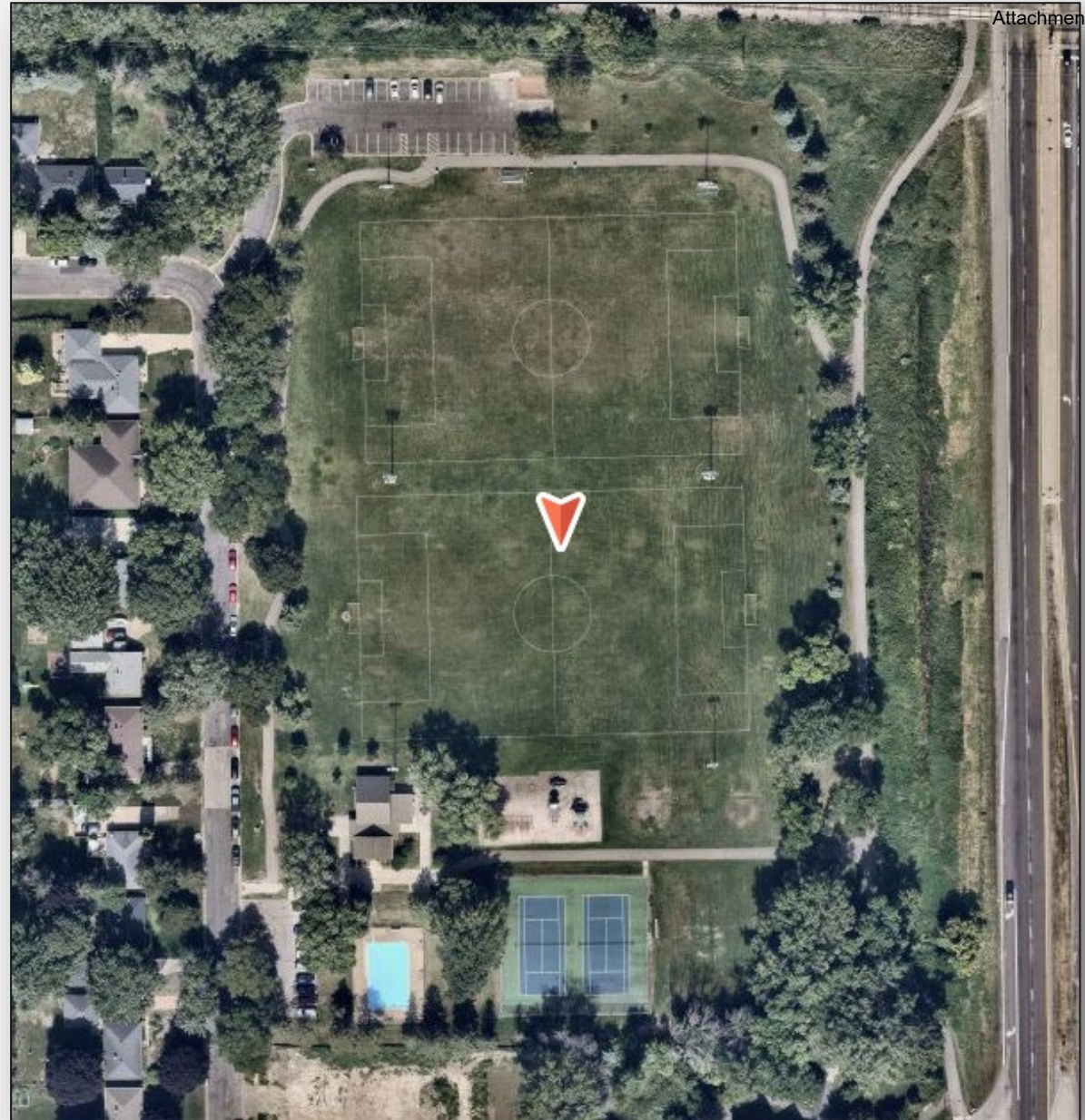
Rosebrook Park Site Plan

System Master Plan



Rosebrook Park Site Plan

Current Site



Attachment 9

Rosebrook Park Site Plan

2025 CIP ITEM – Rosebrook Pool

Attachment 9



Cracked Piping In
Recirculation System



Cracking on Pool
Floor



Outdated Filtration
System

Rosebrook Park Site Plan

Pool vs. Splash Pad

Attachment 9



Splash Pad vs. Wading Pool

- Splash Pads are one of the most-commonly-requested amenities
- Splash Pads are more inclusive/accessible than traditional pools
- Less drowning risk with splash pads
- Was considered for Rosebrook in Parks and Recreation System Master Plan
- Splash pads typically span greater age range than small wading pools
- Splash pad is roughly 50% of the cost of a wading pool.

Current Layout



Rosebrook Park

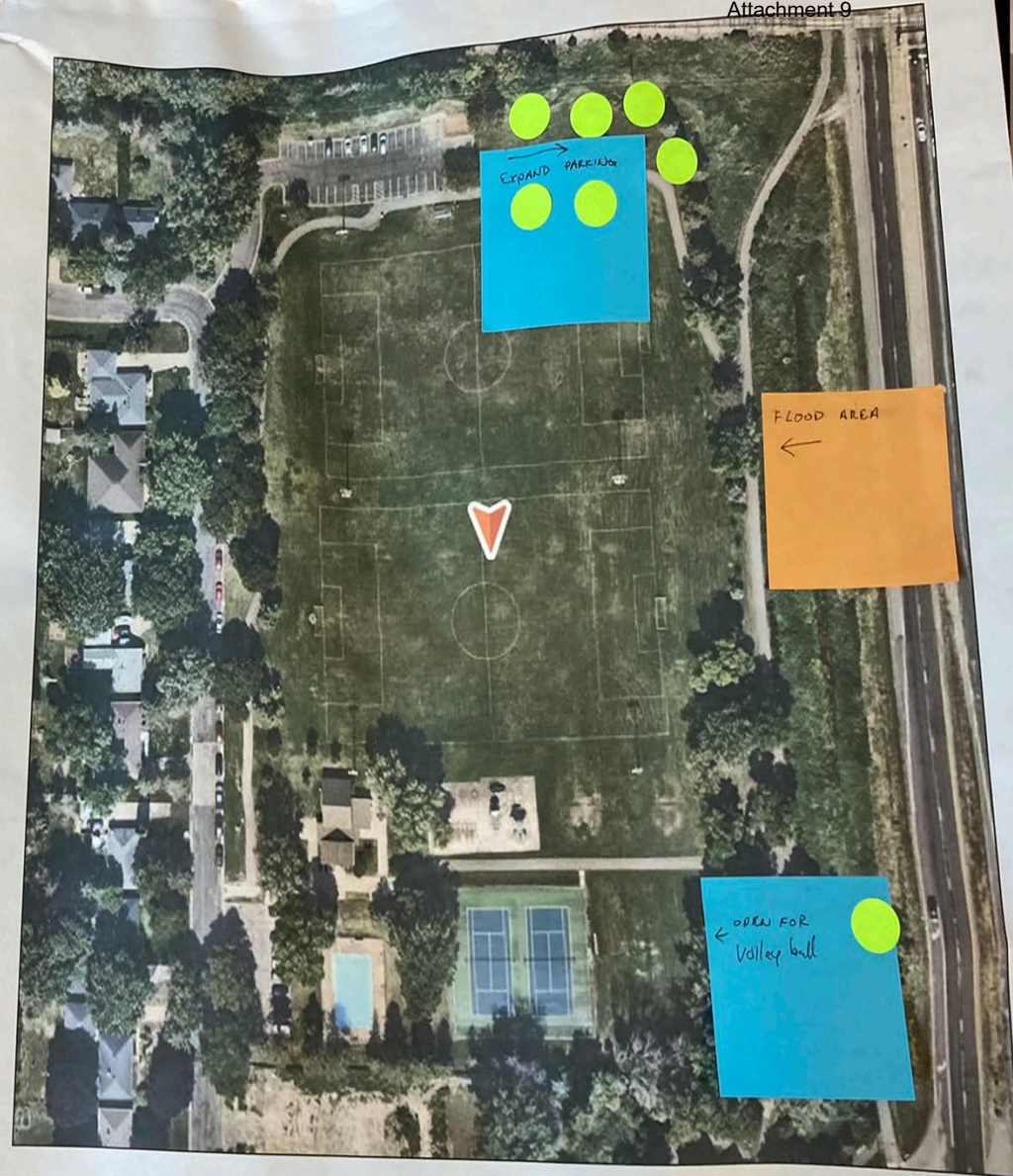
Rough Draft Concept Idea



Community Meeting Feedback

- December 2023. Attended by 17 residents
- Excitement about splash pad, some reticence for change
- Need more parking
- Need to update playground
- Interested in additional lighting along the trail
- Be aware of non-programmed uses

Brook Park Site Plan



Attachment 9

Community Survey Summary

- 104 responses, from throughout Roseville.
- Park is ready for improvements.
- Without any discussion of financial implications, slight preference for wading pool over splash pads.
- Playground is badly in need of updates.
- Less interest in parking, lighting.



**ROSEBROOK
PARK FEEDBACK
NEEDED**

In the coming years, several of the amenities within Rosebrook Park are due for upgrades due to their age and condition.

