



City Council Agenda

Monday, March 3, 2025

6:00 PM

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting and Seating Order: Schroeder, Groff, Bauer, Strahan, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 5. Recognitions and Donations**
- 6:08 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:10 p.m. a. Received Presentation from Twin Cities North Chamber
- 6:25 p.m. b. Consider Approval of Hotel License for Courtyard Marriott Hotel, 2905 Centre Pointe Drive
- 6:30 p.m. c. Consider Approval of Hotel License for Fairfield Inn and Suites, 3045 Centre Pointe Drive
- 6:35 p.m. d. Consider Approval of Hotel License for Hampton Inn, 2050 Iona Lane
- 6:40 p.m. e. Consider Approval of Hotel License for Holiday Inn Express, 2715 Long Lake Road
- 6:45 p.m. f. Consider Approval of Hotel License for Home 2 Suites, 2020 Iona Lane
- 6:50 p.m. g. Consider Approval of Hotel License for Residence Inn, 2895 Centre Pointe Drive
- 6:55 p.m. h. Consider Approval of Hotel License for Country Inn and Suites, 2740 Snelling Ave.
- 7:00 p.m. i. Receive the 2024 Cash Reserve Fund Report and consider transfers
- 7:20 p.m. j. Establishing the 2026 Budget Process Calendar
- 7:35 p.m. k. Consider Appointment to Various Commissions
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approval of City Council Minutes**
- 7:55 p.m. **10. Approve Consent Agenda**
- a. Approval of Payments
- b. Approve 1 Massage Therapy Establishment License for Yun Wellness, LLC and Revoke the Massage Therapy Establishment License for T Massage
- c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
- d. Renewal of Ramsey County GIS Users Group Joint Powers Agreement
- e. Approve LanguageLine Agreement for Interpretation Services
- 8:00 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

a. Future Agenda

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



VISION: To Promote Business, Develop Leaders
and Connect Communities

Board and Governance

- Current 9-member Board representing various industries and backgrounds
- In good standing with MN Department of Revenue and updated on filings with State and Federal
- Committees
 - Ambassadors
 - Taskforces
 - Marketing
 - Public Policy

Summary of 2023-2024 for TCN Chamber

- Membership- Incremental growth new members. Targeting higher renewals in next year resulting in sustainable growth
- Growth in Engagement- Business Councils and collaborations. Events including Business Councils, Members Connect, and legacy events for members to engage
- Administration- Fiscal management, systems,
- Public Policy- Green to Go Initiatives, Housing , Franchise fees, and showcasing elected officials and public policy figures.

New Initiatives

- Manufacturing Cohort Group <https://www.twincitiesnorth.org/manufacturing-cohort/>
- DEED Drive for 5 Grant through Cohort- Releasing in January 2025
- Green to Go Roseville and other cities
- Young Professionals Collaboration with other Chambers
- Broadening out our social media footprint and expanding communications. Special allocations in 4th quarter 2024
- Expanding Partnerships with Workforce and Marketing

Opportunities

- Participate in grand openings and ribbon cuttings to welcome businesses to your community
- Engage in new initiatives to leverage our resources with stakeholders
- Continue to bring important items up related to businesses operating in your community through TCN Chamber communications or at Business Councils
- Share vital news to businesses through TCN Chamber newsletter or special communications. Added twice monthly newsletter frequency for members

Why we do what we do?

- Certificates of Origin= exports=jobs and profits
- Advocacy= sharing the story of how businesses thrive and concerns about public policies that prevent prosperity
- Invite businesses to grow within our footprint and also start a business = jobs and diverse opportunities for workforce
- Welcome a new business= because you are only new once and need that lift early in the life of a business
- Participate in Community= goodwill, quality of life, and help with resources. For example, service clubs, food shelves, and other non-profits

Example of Promoting Our Members

- <https://ninenorth.org/chamber-check-in/>

Thank you for your partnership and being a member!



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.b.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Courtyard Marriott Hotel,
2905 Centre Pointe Drive

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Courtyard by Marriott has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Courtyard by Marriott has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

Courtyard by Marriott does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Courtyard by Marriott has had 37 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities.

While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Courtyard by Marriott located at 2905 Centre Pointe Drive, Roseville.

Requested Council Action

Motion to grant a hotel license to Courtyard by Marriott located at 2905 Centre Pointe Drive, Roseville.

Prepared by: Patrick Trudgeon, City Manager

- Attachments:**
- 1. Courtyard Marriott Application
 - 2. Certificate of Inspection 2025 Courtyard
 - 3. Finance Department Memo
 - 4. Police Department Memo
 - 5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☒ NEW ☐ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: Courtyard by Marriott Roseville			
Phone Number: 651-746-8000		# of Guest Rooms: 120	
Hotel/Motel Address: 2905 Centre Pointe Drive			
City: Roseville	State: MN	ZIP Code: 55113	
Minnesota Tax ID: 6645457		Federal Employer ID (FEIN): 84-4581309	
General Manager Name: Amber Clayton		Phone: 651-746-8000	
Email: amber.clayton@tpihospitality.com			
CORPORATE INFORMATION			
Corporation/Owner Name: CYRV LLC			
Contact Name: Marlene Kubasch		Phone: 320-235-7207	
Contact Address: 103 15th Ave NW #200		Contact E-mail: marlene@tpihospitality.com	
City: Willmar	State: MN	ZIP Code: 56201	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): Amber Clayton			
Address: 2905 Centre Pointe Drive		Phone: 651-746-8000	
City: Roseville	State: MN	ZIP Code: 55113	
Email: amber.clayton@tpihospitality.com			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: Marlene Kubasch			
Address: 103 15th Ave NW #200		City: Willmar	State: MN
Title: Sr Director of Admin/Acct		ZIP code: 56201	
Phone: 320-235-7207		E-mail: marlene@tpihospitality.com	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: Thomas R. Torgerson			
Signature of applicant:		Date: 10/24/24	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: Thomas R Torgerson			
Address: 301 Palermo Cir		Phone: 612-747-3770	
City: Fort Myers Beach	State: FL	ZIP Code: 33931	
Email: tom@tpihospitality.com			

INTERESTED PERSON #2			
Role: ☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____			
Name: Amber Clayton			
Address: 325 Engler Blvd Apt 331		Phone: 612-408-9279	
City: Chaska	State: MN	ZIP Code: 55318	
Email: amber.clayton@tpihospitality.com			

INTERESTED PERSON #3			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Courtyard by Marriott

BUILDING ADDRESS:	2905 Centre Pointe Dr.
PIN:	052923140028
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Amber Clayton, Marriott
OWNER:	Cyrv, LLC
Number of guest rooms:	120

David Englund
David Englund, Building Official

02/25/2025
Date

Neil Spitzer
Fire Inspector

02-25-2025
Date

Initial Inspection Date: 11/04/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Dates: 11/25/2024 and 2/03/2025

COMMENTS: Corrections completed.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Finance Department

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: February 26, 2025
Re: Hotel License for the Courtyard Marriott

The Courtyard Marriott does not have unpaid utility, taxes, or other city charges as of February 26, 2025. The Finance Department does not object to the granting of the hotel license for the Courtyard Marriott.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Courtyard Marriott Hotel

The Roseville Police Department has responded to 37 calls to the Courtyard Marriott Hotel from January 1, 2024 to February 19, 2025. Management of the Courtyard have cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Courtyard by Marriott.

**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 3rd day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR CYRV LLC DOING BUSINESS AS COURTYARD BY MARRIOTT
ROSEVILLE.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, CYRV LLC, doing business as Courtyard by Marriott Roseville (the “Applicant”), has applied for a license to operate a hotel at 2905 Centre Pointe Drive in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for CYRV LLC, doing business as Courtyard by Marriott Roseville, 2905 Centre Pointe Drive, Roseville, MN;

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the _____ day of _____, 20____ with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.c.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Fairfield Inn and Suites, 3045 Centre Pointe Drive

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Fairfield Inn and Suites has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Fairfield Inn and Suites has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

Fairfield Inn and Suites does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Fairfield Inn and Suites has had 17 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities.

While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Fairfield Inn and Suites at 3045 Centre Pointe Drive, Roseville.