Please take a moment to share your thoughts on the proposed park upgrades:

- ✓ Pool Conversion to Splash Pad
- ✓ Added Parking
- ✓ Playground Replacement

SCAN ME



cityofroseville.com/rosebrook



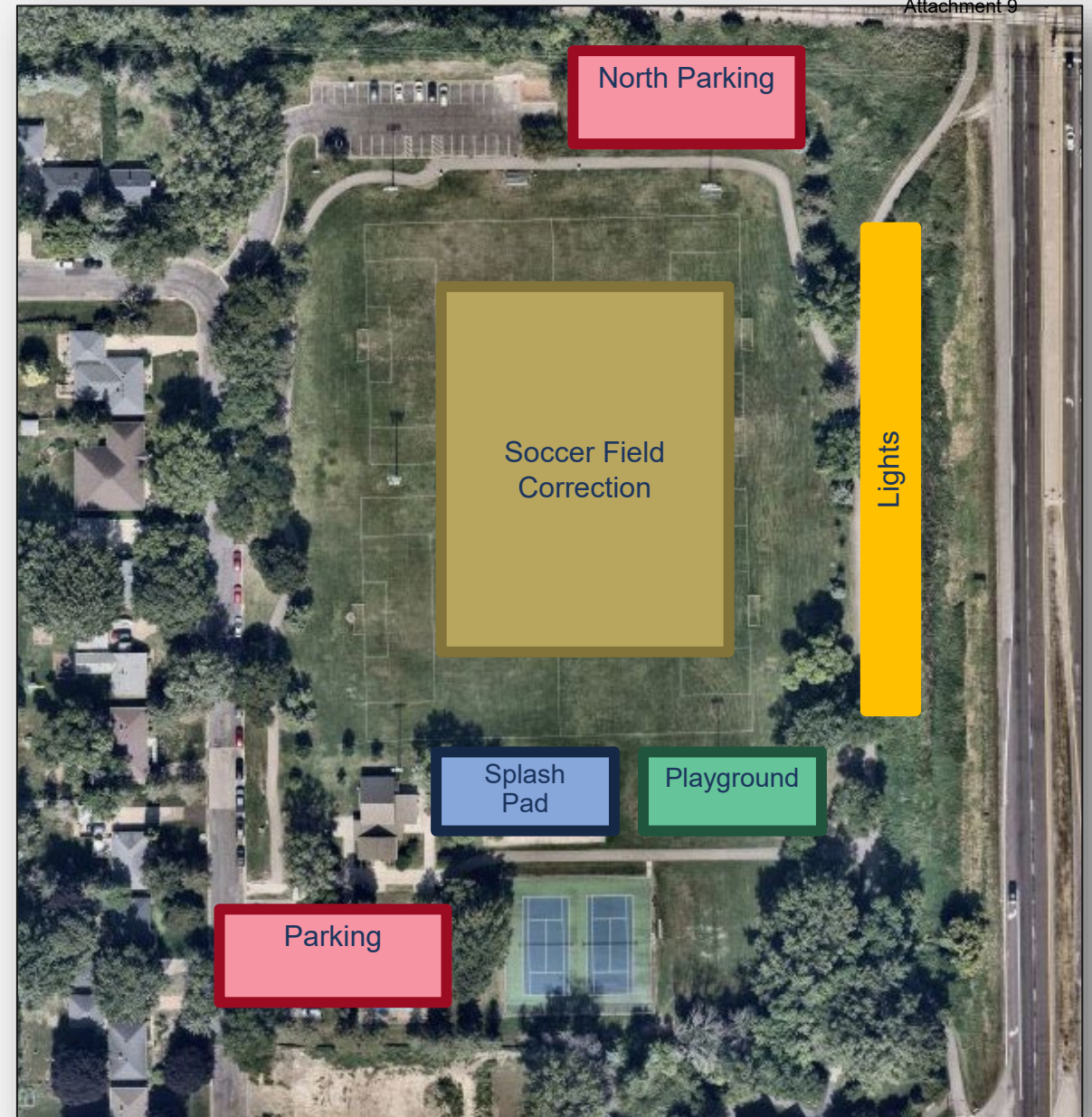
Event Engagement Summary

- More support for splash pad (estimated three to one).
- Most understood the logic.
- Some didn't know Rosebrook had a wading pool.



Possible Project Components

- **Water Feature**
 - **Splash Pad \$500,000**
 - Recirculating
 - **Wading Pool \$1,000,000 - \$1,600,000**
- **Playground \$200,000**
 - Replaced with similar size
- **Pathway Lighting \$70,000**
 - East side of path only
- **Parking**
 - **South Side \$200,000**
 - Would add an estimated 35 spots
 - Remove trees
 - **North Side \$300,000+**
 - Likely not viable
- **Soccer Field Improvements \$170,000**
 - Recommended for a later date
- **Site Plan \$19,000**



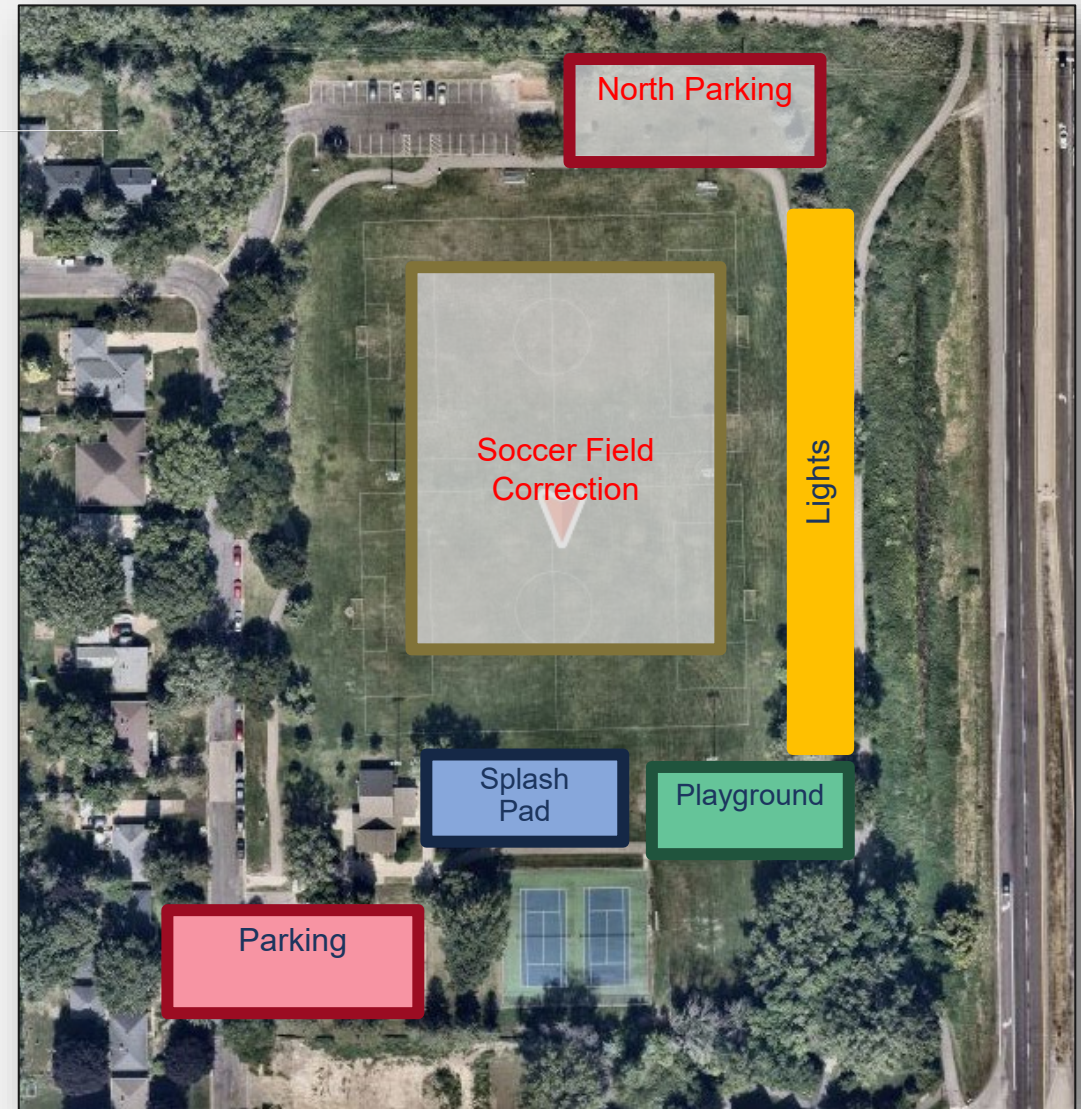
2025/2026 - Rosebrook Park Capital Improvement Financial Summary

Item	Funding Source	CIP Budget Amt	Current Estimate	Recommended for Inclusion	Recommended Project Budget
Site Planning	2025 PIP Category	\$10,000	\$19,000	Yes	\$19,000
Playground	2025 CIP Playground Areas	\$165,000	\$200,000	Yes	\$200,000
Water Feature	2025 CIP Other Capital Amenities	\$500,000	Splash Pad \$500,000	Yes	\$500,000
			Wading Pool - \$1mil - \$1.6 mil	No	\$0
Parking Lot (near building)	Park Dedication Fund		\$200,000	Yes	\$200,000
Parking Lot (near soccer fields)	Unfunded		\$300,000	No	\$0
Trail Lighting (East Side Only)	Park Dedication Fund		\$70,000	Yes	\$70,000
Soccer Field Repairs	Unfunded		\$170,000	No - Work into future years of CIP	\$0
Amenities	\$10,000 PIP	\$10,000	\$10,000	Yes	\$10,000
TOTAL					\$999,000

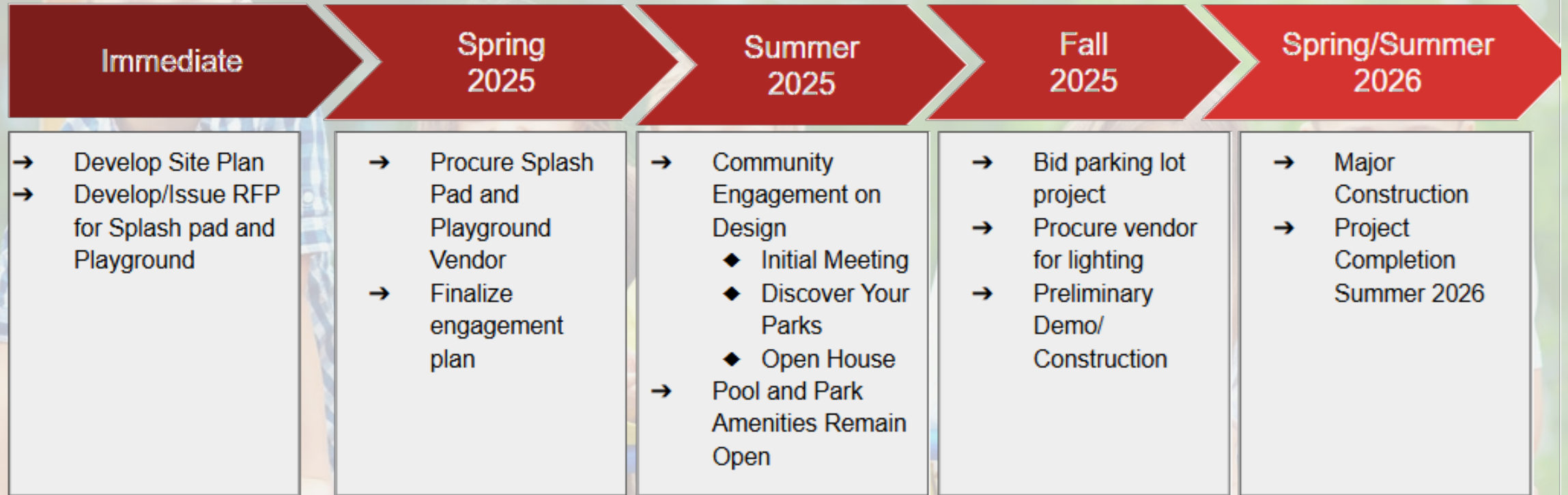
Project Total As Recommended

2025 CIP	\$730,000
Park Dedication Fund	\$269,000
PROJECT TOTAL	\$999,000

Note: Staff have applied for a state of MPCA Community Resilience Grant that could reduce the impact.



Draft Milestone Schedule



Options for Moving Forward



Move Forward As Outline Above



Leave the Site **AS IS** Go Out to Bid for a Wading Pool



Conduct Additional Engagement

Q

&

A

Questions?

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.g.

Department Approval

City Manager Approval



Item Description: Discuss Implementing the Roseville Local Sales Tax

Background

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

The results from the election were as follows:

City Question 1 -Maintenance Operations Center 0.5% Sales Tax

Yes 11,263

No 9,171

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

Yes 9,465

No 10,831

Based on the results, the City can implement a 0.5% local sales tax to fund the construction of the MOC up to an amount of \$64 million.

Staff is bringing forward a discussion with the City Council to determine when to begin the process to implement the local sales tax. As a reminder, below is what the City needs to do to implement the sales tax.

Implementation of Local Sales Tax for the Maintenance Operations Center

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

The notice must include:

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

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

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

Based on the 90-day notice, the table below shows the dates by when the Minnesota Department of Revenue must be notified and the resulting start date of the local sales tax.

Notification deadline to MN Dept. of Revenue	Start date of Roseville Local Sales Tax
April 1, 2025	July 1, 2025
July 1, 2025	October 1, 2025
October 1, 2025	January 1, 2026

Staff is requesting the City Council provide direction on when to bring forward the ordinance to implement the local tax. A draft ordinance is included as Attachment 1 for the City Council's information.

Policy Objectives

The construction of a new Maintenance Operations Center 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 are available to community residents.

Equity Impact Summary

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

The size and scope of the project gives the city a great opportunity to ensure that small socially and economically disadvantaged businesses are included as part of the overall

design and construction of the facilities. The City of Roseville should commit to ensuring that smaller disadvantaged businesses are part of the final contracts awarded for the design and construction of the facilities.

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

Budget Implications

Based on a study by the University of Minnesota Extension completed in 2021, a 0.5% sales tax was projected to generate \$5.6 million annually if it was in place in 2021.

Staff Recommendations

Provide direction to staff on when to bring forward the ordinance to implement the local sales tax for Roseville for City Council consideration.

Requested Council Action

Provide direction to staff on when to bring forward the ordinance to implement the local sales tax for Roseville for City Council consideration.

Prepared by: Patrick Trudgeon, City Manager

Attachments: 1. Draft Ordinance Implementing Roseville Local Sales Tax

City of Roseville
ORDINANCE NO. ____

AN ORDINANCE ESTABLISHING

TITLE 3, CHAPTER 317

**AN ORDINANCE CREATING TITLE 3, CHAPTER 317 OF THE CITY OF
ROSEVILLE, MINNESOTA, IMPOSING A LOCAL SALES AND USE TAX**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 3, Chapter 317 of the Roseville City Code, entitled “Local Sales and Use Tax” is hereby established to read as follows:

CHAPTER 317

LOCAL SALES AND USE TAX

SECTION:

- | | |
|--------|---|
| 317.01 | Authority |
| 317.02 | Definitions |
| 317.03 | Local sales and use tax imposed; amount of tax; coordination with state sales and use tax laws and rules. |
| 317.04 | Effective date of tax; transitional sales |
| 317.05 | Tax Clearance; Issuance of Licenses |
| 317.06 | Deposit of revenues; costs of administration; termination of tax |
| 317.07 | Agreement with the commissioner |
| 317.08 | Effective Date |

317.01 AUTHORITY.

Pursuant to Minnesota Laws 2023, Chapter 64, Article 12, Section 45, the Minnesota Legislature has authorized the City of Roseville to impose a local sales and use tax to provide revenues to pay the costs of collecting and administering the tax to the commissioner of revenue of the state of Minnesota and to finance the capital and administrative costs related to the funding of designated projects as defined in 2023, Chapter 64, Article 12, Section 45, and approved by the voters at the November 5, 2024, referendum.

317.02 DEFINITIONS.

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

- 38 A. City. "City" means the City of Roseville, Minnesota.
 39
 40 B. Commissioner. "Commissioner" means the commissioner of revenue of the state of
 41 Minnesota or a person to whom the commissioner has delegated functions.
 42
 43 C. Designated projects. "Designated projects" means the planning, construction and any other
 44 capital costs plus the costs of collecting and administering the tax and the costs of issuing
 45 any bonds including interest is collected for construction of a new maintenance facility as
 46 authorized by the 2023, Chapter 64, Article 12, Section 45, and approved by the voters at
 47 the November 5, 2024, referendum.
 48
 49 D. State sales and use tax laws and rules. "State sales and use tax laws and rules" means those
 50 provisions of the state revenue laws applicable to state sales and use tax imposition,
 51 administration, collection, and enforcement, including Minnesota Statutes, chapters 270C,
 52 289A, 297A, and Minnesota Rules, chapter 8130, as amended from time to time.
 53

54 **317.03 LOCAL SALES AND USE TAX IMPOSED; AMOUNT OF TAX;**
 55 **COORDINATION WITH STATE SALES AND USE TAX LAWS AND**
 56 **RULES.**

57 A local sales tax is imposed in the amount of one-half of one (0.5) percent on the gross receipts
 58 from sales at retail sourced within city limits which are taxable under the state sales and use tax
 59 laws and rules. A local use tax is imposed in the amount of one-half of one (0.5) percent on the
 60 storage, use, distribution or consumption of goods or services sourced within city limits which are
 61 taxable under the state sales and use tax laws and rules. All of the provisions of the state sales and
 62 tax laws and rules apply to the local sales and use tax imposed by this Ordinance. The local sales
 63 and use tax imposed by this Ordinance shall be collected and remitted to the commissioner on any
 64 sale or purchase when the state sales tax must be collected and remitted to the commissioner under
 65 the state sales and use tax laws and rules and is in addition to the state sales and use tax.

66 **317.04 EFFECTIVE DATE OF TAX; TRANSITIONAL SALES.**

67 Except as otherwise provided herein, the local sales and use tax imposed by this Ordinance shall
 68 apply to sales and purchases made on or after **July 1, 2025**. The local sales and use tax imposed by
 69 this Ordinance shall not apply to:

- 70 A. The gross receipts from retail sales or leases of tangible personal property made pursuant
 71 to a bona fide written contract, which unconditionally vests the rights and obligations of
 72 the parties thereto, provided that such contract was enforceable prior to **July 1, 2025**, and
 73 that delivery of the tangible personal property subject thereto is made on or before **July 1,**
 74 **2025**.
 75
 76 B. The gross receipts from retail sales made pursuant to a bona fide lump sum or fixed price
 77 construction contract, which unconditionally vests the rights and obligations of the parties
 78 thereto and which does not make provision or allocation of future taxes, provided that such
 79 contract was enforceable prior to July 1, 2025, and that delivery of the tangible personal
 80 property used in performing such construction contract is made before **January 1, 2026**.

C. The purchase of taxable services, including utility services, if the billing period includes charges for services furnished before and after July 1, 2025, but the local sales and use tax imposed by this Ordinance shall apply on the first billing period not including charges for services furnished

D. Lease payments for tangible personal property and motor vehicles that includes a period before and after July 1, 2025, but the local sales and use tax imposed by this Ordinance shall apply on a prorated basis to lease payment amounts attributable to that portion of the lease payment period on or after July 1, 2025, and on the entire lease payment for all lease payment periods thereafter.

317.05 TAX CLEARANCE; ISSUANCE OF LICENSES.

A. The city may not issue or renew a license for the conduct of a trade or business within the city if the commissioner notified the licensing division of the city that the applicant owes delinquent city taxes as provided in this Ordinance, or penalties or interest due on such taxes. City taxes include sales and use taxes provided in this article. Penalties and interest are penalties and interest due on taxes included in this definition.

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

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

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

317.06 DEPOSIT OF REVENUES; COSTS OF ADMINISTRATION; TERMINATION OF TAX.

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

- B. The local sales and use tax imposed by this Ordinance shall terminate at the earlier of: (1) 16.25 years after it is first imposed; or (2) when the City Council determines that \$64,200,000, plus an amount sufficient to pay the costs related to issuing bonds and interest on the bonds has been received from the local sales and use tax imposed by this Ordinance to pay for all the capital and administrative costs directly related to completing the designated projects. Any funds remaining after payment of all such costs and retirement or redemption of the bonds shall be placed in the general fund of the city. The local sales and use tax imposed by this Ordinance may terminate at an earlier time if the City Council so determines by ordinance. In any event, the local sales and use tax imposed by this Ordinance may terminate earlier if so directed by the Commissioner.

317.07 AGREEMENT WITH THE COMMISSIONER.

The city may enter into an agreement with the commissioner regarding each party's respective roles and responsibilities related to the imposition, administration, collection, enforcement, and termination of the local sales and use tax imposed by this Ordinance. Any such agreement shall not abrogate, alter, or otherwise conflict with the state sales and use tax laws and rules, this ordinance, or 2023, Chapter 64, Article 12, Section 45.

317.08 EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after its passage and publication, and shall apply to transactions occurring on or after **July 1, 2025**.

Passed by the City Council of the City of Roseville, Minnesota, this ____ day of _____, 2025.

Signatures as follows on separate page:

Ordinance – Title of Ordinance –

161 (SEAL)

162

163

164

CITY OF ROSEVILLE

165

166

167

BY: _____
Daniel J. Roe, Mayor

168

169

170 ATTEST:

171

172

173

174 _____
Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 7.h.

Department Approval



City Manager Approval



Item Description: Declare Vacancy for Additional Opening on Planning Commission

Background

The Council annually appoints citizens to commissions. There is an unexpected opening on the Planning Commission due to the resignation of Karen Schaffhausen. Council has the option to consider declaring one additional opening on the Planning commission for the Spring 2025 recruitment and interview period for a partial term beginning 4/1/2025 and ending 3/31/2027.

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 incorporates diverse viewpoints, perspectives and experiences provides 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 Planning Commission for the Spring 2025 recruitment and interview period for a partial term beginning 4/1/2025 and ending 3/31/2027.

Commission	Number of Vacancies
Planning	3 declared (previously), 1 undeclared

33
34
35
36
37
38
39
40
41

Requested Council Action

Declare one additional opening for the Planning Commission for the Spring 2025 recruitment and interview period for a partial term beginning 4/1/2025 and ending 3/31/2027.

Prepared by: Rebecca Olson, Assistant City Manager

- 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**

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				

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

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	\$305,303.94
111935 – 112048	\$911,744.67
Total	\$1,217,048.61

A detailed report of the claims is attached. The City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

Policy Objectives

Under MN State Statute, all claims are required to be paid within 35 days of receipt.