Requested Council Action

Motion to grant a hotel license to Fairfield Inn and Suites at 3045 Centre Pointe Drive, Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Fairfield Inn Application
2. Certificate Inspection 2025 Fairfield Inn
3. Finance Memo
4. Police Department Memo
5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☐ NEW ☒ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: FAIRFIELD INN & Suites			
Phone Number: 651-636-7869		# of Guest Rooms: 79 Rooms	
Hotel/Motel Address: 3045 CENTRE POINT DR			
City: ROSEVILLE	State: MN	ZIP Code: 55113	
Minnesota Tax ID: 8872974		Federal Employer ID (FEIN): 92-3751918	
General Manager Name: LAURA DOWNEY		Phone: 651-636-7869	
Email: LAURA.DOWNEY@MARRIOTT.COM			
CORPORATE INFORMATION			
Corporation/Owner Name: LORD SHIRAM INC DBA FAIRFIELD INN			
Contact Name: RAJ PATEL		Phone: 507-210-6180	
Contact Address: 16035 56TH PLN		Contact E-mail: RPPATEL22@HOTMAIL.COM	
City: PLYMOUTH	State: MN	ZIP Code: 55446	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): LAURA DOWNEY			
Address: 3045 CENTRE POINT DR		Phone: 651-636-7869	
City: ROSEVILLE	State: MN	ZIP Code: 55113	
Email: LAURA.DOWNEY@MARRIOTT.COM			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: RAJESH PATEL			
Address: 16035 56TH PLN		City: PLYMOUTH	State: MN
Title: OWNER		ZIP code: 55446	
Phone: 507-210-6180	E-mail: RPPATEL22@HOTMAIL.COM		
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: RAJESH PATEL			
Signature of applicant: [Signature]		Date: 10-3-24	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: RAJESH PATEL			
Address: 16035 58TH PL N		Phone: 507-210-6180	
City: PLYMOUTH	State: MN	ZIP Code: 55446	
Email: RPPATEL22 @HOTMAIL.COM			

INTERESTED PERSON #2			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: DAKESH PATEL			
Address: 6963 KIMBERLY CT N		Phone: 507-304-2666	
City: MAPLE GROVE	State: MN	ZIP Code: 55311	
Email: RKPATEL6963 @KMAIL.COM			

INTERESTED PERSON #3			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Fairfield by Marriott

BUILDING ADDRESS:	3045 Centre Pointe Drive
PIN:	052923110036
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Enrique Ortiz, Marriott
OWNER:	Lord Shriram, Inc.
Number of guest rooms:	79

David Englund
David Englund, Building Official

02/25/2025
Date

Neil Spitzer
Fire Inspector

02-25-2025
Date

Initial Inspection Date: 10/21/24

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 11/18/2024

COMMENTS: Exterior repairs to Accessible parking area to be completed summer 2025.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: February 26, 2025
Re: Hotel License for the Fairfield Inn & Suites

The Fairfield Inn & Suites does not have unpaid utility, taxes, or other city charges as of February 26, 2025. The Finance Department does not object to the granting of the hotel license for the Fairfield Inn & Suites.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Fairfield Inn and Suites

The Roseville Police Department has responded to 17 calls to the Fairfield Inn and Suites from January 1, 2024 to February 19, 2025. The management of the Fairfield Inn and Suites has cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Fairfield Inn and Suites.

**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 3rd day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR LORD SHIRAM INCORPORATED DOING BUSINESS AS FAIRFIELD
INN.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, Lord Shiram Incorporated, doing business as Fairfield Inn (the “Applicant”), has applied for a license to operate a hotel at 3045 Centre Pointe Drive in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for Lord Shiram Incorporated, doing business as Fairfield Inn, 3045 Centre Pointe Drive, Roseville, MN;

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the _____ day of _____, 20____ with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.d.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Hampton Inn, 2050 Iona Lane

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Hampton Inn has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Hampton Inn has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

Hampton Inn does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Hampton Inn has had 22 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff

recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Hampton Inn, 2050 Iona Lane.