Equity Impact Summary

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

Budget Implications

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

Staff Recommendations

31 Staff recommends approval of all payment of claims.

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33

34 **Requested Council Action**

35 Motion to approve the payment of claims as submitted.

36

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Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

39

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					
100-00-00-210500	Life Ins. Employee	LINA	JANUARY NEW YORK LIFE PREMIUMS	3,314.28	3377
100-00-00-210500	Life Ins. Employee	LINA	JANUARY NEW YORK LIFE PREMIUMS	139.00	3377
100-00-00-210502	Employer Life Insurance	LINA	JANUARY NEW YORK LIFE PREMIUMS	617.60	3377
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,139.00	3360
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	146.00	3360
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	657.00	3360
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	3360
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	980.00	111939
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,497.75	3114
100-00-00-210900	Long Term Disability	LINA	JANUARY NEW YORK LIFE PREMIUMS	3,672.75	3377
100-00-00-210900	Long Term Disability	LINA	JANUARY NEW YORK LIFE PREMIUMS	10.52	3377
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	3,171.34	3101
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	3,498.80	3101
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	3101
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,872.00	3101
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,622.92	3101
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	3101
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	3101
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	8,525.00	3110
Total Department 00-00 GENERAL				40,703.96	
Department: 02-00 ADMINISTRATION					
100-02-00-430000	Professional Services	Alerus Financial NA	COBRA DEC 24 SERVICE FEE PAID JAN 25	213.00	111985
100-02-00-430000	Professional Services	Metro-INET	FEB IT SERVICES	78,179.00	3378
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU JAN	78.93	111977
100-02-00-442000	Memberships & Subscription	COMPASS PEER GROUPS LLC	COMPASS PEER GROUP MEMBERSHIP - TRUDG	1,600.00	112038
100-02-00-442000	Memberships & Subscription	Metro-INET	ADOBE LICENSE	284.00	3378
100-02-00-448000	Miscellaneous	RCK CATERING CO	DEPOSIT FOR JUNTEENTH CATERING	6,000.00	111989
100-02-00-448050	Employee Recognition	Classic Catering	EMPLOYEE APPRECIATION LUNCH	3,363.00	111968
100-02-00-448054	Volunteer Recognition	Tio's Food and Beverage	MLK VOLUNTEER BRUNCH	1,669.40	111982
Total Department 02-00 ADMINISTRATION				91,387.33	
Department: 03-00 ELECTIONS					
100-03-00-430000	Professional Services	Ramsey County	2025 Q1 ELECTION SERVICES	26,706.00	111958
Total Department 03-00 ELECTIONS				26,706.00	
Department: 08-00 CENTRAL SERVICES					
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT	SERVIC COFFEE	368.76	112004
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT	SERVIC COFFEE	183.65	112004
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT	SERVIC COFFEE	183.44	111945
Total Department 08-00 CENTRAL SERVICES				735.85	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	SOS OFFICE FURNITURE	OFFICE SUPPLIES - CABINET FOR OFFICE	738.25	111960
100-10-00-422000	Clothing	Aspen Mills Inc.	2025 CAT UNIFORM RESKI	124.90	111935
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD PANTS	53.36	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF RESKI	42.32	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ANDERSON	44.16	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF TORAN	117.76	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF HICKE	44.16	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ECKERT	44.16	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF DICKENS	116.07	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF HICKE	116.07	3368

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD GEAR - DICKENS	189.52	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD COAT DICKENS	297.48	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD COAT- ECKERT	297.48	3368
100-10-00-422000	Clothing	Galls, LLC	COAT HONOR GUARD HICKE	297.48	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD COAT TORAN	297.48	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD SHIRT DICKENS	55.27	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD SHIRT TORAN	55.27	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD SHIRT	55.27	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD SHIRT RESKI	54.72	3368
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF - PANTS	116.07	3109
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD HAT - TORAN	92.00	3109
100-10-00-422000	Clothing	J&K CUSTOM DESIGNS	RPD OUTREACH EVENT SHIRTS - CHIEF AND	40.00	111980
100-10-00-422000	Clothing	STREICHER'S	HOLSTER FOR CHIEF	199.99	3108
100-10-00-422000	Clothing	STREICHER'S	UPDATE UNIFORM PATCHES - HICKE	12.00	3108
100-10-00-422000	Clothing	STREICHER'S	NEW UNIFORM PATCHES	20.00	3108
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF CRAIG	1,709.72	3367
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE CRAIG	204.99	3367
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE CRAIG	298.98	3367
100-10-00-422000	Clothing	STREICHER'S	UNIF NEW HIRE	398.93	3367
100-10-00-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	REPLACEMENT LIGHT - VEHICLE	93.30	3356
100-10-00-424000	Operating Supplies	STREICHER'S	RADIO EAR PIECE (DAMAGED DURING TRAIN	36.99	3108
100-10-00-424000-PD0002	Operating Supplies	MIRAGE COMMONS	HOMELESS OUTREACH APPLICATION FEE 250	33.00	111992
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	NEW PATCHES HICKE	48.00	3367
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCH SWAP	12.00	3367
100-10-00-424000-PD0032	Operating Supplies	STREICHER'S	PATCHES SWAP	36.00	3367
100-10-00-430000	Professional Services	Masa Consulting, Inc.	JAN WELLNESS CONSULTING FEES	3,400.00	3374
100-10-00-430000	Professional Services	Minnesota Occupational Hea	JANUARY HIRING AND INSTRUCTOR MEDICAL	3,161.00	111970
100-10-00-430000	Professional Services	THE AXTELL GROUP	EVAL OF POLICE RESOURCES AND OPER EFF	26,633.00	111993
100-10-00-431000	Telephone	Verizon	JAN DATA CHARGES	1,080.27	112022
100-10-00-431000	Telephone	Verizon	DATA DEC 27- JAN 26 - ACC#487223064-0	40.01	111974
100-10-00-431000	Telephone	Verizon	2024 DEC PHONE CHARGES	4,301.32	111975
100-10-00-437000	Contract Maint. - Vehicles	CALIBER COLLISION	DETECTIVE VEHICLE REPAIRS - KAHL	12,290.75	111973
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	REAR SEAT RELEASE STEINBERG VEHICLE	170.00	3099
100-10-00-437000	Contract Maint. - Vehicles	EMERGENCY AUTOMOTIVE TECH	SQUAD 2201 EMERGENCY LIGHTING REPAIR	189.75	3356
100-10-00-437000	Contract Maint. - Vehicles	Wayne Val Autobody	2025 REPAIRS SQUAD 2400-2024 DODGE DU	2,697.47	111983
100-10-00-439000	CONTRACT MAINTENANCE	Ancom Technical Center	RADIO REPAIRS (INCL \$.90 FOR INV 1257	65.72	3106
100-10-00-439000	CONTRACT MAINTENANCE	ANIMAL HUMANE SOCIETY	2024 ANIMAL CONTROL SERVICES OCT-DEC	553.00	111986
100-10-00-439000	CONTRACT MAINTENANCE	Dataworks Plus, LLC	FINGERPRINT READER (EVOLUTION3) SOFTW	2,305.00	111976
100-10-00-439000	CONTRACT MAINTENANCE	Dataworks Plus, LLC	FINGERPRINT READER (EVOLUTION3) SOFTW	2,860.00	111976
100-10-00-441000	Training	GREY GROUP LLC	VEHICLE TACTICS & SUPPRESSION (STILLWA	1,590.00	112041
100-10-00-441000	Training	JP Nixon Consulting	2024 TRAINING PROACTIVE AND UNDERCOVE	235.00	112029
100-10-00-443600	Software Operating Charges	Ramsey County	2025 FIELD OPS (CAD ON PHONES)	10.00	111958
100-10-00-443600	Software Operating Charges	Ramsey County	2025 FIELD OPS (CAD ON PHONES)	10.00	111958
100-10-00-443600	Software Operating Charges	TimeClock Plus, LLC	NOV 2024 OVERAGES SOFTWARE LICENSE	66.00	112035
100-10-00-448054	Volunteer Recognition	J&K CUSTOM DESIGNS	AWARDS	333.66	111980
Total Department 10-00 POLICE DEPARTMENT				68,385.10	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-422000	Clothing	Aspen Mills Inc.	ERICKSON	926.16	111999
100-13-00-423000	Vehicle Supplies & Mainten	GRAINGER	FLOOR DRY	413.60	112001
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	HOT PACKS	20.80	112025
100-13-00-423000	Vehicle Supplies & Mainten	Henry Schein, Inc.	PAPER LIFEPAK	41.61	112025

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					
100-13-00-424000	Operating Supplies	Colbert Engraving & Trophi	PAR TAGS	53.25	112028
100-13-00-430000	Professional Services	Fire Loss Management, LLC	FIRE ALARM PLAN REVIEW - MIDTOWN BUS	50.00	112015
100-13-00-430000	Professional Services	Fire Loss Management, LLC	FIRE SPRINKLER PLAN REVIEW - SVL CORP	50.00	112015
100-13-00-430000	Professional Services	Masa Consulting, Inc.	JAN	2,100.00	3374
100-13-00-437000	Contract Maint. - Vehicles	Circle K Stores Inc.	CAR WASHES	71.50	112033
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	JAN TO FEB	1,263.86	112017
Total Department 13-00 FIRE DEPARTMENT				4,990.78	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	386.71	112019
100-13-13-442000	Memberships & Subscription	Ramsey County Fire Chiefs	2025 DUES	150.00	112009
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				536.71	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-430000	Professional Services	Braun Intertec Corporation	2025 PMP	290.00	112000
100-20-20-430000	Professional Services	Braun Intertec Corporation	2025 PMP	12,684.80	112000
100-20-20-432000	Transportation	Ryan N. Johnson	MILEAGE REIMBURSEMENT	143.38	3376
100-20-20-443600	Software Operating Charges	ESRI, Inc.	ARGIS SOFTWARE 3/27/25 - 3/26/26	1,963.75	3366
100-20-20-443600	Software Operating Charges	RTVision, Inc.	ONEOFFICE ANNUAL DATA HOSTING	1,500.00	112013
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				16,581.93	
Department: 20-22 STREET LIGHTING					
100-20-22-439000	CONTRACT MAINTENANCE	City of St. Paul	STREETLIGHT MAINTENANCE	927.00	111936
Total Department 20-22 STREET LIGHTING				927.00	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	2,399.06	111984
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	1,776.11	111984
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	2,298.79	111984
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	2,080.17	111984
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	2,416.76	112036
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	2/1/24 - 1/31/25 Blanket PO for fuel	8,675.08	112036
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111956
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	111956
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	LUBE	39.48	111964
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTERS	97.91	111964
100-20-30-423000	Vehicle Supplies & Mainten	Allstate Peterbilt of Sout	FILTER LUBE	10.15	111964
100-20-30-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	LED LIGHT	428.40	3099
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	SENSOR	46.44	3357
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	SENSOR	136.12	3357
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	223.84	3357
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	RADIATOR	112.71	3357
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	283.04	3357
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	MOTOR AND PUMP	25.85	3100
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HOSE AND ADDITIVE	180.10	3097
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	PLASTIC WEBBING	4.20	3354
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	CALENDER	33.43	111937
100-20-30-423000	Vehicle Supplies & Mainten	GRAINGER	GLOVES	20.00	111937
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	NUT AND SCREW-PAN	14.62	112027
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	HANDLE	351.75	112027
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	JETTER BOOM TUBE	5,517.56	3359
100-20-30-423000	Vehicle Supplies & Mainten	MacQueen Equipment	NOZZLE CATCH	408.67	3102
100-20-30-423000	Vehicle Supplies & Mainten	MCMaster-CARR	CABLE TIES	102.55	111940

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	MIDWAY FORD CO.	COVER	100.34	111941
100-20-30-423000	Vehicle Supplies & Mainten	Napa Auto Parts	FUEL HOSE	116.59	3358
100-20-30-423000	Vehicle Supplies & Mainten	Safety Kleen Systems, Inc.	PARTS WASHER SERVICE	306.30	3103
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	HYDRAULIC TUBE	115.79	111952
100-20-30-437000	Contract Maint. - Vehicles	Jeff Belzers Roseville Chr	VEHICLE REPAIRS	2,904.25	112027
Total Department 20-30 VEHICLE MAINTENANCE				31,316.34	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	McGough Property Managemen	MANAGEMENT FEE	3,848.00	3372
100-23-00-430000	Professional Services	McGough Property Managemen	FACILITY MGMT SERVICE/TRUCK CHARGE	2,943.75	3372
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	386.71	111969
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	111969
100-23-00-439001	CONTRACT MAINTENANCE - CIT	API Garage Door	JAIL SALLY PORT GARAGE DOOR	200.00	112031
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	01/06/25-OFFICE L 134 (IT DEPT) LATCH	875.63	3098
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE-CITY H	122.22	111971
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	122.22	111971
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL	122.22	111971
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE-POLICE	311.02	111971
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE-POLICE	311.02	111971
100-23-00-439001	CONTRACT MAINTENANCE - CIT	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE-POLICE	311.02	111971
100-23-00-439001	CONTRACT MAINTENANCE - CIT	SANDSTROM LAND MANAGEMENT,	CITY HALL TREE TRIMMING & DISPOSAL	320.00	3375
100-23-00-439003	Contract Maint.- City Gara	API Garage Door	2/10/25: DOOR 8 OPERATOR RELEASE CHAI	497.50	112031
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE PUBLIC	115.23	111971
100-23-00-439003	Contract Maint.- City Gara	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE PUBLIC	115.23	111971
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	1/16 POLICE ENTRANCE CABINET HEATER N	1,276.55	3111
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	LOCKER ROOMS AND HALLWAYS COLD. PUBLI	3,929.46	3111
100-23-00-439010	Contract Mani. - HVAC	Yale Mechanical	12/31 NORTH GARAGE COLD. /VACUUM PUMP	433.01	3111
Total Department 23-00 BUILDING MAINTENANCE				17,595.19	
Total Fund 100 General Fund				299,866.19	
Fund: 101 General Fund Donations					
Department: 10-00 POLICE DEPARTMENT					
101-10-00-424000-PD0056	Outreach - Operating Suppl	MATTHEW DOBLE	CAR REPAIR FOR CLIENT NUMBER 24500112	275.00	111991
Total Department 10-00 POLICE DEPARTMENT				275.00	
Total Fund 101 General Fund Donations				275.00	
Fund: 103 Contracted Engineering Svcs					
Department: 00-00 GENERAL					
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson, ATT	ERICSSON FAIRVIEW LT	298.50	3364
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson, ALTA	VISTA TOWER	1,251.25	3365
103-00-00-230150	Cell Tower Escrow	Short Elliott Hendrickson, VZW	ROSELAWN CIVIC CENTER	1,322.00	3365
Total Department 00-00 GENERAL				2,871.75	
Total Fund 103 Contracted Engineering Svcs				2,871.75	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-430000	Professional Services	North Suburban Access Corp	DECEMBER MONTHLY MUNICIPAL SERVICES	1,679.27	3371
110-09-00-430000	Professional Services	North Suburban Access Corp	JANUARY MONTHLY MUNICIPAL SERVICES	2,046.00	3371
110-09-00-434000	Printing	Nystrom Publishing Co, Inc	JAN/FEBRUARY NEWSLETTER	7,070.07	112020
Total Department 09-00 COMMUNICATIONS				10,795.34	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 110 Telecommunications					
Total Fund 110 Telecommunications				10,795.34	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-431100	Postage	Postmaster-Mailing Require	FOR DEPOSIT TO PI 2437	6,481.81	111996
200-40-40-433000	Advertising	MRPA	AD FOR INTERN POSITION	50.00	112002
200-40-40-443600	Software Operating Charges	ESRI, Inc.	ARCGIS SOFTWARE 3/27/25 - 3/26/26	381.75	3366
Total Department 40-40 RECREATION ADMINISTRATION				6,913.56	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-424000-PR0220	Operating Supplies	Taho Sportswear, Inc.	FALL ADULT VOLLEYBALL SHIRT ORDER - 2	666.40	3104
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEREE PAYMEN	1,580.00	3113
200-40-41-430000-PR0210	Professional Services	AARP Driver Safety Program	JANUARY 28 SMART DRIVER INVOICE	245.00	112034
200-40-41-430000-PR0234	Professional Services	KIDOKINETICS OF MINNEAPOLI	JANUARY 2025 SOCCER	250.00	112040
200-40-41-430000-PR0234	Professional Services	Little Saints Photography	SWEETHEART DANCE PHOTOS	300.00	112021
200-40-41-430000-PR0234	Professional Services	Robert James Bealke	SWEETHEART DANCE DJ	550.00	112032
200-40-41-430000-PR0245	Professional Services	Sandra Sherbarth-Lynch	ADULT PICKLEBALL LESSONS - JANUARY 20	1,080.00	111978
200-40-41-430000-PR0253	Professional Services	The Cleaning Authority, In	PARK BUILDING CLEANING	4,049.43	111961
Total Department 40-41 RECREATION FEE PROGRAMS				8,720.83	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0101	Operating Supplies	Groth Music	MUSIC PAYMENTS	17.49	111938
200-40-42-430000-PR0105	Professional Services	Reach for Resources, Inc	2025 CONTRACT	13,268.42	111981
Total Department 40-42 RECREATION NON FEE PROGRAMS				13,285.91	
Department: 40-53 SKATING CENTER					
200-40-53-423000	Vehicle Supplies & Mainten	R & R Specialties of Wisco	WORK ON ZAMBONI	285.20	3363
200-40-53-424000	Operating Supplies	GRAINGER	CLEANING SUPPLIES	17.62	112001
200-40-53-424000-PR5512	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	329.06	3112
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	1,365.10	111979
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARPENING	160.00	111966
200-40-53-430000-PR5502	Professional Services	Landon Bogee	SPEED SKATING INSTRUCTOR	105.00	3379
200-40-53-430000-PR5504	Professional Services	Kelli McClellan	ICE SHOW MUSIC EDITS	875.00	111950
200-40-53-430000-PR5512	Professional Services	JEANNE SCOTT	CONCESSION SHARE FOR FUNDRAISER	580.54	112042
200-40-53-433000	Advertising	Field Day	NEW YEARS EVE ENTERTAINMENT	1,345.00	111957
200-40-53-439000	CONTRACT MAINTENANCE	INTERNATIONAL CHEMTEx LLC	BIOCIDE	551.20	111997
200-40-53-442000	Memberships & Subscription	ASCAP, Inc.	MUSIC MEMBERSHIP	445.00	112003
Total Department 40-53 SKATING CENTER				6,058.72	
Total Fund 200 Recreation Fund				34,979.02	
Fund: 201 Recreation Donations					
Department: 40-40 RECREATION ADMINISTRATION					
201-40-40-430000	Professional Services	CHAMELEON CONCESSIONS INC	FINAL INVOICE FOR PUPPET WAGON	4,828.18	111988
Total Department 40-40 RECREATION ADMINISTRATION				4,828.18	
Total Fund 201 Recreation Donations				4,828.18	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-431000	Telephone	Verizon	DATA DEC 27- JAN 26 - ACC#487223064-0	356.61	111974
204-40-43-431000-PR0627	Telephone	Verizon	DATA DEC 27- JAN 26 - ACC#487223064-0	35.01	111974
Total Department 40-43 RECREATION MAINTENANCE				391.62	
Total Fund 204 PARK MAINTENANCE				391.62	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 221 Municipal Jazz Band					
Department: 40-45 BIG BAND ACTIVITIES					
221-40-45-424000	Operating Supplies	Richfield Bus Company	BIG BAND BUS INVOICE	1,350.00	111942
221-40-45-430000	Professional Services	FREDERICK MELVIN BALLEW IV	BIG BAND JANUARY PAYMENT	250.00	3382
Total Department 40-45 BIG BAND ACTIVITIES				1,600.00	
Total Fund 221 Municipal Jazz Band				1,600.00	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230130-CD1235	Development Escrow	Kennedy & Graven, Chartere	ATTORNEY SERVICES	756.29	111949
Total Department 00-00 GENERAL				756.29	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-420000	Office Supplies	Definitive Technology Solu	WASTE TONER CD	58.50	112023
260-56-17-430007	Electrical Inspections	Stephen Togle Inspections,	JANUARY 2025 ELECTRICAL INSPECTOR FEE	10,680.80	3380
260-56-17-431000	Telephone	Verizon	DATA DEC 27- JAN 26 - ACC#487223064-0	52.16	111974
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				10,791.46	
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-430000	Professional Services	Ramsey County Recorder/Reg	RECORDING FEES	92.00	111998
Total Department 56-57 PLANNING DEPARTMENT				92.00	
Department: 56-58 G.I.S. DEPARTMENT					
260-56-58-442000	Memberships & Subscription	City of White Bear Lake	RAMSEY COUNTY GIS USER GROUP FEE FOR	3,649.87	112012
260-56-58-442000	Memberships & Subscription	ESRI, Inc.	ARCGIS SOFTWARE 3/27/25 - 3/26/26	586.50	3366
Total Department 56-58 G.I.S. DEPARTMENT				4,236.37	
Total Fund 260 Community Development				15,876.12	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE-LIC. &	317.73	111971
265-05-00-430000	Professional Services	Huebsch, Inc.	MAT BRUSH BLACK SSNL ROSEVILLE-LIC. &	317.73	111971
265-05-00-439000	CONTRACT MAINTENANCE	Distinctive Window Cleanin	WINDOW CLEANING	270.00	112018
265-05-00-443500	Minor Equipment	Dell Marketing, L.P.	COMPUTER	841.92	111963
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	LICENSE CENTER SHREDDING THRU JAN	144.93	112026
Total Department 05-00 DEPUTY REGISTER				1,892.31	
Total Fund 265 License Center				1,892.31	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-453000	Other Improvements	Axon Enterprise, Inc.	TASER BATTERIES	1,744.00	111965
400-10-00-453000	Other Improvements	Kiesler's Police Supply, I	FIREARMS - 9MM, SIGHT (2)	1,673.00	111967
400-10-00-453000	Other Improvements	SOS OFFICE FURNITURE	OFFICE CABINET	558.25	112011
Total Department 10-00 POLICE DEPARTMENT				3,975.25	
Total Fund 400 Equipment Revolving				3,975.25	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	Municipal Emergency Servic	GLOVES	137.53	3370
Total Department 13-00 FIRE DEPARTMENT				137.53	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
401-13-13-452004	Fire Department Vehicles	Suburban Tire wholesale, I	TIRES FOR COMMAND CAR	677.04	112010