Requested Council Action

Motion to adopt resolution to grant a hotel license to Hampton Inn, 2050 Iona Lane, Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Hampton Inn Application
2. Certificate Inspection 2025 Hampton Inn
3. Finance Memo
4. Police Department Memo
5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☒ NEW ☐ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: Hampton Inn Roseville			
Phone Number: 651-209-3000		# of Guest Rooms: 100	
Hotel/Motel Address: 2050 Iona Lane West			
City: Roseville	State: MN	ZIP Code: 55113	
Minnesota Tax ID: 2740619		Federal Employer ID (FEIN): 46-1078232	
General Manager Name: Brad Kusper		Phone: 651-209-3000	
Email: brad.kusper@tpihospitality.com			
CORPORATE INFORMATION			
Corporation/Owner Name: HR LLC			
Contact Name: Marlene Kubasch		Phone: 320-235-7207	
Contact Address: 103 15th Ave NW #200		Contact E-mail: marlene@tpihospitality.com	
City: Willmar	State: MN	ZIP Code: 56201	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): Brad Kusper			
Address: 2050 Iona Lane West		Phone: 651-209-3000	
City: Roseville	State: MN	ZIP Code: 55113	
Email: brad.kusper@tpihospitality.com			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: Marlene Kubasch			
Address: 103 15th Ave NW #200		City: Willmar	State: MN
Title: Sr Director of Admin/Acct		ZIP code: 56201	
Phone: 320-235-7207		E-mail: marlene@tpihospitality.com	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: Thomas R. Torgerson			
Signature of applicant:		Date: 10/24/24	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: Thomas R Torgerson			
Address: 301 Palermo Cir		Phone: 612-747-3770	
City: Fort Myers Beach	State: FL	ZIP Code: 33931	
Email: tom@tpihospitality.com			

INTERESTED PERSON #2			
Role: ☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____			
Name: Brad Kusper			
Address: 8108 North College Park Drive		Phone: 218-368-2866	
City: Brooklyn Park	State: MN	ZIP Code: 55445	
Email: brad.kusper@tpihospitality.com			

INTERESTED PERSON #3			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Hampton Inn

BUILDING ADDRESS: 2050 Iona Lane W.
PIN: 042923330033
LICENSING PERIOD: 04/01/2025 – 03/31/2026
MANAGER/OPERATOR: Brad Kusper, Hilton
OWNER: HR, LLC
Number of guest rooms: 100

David Englund
 David Englund, Building Official

02/25/2025
 Date

Neil Spitzer
 Fire Inspector

02-25-2025
 Date

Initial Inspection Date: 10/28/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 11/19/2024

COMMENTS: Corrections Completed

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Finance Department

Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: February 26, 2025
Re: Hotel License for the Hampton Inn

The Hampton Inn does not have unpaid utility, taxes, or other city charges as of February 26, 2025. The Finance Department does not object to the granting of the hotel license for the Hampton Inn.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Hampton Inn

The Roseville Police Department has responded to 22 calls to the Hampton Inn from January 1, 2024 to February 19, 2025. The management of the Hampton Inn has cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and the cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Hampton Inn.

**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 3rd day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR HR LLC DOING BUSINESS AS HAMPTON INN ROSEVILLE.**

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, HR LLC, doing business as Hampton Inn (the “Applicant”), has applied for a license to operate a hotel at 2050 Iona Lane in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above City, staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for HR LLC, doing business as Hampton Inn, 2050 Iona Lane, Roseville, MN;

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

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the day of, , 20 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.e.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Holiday Inn Express, 2715 Long Lake Road

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Holiday Inn Express has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Holiday Inn Express has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

Holiday Inn Express does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Holiday Inn Express has had 39 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities.

While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Holiday Inn Express, 2715 Long Lake Road, Roseville.

Requested Council Action

Motion to adopt resolution to grant a hotel license to Holiday Inn Express, 2715 Long Lake Road, Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