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 401 Fire Equipment					
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
		Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION		677.04	
		Total Fund 401 Fire Equipment		814.57	
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438100	Rental-Copier Machines	Definitive Technology Solu	COPIER RENTAL	2,772.42	112024
		Total Department 08-00 CENTRAL SERVICES		2,772.42	
		Total Fund 409 CENTRAL SERVICES FUND		2,772.42	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 02-00 ADMINISTRATION					
410-02-00-453000	Other Improvements	LAYER X TECHNOLOGY SYSTEMS	HDMI UPGRADE	120.00	112037
410-02-00-453000	Other Improvements	North Suburban Access Corp	COUNCIL HDMI UPGRADE	760.31	3371
		Total Department 02-00 ADMINISTRATION		880.31	
		Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND		880.31	
Fund: 586 TIF #18 Sienna Green					
Department: 57-00 EDA - GENERAL					
586-57-00-430000	Professional Services	Ramsey County	TIF ADMIN BILLING 2023	74.05	111959
		Total Department 57-00 EDA - GENERAL		74.05	
		Total Fund 586 TIF #18 Sienna Green		74.05	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	AARON & ANNA ROSETH	UB refund for account: 023169-000	242.47	112045
600-00-00-202000	Accounts Payable	MORIAH TRAN	UB refund for account: 026429-000	16.72	112044
600-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026713-000	4.24	112048
600-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026434-000	26.61	111994
600-00-00-202000	Accounts Payable	SCHUYLA MOORE	UB refund for account: 017949-000	518.36	111995
600-00-00-202000	Accounts Payable	TOM KULICK	UB refund for account: 007251-000	20.11	112043
		Total Department 00-00 GENERAL		828.51	
Department: 50-00 SANITARY SEWER					
600-50-00-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	6INX10FT SUCTION HOSE SPIRAL/6INX50FT	891.91	111954
600-50-00-448600	Credit Card Fees	INVOICE CLOUD	JANUARY INVOICE AND CC PROCESSING FEE	3,010.98	3381
		Total Department 50-00 SANITARY SEWER		3,902.89	
		Total Fund 600 Sanitary Sewer		4,731.40	
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	AARON & ANNA ROSETH	UB refund for account: 023169-000	88.27	112045
610-00-00-202000	Accounts Payable	EXETER 2219 HWY 36 WEST, L	UB refund for account: 026594-000	171,345.32	112047
610-00-00-202000	Accounts Payable	LEE HOMES CORP	UB refund for account: 025808-000	65.96	112046
610-00-00-202000	Accounts Payable	MORIAH TRAN	UB refund for account: 026429-000	15.16	112044
610-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026713-000	4.42	112048
610-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026434-000	28.51	111994
610-00-00-202000	Accounts Payable	SCHUYLA MOORE	UB refund for account: 017949-000	408.82	111995
610-00-00-202000	Accounts Payable	TOM KULICK	UB refund for account: 007251-000	18.13	112043
		Total Department 00-00 GENERAL		171,974.59	
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	Cemstone Products Co, Inc.	CONCRETE	2,126.50	111944
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	6X12-1/2 F1 SS REP CLMP 6.84-7.24/LF	1,241.02	3373
610-51-00-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	6INX10FT SUCTION HOSE SPIRAL/6INX50FT	891.91	111954
610-51-00-424000	Operating Supplies	Holcim-MWR, Inc.	WATERBREAK SAND AND CLASS 5	6,766.39	112030
610-51-00-424000	Operating Supplies	Holcim-MWR, Inc.	WATERBREAK SAND AND CLASS 5	615.25	112030
610-51-00-424000	Operating Supplies	SHARROW LIFTING PRODUCTS	4 FT WEB SLING 4 LEG BRIDLE/2 X 6FT 2	691.06	111962
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	WATER BREAK SPOILS DISPOSAL	5,208.72	112039
610-51-00-424000	Operating Supplies	SUPERIOR SAND AND GRAVEL I	WATER BREAK SPOILS DISPOSAL	1,440.00	112039
610-51-00-424000	Operating Supplies	Viking Industrial Center	61 LANYARD SINGLE INTERNAL SHOCK/SERI	334.97	3107
610-51-00-430000	Professional Services	Twin City Water Clinic, In	DECEMBER DISTRIBUTION SAMPLES	680.00	111943
610-51-00-430000	Professional Services	Water Conservation Service	JANUARY 21, 2025 @ ELDRIDGE AVE. AND	965.50	111955
610-51-00-431000	Telephone	T Mobile	ACCOUNT #967323231, MOBILE # 651-417-	35.96	111972
610-51-00-439000	CONTRACT MAINTENANCE	Q3 Contracting, Inc.	TRAFFIC CONTROL	247.10	111953
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	LEXINGTON AVE N AND ROSE PL WATER MAI	6,961.32	111947
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	1715 RICE STREET WATER AMIN REPAIR	11,222.25	112007
610-51-00-443600	Software Operating Charges	Comcast	706 SHRYER - BOOSTER STATION	518.35	112005
610-51-00-444000	St.Paul Water	St. Paul Regional Water Se	MONTHLY WATER BILL	487,597.27	112008
Total Department 51-00 WATER FUND				527,543.57	
Total Fund 610 Water Fund				699,518.16	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(76.51)	3362
Total Department 00-00 GENERAL				(76.51)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,189.42	3362
620-52-51-439000	CONTRACT MAINTENANCE	Comcast	BUSINESS SERVICE AT CEDARHOLM FEB	50.17	112006
620-52-51-441000	Training	Serving Alcohol, Inc.	EMPLOYEE ALCOHOL TRAINING	89.24	112014
Total Department 52-51 CEDARHOLM GOLF COURSE				1,328.83	
Total Fund 620 Golf Course				1,252.32	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	AARON & ANNA ROSETH	UB refund for account: 023169-000	49.17	112045
640-00-00-202000	Accounts Payable	MORIAH TRAN	UB refund for account: 026429-000	8.44	112044
640-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026713-000	2.55	112048
640-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026434-000	15.87	111994
640-00-00-202000	Accounts Payable	SCHUYLA MOORE	UB refund for account: 017949-000	238.66	111995
640-00-00-202000	Accounts Payable	TOM KULICK	UB refund for account: 007251-000	10.09	112043
Total Department 00-00 GENERAL				324.78	
Department: 54-00 STORM WATER					
640-54-00-424000	Operating Supplies	GARY CARLSON EQUIPMENT CO.	6INX10FT SUCTION HOSE SPIRAL/6INX50FT	891.90	111954
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	8.29	3361
640-54-00-439000	CONTRACT MAINTENANCE	PRECISION LANDSCAPE & TREE	TREE REMOVAL	1,700.00	111948
640-54-00-439000	CONTRACT MAINTENANCE	TWIN CITIES FOUNTAIN SERVI	WATERFALL CLEANING	480.00	111987
640-54-00-490000-PW2509	Payments to Contractors	Capitol Region Watershed D	PARKVIEW UNDERGROUND MAINTENANCE	1,105.34	111951
Total Department 54-00 STORM WATER				4,185.53	
Total Fund 640 Storm Drainage				4,510.31	