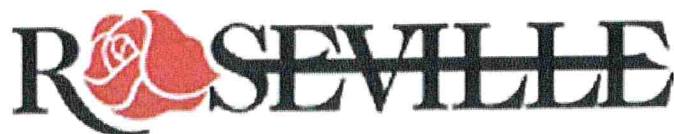
1. Holiday Inn Express Application
2. Certificate Inspection 2025 Holiday Inn Express
3. Finance Memo
4. Police Department Memo
5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☐ NEW ☒ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: <u>HOLIDAY INN EXPRESS & Suites</u>			
Phone Number: <u>651-294-7200</u>		# of Guest Rooms: <u>118 Rooms</u>	
Hotel/Motel Address: <u>2715 LONK LAKE RD, ROSEVILLE, MN, 55113</u>			
City: <u>ROSEVILLE</u>	State: <u>MN</u>	ZIP Code: <u>55113</u>	
Minnesota Tax ID: <u>9005874</u>		Federal Employer ID (FEIN): <u>93-2382233</u>	
General Manager Name: <u>THERESA MARTINEZ</u>		Phone: <u>763-306-7094</u>	
Email: <u>THERESA.MARTINEZ.IHK @ OUTLOOK.COM</u>			
CORPORATE INFORMATION			
Corporation/Owner Name: <u>YASH HOSPITALITY INC DBA HOLIDAY INN EXPRESS</u>			
Contact Name: <u>RAJ PATEL</u>		Phone: <u>507-210-6180</u>	
Contact Address: <u>16035 58TH PL N</u>		Contact E-mail: <u>RPPATEL22 @ HOTMAIL.COM</u>	
City: <u>PLYMOUTH</u>	State: <u>MN</u>	ZIP Code: <u>55446</u>	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): <u>THERESA MARTINEZ</u>			
Address: <u>2715 LONK LAKE RD</u>		Phone: <u>763-306-7094</u>	
City: <u>ROSEVILLE</u>	State: <u>MN</u>	ZIP Code: <u>55113</u>	
Email: <u>THERESA MARTINEZ.IHK @ OUTLOOK.COM</u>			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: <u>RAJ PATEL</u>			
Address: <u>16035 58TH PL N</u>		City: <u>PLYMOUTH</u>	State: <u>MN</u>
Title: <u>OWNER</u>		ZIP code: <u>55446</u>	
Phone: <u>507-210-6180</u>	E-mail: <u>RPPATEL22 @ HOTMAIL.COM</u>		
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: <u>RAJESH PATEL</u>			
Signature of applicant: <u>Rajesh Patel</u>		Date: <u>10-3-24</u>	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: RAJESH PATEL			
Address: 16035 58TH PL N		Phone: 507-210-6180	
City: PLYMOUTH	State: MN	ZIP Code: 55446	
Email: RPPATEL22 @HOTMAIL.COM			

INTERESTED PERSON #2			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: RAKESH PATEL			
Address: 6963 KIMBERLY CT N		Phone: 507-304-2666	
City: MAPLE GROVE	State: MN	ZIP Code: 55316	
Email: RKPATEL6963 @GMAIL.COM 55311			

INTERESTED PERSON #3			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: BRIJESH PATEL			
Address: 7400 NARCISSUS LN, NORTH		Phone:	
City: MAPLE GROVE	State: MN	ZIP Code: 55311	
Email: BJPATEL1982 @GMAIL.COM			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Holiday Inn Express

BUILDING ADDRESS:	2715 Long Lake Road
PIN:	052923430011
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Theresa Martinez, IHG
OWNER:	Opi Notex Properties, LLC
Number of guest rooms:	119

David Englund
David Englund, Building Official

02/25/2025
Date

Neil Spitzer
Fire Inspector

02-25-2025
Date

Initial Inspection Date: 10/28/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 11/18/2024

COMMENTS: Corrections completed.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: February 26, 2025
Re: Hotel License for the Holiday Inn Express

The Holiday Inn Express does not have unpaid utility, taxes, or other city charges as of February 26, 2025. The Finance Department does not object to the granting of the hotel license for the Holiday Inn Express.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Holiday Inn Express

The Roseville Police Department has responded to 39 calls to the Holiday Inn Express from January 1, 2024 to February 19, 2025. Management of the Holiday Inn Express have cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Holiday Inn Express.

**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 3rd day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR YASH HOSPITALITY INC. DOING BUSINESS AS HOLIDAY INN
EXPRESS AND SUITES.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, Yash Hospitality Inc. doing business as Holiday Inn Express and Suites (the “Applicant”), has applied for a license to operate a hotel at 2715 Long Lake Road in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for Yash Hospitality Inc., doing business as Holiday Inn Express and Suites, 2715 Long Lake Road, Roseville, MN;

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the _____ day of _____, 20____ with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.f.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Home 2 Suites, 2020 Iona Lane

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Home 2 Suites has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included as Attachment 1.

Home 2 Suites has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues. (Attachment 2)

Home 2 Suites does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Home 2 Suites has had 37 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities.

While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Home 2 Suites, 2020 Iona Lane, Roseville.