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	AARON & ANNA ROSETH	UB refund for account: 023169-000	27.99	112045
650-00-00-202000	Accounts Payable	MORIAH TRAN	UB refund for account: 026429-000	4.81	112044
650-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026713-000	1.42	112048
650-00-00-202000	Accounts Payable	OPEN DOOR LABS INC	UB refund for account: 026434-000	9.05	111994
650-00-00-202000	Accounts Payable	SCHUYLA MOORE	UB refund for account: 017949-000	131.45	111995
650-00-00-202000	Accounts Payable	TOM KULICK	UB refund for account: 007251-000	5.75	112043
Total Department 00-00 GENERAL				180.47	
Department: 65-00 SOLID WASTE RECYCLE					
650-65-00-430000	Professional Services	Eureka Recycling	JAN MONTHLY RECYCLING SERVICE	74,939.11	3105
Total Department 65-00 SOLID WASTE RECYCLE				74,939.11	
Total Fund 650 ENVIRONMENTAL				75,119.58	
Fund: 710 Risk Management					
Department: 00-00 GENERAL					
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL CLAIMS JAN 25	6,530.80	3355
710-00-00-210503	DENTAL	Delta Dental Plan of Minne	DENTAL ADMIN FEE JAN 25	1,273.51	3355
Total Department 00-00 GENERAL				7,804.31	
Department: 61-00 RISK MANAGEMENT					
710-61-00-430000	Professional Services	Stericycle, Inc.	STERI-SAFE BUDGET SUBSCRIPTION	325.40	111946
Total Department 61-00 RISK MANAGEMENT				325.40	
Total Fund 710 Risk Management				8,129.71	
Fund: 722 C.D.B.G. Park Improvements					
Department: 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM					
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	DEBRIS REMOVAL	472.00	112016
Total Department 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM				472.00	
Total Fund 722 C.D.B.G. Park Improvements				472.00	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119119	GMHC Revolving Home Imprv	Center for Energy and Envi	ORIGINATION FEES AND LOAN CLOSED	40,000.00	3115
Total Department 00-00 GENERAL				40,000.00	
Total Fund 723 Housing & Redevelopment Agency				40,000.00	
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES	23.00	111949
Total Department 57-00 EDA - GENERAL				23.00	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	ORIGINATION FEES AND LOAN CLOSED	1,400.00	3115
Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM				1,400.00	
Total Fund 725 EDA Operating Fund				1,423.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210500	Life Ins. Employee	3,453.28	
		100-00-00-210502	Employer Life Insurance	617.60	
		100-00-00-210600	Union Dues Deduction	7,492.75	
		100-00-00-210900	Long Term Disability	3,683.27	
		100-00-00-211100	ICMA Def Comp	16,682.06	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-00-00-211202	HRA Employer	8,525.00	
		100-02-00-430000	Professional Services	78,470.93	
		100-02-00-442000	Memberships & Subscriptions	1,884.00	
		100-02-00-448000	Miscellaneous	6,000.00	
		100-02-00-448050	Employee Recognition	3,363.00	
		100-02-00-448054	Volunteer Recognition	1,669.40	
		100-03-00-430000	Professional Services	26,706.00	
		100-08-00-424000	Operating Supplies	735.85	
		100-10-00-420000	Office Supplies	738.25	
		100-10-00-422000	Clothing	5,395.61	
		100-10-00-423000	Vehicle Supplies & Maintenance	93.30	
		100-10-00-424000	Operating Supplies	36.99	
		100-10-00-424000-PD0002	Operating Supplies	33.00	
		100-10-00-424000-PD0032	Operating Supplies	96.00	
		100-10-00-430000	Professional Services	33,194.00	
		100-10-00-431000	Telephone	5,421.60	
		100-10-00-437000	Contract Maint. - Vehicles	15,347.97	
		100-10-00-439000	CONTRACT MAINTENANCE	5,783.72	
		100-10-00-441000	Training	1,825.00	
		100-10-00-443600	Software Operating Charges	86.00	
		100-10-00-448054	Volunteer Recognition	333.66	
		100-13-00-422000	Clothing	926.16	
		100-13-00-423000	Vehicle Supplies & Maintenance	476.01	
		100-13-00-424000	Operating Supplies	53.25	
		100-13-00-430000	Professional Services	2,200.00	
		100-13-00-437000	Contract Maint. - Vehicles	71.50	
		100-13-00-439000	CONTRACT MAINTENANCE	1,263.86	
		100-13-13-436000-FD2660	Utilities	386.71	
		100-13-13-442000	Memberships & Subscriptions	150.00	
		100-20-20-430000	Professional Services	12,974.80	
		100-20-20-432000	Transportation	143.38	
		100-20-20-443600	Software Operating Charges	3,463.75	
		100-20-22-439000	CONTRACT MAINTENANCE	927.00	
		100-20-30-421000	Motor Fuel	19,645.97	
		100-20-30-422000	Clothing	90.28	
		100-20-30-423000	Vehicle Supplies & Maintenance	8,675.84	
		100-20-30-437000	Contract Maint. - Vehicles	2,904.25	
		100-23-00-430000	Professional Services	6,791.75	
		100-23-00-436001-PW2660	Utilities-City Hall	386.71	
		100-23-00-436003-PW2660	Utilities-City Garage	1,354.40	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	2,695.35	
		100-23-00-439003	Contract Maint.- City Garage	727.96	
		100-23-00-439010	Contract Maniit. - HVAC	5,639.02	
		101-10-00-424000-PD0056	Outreach - Operating Supplies	275.00	
		103-00-00-230150	Cell Tower Escrow	2,871.75	
		110-09-00-430000	Professional Services	3,725.27	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		110-09-00-434000	Printing	7,070.07	
		200-40-40-431100	Postage	6,481.81	
		200-40-40-433000	Advertising	50.00	
		200-40-40-443600	Software Operating Charges	381.75	
		200-40-41-424000-PR0220	Operating Supplies	666.40	
		200-40-41-430000-PR0202	Professional Services	1,580.00	
		200-40-41-430000-PR0210	Professional Services	245.00	
		200-40-41-430000-PR0234	Professional Services	1,100.00	
		200-40-41-430000-PR0245	Professional Services	1,080.00	
		200-40-41-430000-PR0253	Professional Services	4,049.43	
		200-40-42-424000-PR0101	Operating Supplies	17.49	
		200-40-42-430000-PR0105	Professional Services	13,268.42	
		200-40-53-423000	Vehicle Supplies & Maintenance	285.20	
		200-40-53-424000	Operating Supplies	17.62	
		200-40-53-424000-PR5512	Operating Supplies	329.06	
		200-40-53-425000-PR5512	Merchandise for Sale	1,365.10	
		200-40-53-430000	Professional Services	160.00	
		200-40-53-430000-PR5502	Professional Services	105.00	
		200-40-53-430000-PR5504	Professional Services	875.00	
		200-40-53-430000-PR5512	Professional Services	580.54	
		200-40-53-433000	Advertising	1,345.00	
		200-40-53-439000	CONTRACT MAINTENANCE	551.20	
		200-40-53-442000	Memberships & Subscriptions	445.00	
		201-40-40-430000	Professional Services	4,828.18	
		204-40-43-431000	Telephone	356.61	
		204-40-43-431000-PR0627	Telephone	35.01	
		221-40-45-424000	Operating Supplies	1,350.00	
		221-40-45-430000	Professional Services	250.00	
		260-00-00-230130-CD1235	Development Escrow	756.29	
		260-56-17-420000	Office Supplies	58.50	
		260-56-17-430007	Electrical Inspections	10,680.80	
		260-56-17-431000	Telephone	52.16	
		260-56-57-430000	Professional Services	92.00	
		260-56-58-442000	Memberships & Subscriptions	4,236.37	
		265-05-00-430000	Professional Services	635.46	
		265-05-00-439000	CONTRACT MAINTENANCE	270.00	
		265-05-00-443500	Minor Equipment	841.92	
		265-05-00-448000	Miscellaneous	144.93	
		400-10-00-453000	Other Improvements	3,975.25	
		401-13-00-453000	Other Improvements	137.53	
		401-13-13-452004	Fire Department Vehicles	677.04	
		409-08-00-438100	Rental-Copier Machines	2,772.42	
		410-02-00-453000	Other Improvements	880.31	
		586-57-00-430000	Professional Services	74.05	
		600-00-00-202000	Accounts Payable	828.51	
		600-50-00-424000	Operating Supplies	891.91	
		600-50-00-448600	Credit Card Fees	3,010.98	
		610-00-00-202000	Accounts Payable	171,974.59	
		610-51-00-424000	Operating Supplies	19,315.82	
		610-51-00-430000	Professional Services	1,645.50	
		610-51-00-431000	Telephone	35.96	
		610-51-00-439000	CONTRACT MAINTENANCE	18,430.67	
		610-51-00-443600	Software Operating Charges	518.35	
		610-51-00-444000	St.Paul water	487,597.27	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		620-00-00-209001	Use Tax Payable	(76.51)	
		620-52-51-436000	Utilities	1,189.42	
		620-52-51-439000	CONTRACT MAINTENANCE	50.17	
		620-52-51-441000	Training	89.24	
		640-00-00-202000	Accounts Payable	324.78	
		640-54-00-424000	Operating Supplies	891.90	
		640-54-00-436000	Utilities	8.29	
		640-54-00-439000	CONTRACT MAINTENANCE	2,180.00	
		640-54-00-490000-PW2509	Payments to Contractors	1,105.34	
		650-00-00-202000	Accounts Payable	180.47	
		650-65-00-430000	Professional Services	74,939.11	
		710-00-00-210503	DENTAL	7,804.31	
		710-61-00-430000	Professional Services	325.40	
		722-57-78-490000	Contractor Payments	472.00	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	40,000.00	
		725-57-00-430000-ED0006	Professional Services	23.00	
		725-57-73-430000	Professional Services	1,400.00	
--- TOTALS BY FUND ---					
		100	General Fund	299,866.19	
		101	General Fund Donations	275.00	
		103	Contracted Engineering Svcs	2,871.75	
		110	Telecommunications	10,795.34	
		200	Recreation Fund	34,979.02	
		201	Recreation Donations	4,828.18	
		204	PARK MAINTENANCE	391.62	
		221	Municipal Jazz Band	1,600.00	
		260	Community Development	15,876.12	
		265	License Center	1,892.31	
		400	Equipment Revolving	3,975.25	
		401	Fire Equipment	814.57	
		409	CENTRAL SERVICES FUND	2,772.42	
		410	GENERAL FACILITIES REPLACEMENT FUND	880.31	
		586	TIF #18 Sienna Green	74.05	
		600	Sanitary Sewer	4,731.40	
		610	Water Fund	699,518.16	
		620	Golf Course	1,252.32	
		640	Storm Drainage	4,510.31	
		650	ENVIRONMENTAL	75,119.58	
		710	Risk Management	8,129.71	
		722	C.D.B.G. Park Improvements	472.00	
		723	Housing & Redevelopment Agency	40,000.00	
		725	EDA Operating Fund	1,423.00	
		Total For All Funds:		1,217,048.61	

REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 10.b.

Department Approval

City Manager Approval



Item Description: Approve 2 Temporary Gambling Permits

Background

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

Temporary Gambling Permit

International Union of Operating Engineers, Local 49
2829 Anthony Lane South
Minneapolis, MN 55418

IUOE Local 49 is a non-profit organization holding a raffle at Midland Hills Country Club at 2001 Fulham Street, Roseville, on Monday, July 21, 2025.

MN Mighty Ducks
632 Heron Ave N
Oakdale, MN 55128

MN Mighty Ducks is a youth baseball non-profit organization holding a fundraiser with tipboards and a raffle at the B-Dale Club located at 2100 Dale Street N, Roseville, on Saturday, March 29, 2025.

Policy Objectives

Required by City Code

Equity Impact Summary

NA

Budget Implications

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

Staff Recommendations

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

36 **Requested Council Action**

37 Motion to approve the Temporary Gambling Permits for IUOE Local 49 and the MN Mighty
38 Ducks.

39

40

Prepared by: Allie Sertich

Attachments: 1. IUOE Local 49 Temp Gambling
2. MN Mighty Ducks Temp Gambling

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MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit11/17
Page 1 of 2

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: International Union of Operating Engineers, Local 49 Previous Gambling Permit Number: X-X-93312-19-006

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-0329340

Mailing Address: 2829 Anthony Lane South

City: Minneapolis State: MN Zip: 55418 County: Hennepin

Name of Chief Executive Officer (CEO): Ryan Davies, Business Manager-Financial Secretary

CEO Daytime Phone: 612-788-9441 CEO Email: rdavies@local49.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Midland Hills Country Club

Physical Address (do not use P.O. box): 2001 Fulham Street

Check one:

☒ City: Roseville Zip: MN County: Ramsey

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 21, 2025

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

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

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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Ryan Davies Date: 2-7-28
(Signature must be CEO's signature; designee may not sign)

Print Name: Ryan Davies

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: TAXPAYER SERVICE DIVISION

41-0329340 41467987 Telephone Number: 291-1472
INTERNATIONAL OPERATING ENGINEERS U

2829 ANTHONY LANE S
MINNEAPOLIS,

MN 55418

8216 Refer Reply to: EP/EO DIVISION

8106 Date: AUG 24 1982

Form Number: 990

Period Ended: 6/30/81

Exempt Status : 501(C)(5)

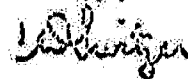
We are pleased to tell you that as a result of our examination for the above periods, we will continue to recognize your organization as tax exempt. Your return for the above period has been accepted as filed.

We have indicated below whether there is a change in your liability for the unrelated business income tax as provided by sections 511 through 515 of the Internal Revenue Code.

- A. ☒ There is no change.
- B. ☐ There is no change; however, income and expenses per Form 990 - T were not reported correctly. See the attached schedule.
- C. ☐ You will receive an examination report explaining the proposed adjustments.
- D. ☐ Attached is an examination report explaining the proposed adjustments.

However, as a result of the examination, we have noted one or more areas that should be brought to your attention. Those which are applicable to you are indicated on the attachment(s) to this letter.

Sincerely yours,



District Director

FLRCMW 9-21(5-81)

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit4/23
Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: MN Mighty Ducks Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any: 1427177700022 Federal Employer ID Number (FEIN), if any: 93-4519881

Mailing Address: 632 Heron Avenue N

City: Oakdale State: MN Zip: 55128 County: Washington

Name of Chief Executive Officer (CEO): William Dale Pierce

CEO Daytime Phone: 651-583-4771 CEO Email: yllib77@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): pdrewm@hotmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): B-Dale Club

Physical Address (do not use P.O. box): 2100 Dale Street N, Roseville, MN 55113

Check one:

☒ City: Roseville Zip: 55113 County: Ramsey

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): March 29, 2025

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

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

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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: William Dale Pierce Date: 2-12-25
(Signature must be CEO's signature; designee may not sign)

Print Name: William Dale Pierce

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MN MIGHTY DUCKS
632 HERON AVE N
OAKDALE, MN 55128

Date:
12/19/2023
Employer ID number:
93-4519881
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
November 12, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053742002863

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025

Item No.: 10.c.

Department Approval



City Manager Approval



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

Background

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

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

Policy Objectives

Required under City Code 103.05.

Equity Impact Summary

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

Budget Implications

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

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General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Police Department	Motorola Solutions, Inc.	Portable Radios / Software Encryption	(a) \$	51,173	\$ 45,752	2025 CIP
Fire Department	Municipal Emergency Services Depository Account	Firefighter Turnout Gear	(b) \$	163,000	\$ 112,608	2025 CIP
Skating Center	MCC Industries, Inc.	Ductwork Cleaning	(c) \$	25,000	\$ 18,200	2025 CIP

Key

- To meet new FBI encryption of criminal justice information requirements, Roseville continues to replace police radios with advanced encryption technology. This is the second requested purchase of 2025, with the original amount of \$102,000 allocated within the Police 2025 CIP budget.
- (a)
- Personal protective gear is a crucial component for firefighters to perform job duties within an immediately dangerous to life and health environment. This purchase request for 27 coats and pants and was previously approved to be funded out of their 2025 CIP.
- (b)
- The ductwork at the skating center has never been professionally cleaned. As the building ages so does the buildup of dust, dirt and allergens in the system. With that the vents do expel that build up, and it ends up in the air and eventually on the floor. Without cleaning the ductwork, it could potentially cause an unhealthy building.
- (c)

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

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

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

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

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

Location:

Not applicable.

2025 Capital Improvement Plan

Project/Initiative Summary

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

Project/Initiative Description:

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

Location:

Fire Station

Department/Division:	Parks and Recreation/Skating Center
Project/Initiative Title:	Commons: Ductwork Cleaning
Total Estimated Cost:	\$ 25,000
Funding Source:	CIP
Annual Operating Budget Impact:	[NA]

Project/Initiative Description:

The ductwork at the skating center has never been professionally cleaned. As the building ages so does build up of dust, dirt and allergens in the system. With that, when the vents do expel that build up, it ends up in the air and eventually on the floor. It's unsightly as well as potentially causing an unhealthy building. It's recommended that we have the ducts professionally cleaned in 2025 to prevent this build up.

Location:

Roseville Skating Center Commons: Ductwork Cleaning

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 2/24/2025
Item No.: 10.d.

Department Approval

City Manager Approval



Item Description: Approve an Ethernet Network Transport Services Agreement with
Roseville Schools

Background

Since 2002 the City has capitalized on a number of joint opportunities to install fiber optic communication lines to connect City, Roseville School District facilities and the Ramsey County Library. All participating entities share the costs to maintain these fiber lines.

The Roseville School District currently pays the City for the use of city-owned fiber to connect their facilities. As an educational service provider, the Roseville School District is eligible to receive rebates from the federally sponsored Universal Service Fund for their telecommunications costs including the use of city-owned fiber.

In order to do so however, the School District must submit a request for proposal (RFP) through USAC, the fund administrator for the federal Schools and Libraries program and allow proposals from any interested telecommunications service providers. The District is required to submit similar requests for all telecommunication costs they obtain through the program.

The City, as a registered USAC service provider, submitted a proposal for Ethernet Network Transport Services and this was subsequently awarded to the city as the best value proposal. The proposal, as submitted, was the extension of an existing 5 year agreement that is set to expire on June 30, 2020. The renewal is effective July 1, 2020 and will extend the services for another 5 year period.

The attached Agreement has been reviewed by District Officials and they've concluded that it will satisfy the rebate eligibility requirements. The Agreement mirrors existing cost-sharing and service requirements that both parties are currently operating under.

Policy Objectives

Multi-jurisdictional agreements and projects are consistent with the goals and strategies identified by the City. The joint construction of a fiber optic network serves a larger number of constituents and achieves greater economies of scale than if either party were to construct one separately.

Equity Impact Summary

Studies have shown that many Minnesota students, particularly those from low-income

36 families and communities of color, lack access to reliable internet services needed for
37 online learning. Approval of this agreement will ensure that students in the Roseville Area
38 School District will have access to the Internet and other technology that will assist in their
39 education.
40

41 **Budget Implications**

42 The City will receive \$77,184 annually from the Roseville Area School District to utilize the
43 City's fiber optic lines.
44

45 **Staff Recommendations**

46 Staff recommends the Council approve the renewal of the Ethernet Network Transport
47 Services between the City and the Roseville Area School District.
48

49 **Requested Council Action**

50 Motion to approve the renewal of the Ethernet Network Transport Services between the
51 City and the Roseville Area School District.
52

53 **Prepared by:** Patrick Trudgeon, City Manager

Attachments: 1. Ethernet Network Transportation Services Agreement

54

**ETHERNET NETWORK TRANSPORT SERVICES AGREEMENT BETWEEN
ROSEVILLE INDEPENDENT SCHOOL DISTRICT 623 AND CITY OF ROSEVILLE, MINNESOTA**

THIS Service Agreement Amendment ("Agreement") subject to the laws of State of Minnesota, is between the Roseville Independent School District 623, (hereinafter "DISTRICT") 1251 County Road B2 W Roseville, MN 55113 and City of Roseville, a local unit of government in the State of Minnesota, 2660 Civic Center Drive, Roseville, MN 55113 (hereinafter " PROVIDER").

I. SERVICES PROVIDED. The PROVIDER agrees to provide fiber based IP/Ethernet transport services to the sites as identified in Attachment A to this Agreement.

II. TERM AND RENEWAL OF AGREEMENT. The term of service is for a period of five years from the date of service acceptance. The PROVIDER agrees to complete all work and provide service to the DISTRICT no earlier than July 1, 2025. The DISTRICT may choose to renew this Agreement at the end of the term for up to an additional 5 years. The PROVIDER agrees to extend the Agreement should the District choose to do so. The extension term shall be mutually agreed between the DISTRICT and the PROVIDER but the extension rate shall not exceed the cost for maintaining the service.

III. PAYMENT. Inconsideration for all services performed by the PROVIDER the DISTRICT shall pay the PROVIDER a one-time charge of \$0 and monthly payment of \$6,432 for the term of the Agreement. The District shall pay for services as they are implemented and operational.

IV. E-RATE CERTIFICATION. The PROVIDER shall certify annually that it is registered with the Universal Service Administration Companies Schools and Libraries Division with a valid Service Provider Identification Number. Failure to do so would be cause for the DISTRICT to terminate this Agreement without any termination liabilities.

V. SERVICE MAINTENANCE and CREDITS. The PROVIDER shall maintain the service at 99.9 percent availability calculated over a thirty day window. The PROVIDER shall respond to trouble report from the DISTRICT twenty-four hours a day, seven days a week. In the event service restoration requires an on-site visit, the PROVIDER shall be onsite within four hours of reporting a trouble and will make all commercially reasonable efforts to resolve the problem. The PROVIDER shall provide a service outage credit to the DISTRICT for one day of service for each eight hours of continuous outage. The service credit shall be provided on the subsequent invoice to the DISTRICT.

VI. ASSIGNMENT. The PROVIDER shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the DISTRICT which shall not be unreasonably withheld.

VII. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original Agreement, or their successors in office.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

1. ROSEVILLE INDEPENDENT SCHOOL DISTRICT 623

By (authorized District office signature)
Title
Date:

2. PROVIDER: CITY OF ROSEVILLE, MN

The Agreement on behalf of the PROVIDER as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Date

ATTACHMENT A
SITE LIST FOR FIBER BASED TRANSPORT SERVICES

Site	Address
Edgerton Elementary School	1929 Edgerton Street Maplewood, MN 55117
Fairview Community Center	1910 County Road B W Roseville, MN 55113
Park View Center School	701 County Road B W Roseville , MN 55113
Brimhall Elementary School	1744 County Road B West Roseville, MN 55113
Emmet D. Williams Elementary School	955 W. County Road D Shoreview, MN 55126
Little Canada Elementary School	400 Eli Road Little Canada, MN 55117
Falcon Heights Elementary School	1393 Garden Avenue West Falcon Heights, MN 55113
Central Park Elementary School	535 County Road B-2 West Roseville, MN 55113
Roseville Area Middle School	15 County Road B-2 East Little Canada, MN 55117
Harambee School	30 County Road B East Maplewood, MN 55117
Roseville Area High School (District Hub)	1240 County Road B-2 West Roseville, MN 55113
Sourcewell (Minnesota Technology Center)	511 11th Avenue South Minneapolis, MN 55415

Notes:

Transport services consist of the following:

1. IP/Ethernet transport service (10 Gbps) from the District Hub to each of the remote sites.
2. There will be no over subscription at the District hub.
3. The Provider shall include fiber terminating devices that provide quality of service.

FUTURE MEETING AGENDA HIGHLIGHTS

February 24, 2025

March 3, 2025 – City Council Meeting

- Receive Presentation from Twin Cities North Chamber of Commerce
- Appoint Commissioners
- Receive 2024 Cash Reserve Fund report

March 17, 2025 – EDA Meeting

- Review Housing Market Study
- Consider Amendment to TIF Note for The Harbor

March 17, 2025 – City Council Meeting

- Award Contract for Architectural Services
- Discuss Massage Therapy Establishment Cap
- Receive Update on Strategic Plan

March/April City Council/EDA Meetings

- March 24
- April 7
- April 9 (Ethics Training)
- April 14
- April 21

			<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		