Requested Council Action

Motion to adopt resolution to grant a hotel license to Home 2 Suites, 2020 Iona Lane, Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Home 2 Suites Application
2. Certificate Inspection 2025 Home2 Suites
3. Finance Memo
4. Police Department Memo
5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☒ NEW ☐ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: Home 2 Roseville			
Phone Number: 651-925-8600		# of Guest Rooms: 102	
Hotel/Motel Address: 2020 Iona Lane West			
City: Roseville	State: MN	ZIP Code: 55113	
Minnesota Tax ID: 2740619		Federal Employer ID (FEIN): 46-1078232	
General Manager Name: Tammy Hillyard		Phone: 651-925-8600	
Email: tammy.hillyard@tpihospitality.com			
CORPORATE INFORMATION			
Corporation/Owner Name: HR LLC			
Contact Name: Marlene Kubasch		Phone: 320-235-7207	
Contact Address: 103 15th Ave NW #200		Contact E-mail: marlene@tpihospitality.com	
City: Willmar	State: MN	ZIP Code: 56201	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): Tammy Hillyard			
Address: 2020 Iona Lane West		Phone: 651-925-8600	
City: Roseville	State: MN	ZIP Code: 55113	
Email: tammy.hillyard@tpihospitality.com			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: Marlene Kubasch			
Address: 103 15th Ave NW #200		City: Willmar	State: MN
Title: Sr Director of Admin/Acct		ZIP code: 56201	
Phone: 320-235-7207		E-mail: marlene@tpihospitality.com	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: Thomas R. Torgerson			
Signature of applicant:		Date: 10/24/24	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name: Thomas R Torgerson			
Address: 301 Palermo Cir		Phone: 612-747-3770	
City: Fort Myers Beach	State: FL	ZIP Code: 33931	
Email: tom@tpihospitality.com			

INTERESTED PERSON #2			
Role: ☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____			
Name: Tammy Hillyard			
Address: 856 Woodland Court		Phone: 612-408-9279	
City: Mahtomedi	State: MN	ZIP Code: 55115	
Email: tammy.hillyard@tpihospitality.com			

INTERESTED PERSON #3			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Home 2 Suites

BUILDING ADDRESS:	2020 Iona Lane West
PIN:	042923330033
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Tammy Hillyard, TPI Hospitality
OWNER:	HR, LLC
Number of guest rooms:	105

David Englund
David Englund, Building Official

02/25/2025
Date

Neil Spitzer
Fire Inspector

02-25-2025
Date

Initial Inspection Date: 10/29/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 11/19/2024

COMMENTS: Corrections Completed.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: February 26, 2025
Re: Hotel License for the Home 2 Suites

The Home 2 Suites does not have unpaid utility, taxes, or other city charges as of February 26, 2025. The Finance Department does not object to the granting of the hotel license for the Home 2 Suites.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Home 2 Suites

The Roseville Police Department has responded to 37 calls to the Home to Suites from January 1, 2024 to February 19, 2025. The management of the Home to Suites has cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Home to Suites.

**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 3rd day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR HR LLC DOING BUSINESS AS HOME 2 SUITES ROSEVILLE.**

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, HR LLC doing business as Home 2 Suites (the “Applicant”), has applied for a license to operate a hotel at 2020 Iona Lane in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for HR LLC, doing business as Home 2 Suites, 2020 Iona Lane, Roseville, MN;

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

WHEREUPON said resolution was declared duly passed and adopted.

75 STATE OF MINNESOTA)
76) SS
77 COUNTY OF RAMSEY)

78
79
80 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of
81 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
82 foregoing extract of minutes of a regular meeting of said City Council held on the day of,
83 , 20 with the original thereof on file in my office.

84
85 WITNESS MY HAND officially as such Manager this day of , 20
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89 SEAL
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Patrick J. Trudgeon, City Manager

REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.g.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Residence Inn, 2895 Centre
Pointe Drive

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Residence Inn has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included in Attachment 1.

Residence Inn has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues (Attachment 2).

Residence Inn does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Residence Inn has had 70 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations among different hotels, which may have varying impacts on historically underrepresented communities.

While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Residence Inn, 2895 Centre Pointe Drive, Roseville.

Requested Council Action

Motion to adopt resolution to grant a hotel license to Residence Inn, 2895 Centre Pointe Drive, Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Residence Inn Application
2. Certificate Inspection 2025 Residence Inn
3. Finance Memo
4. Police Department Memo
5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☒ NEW ☐ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION			
BUSINESS INFORMATION			
Name of Business: Residence Inn Roseville			
Phone Number: 651-636-0680		# of Guest Rooms: 108	
Hotel/Motel Address: 2985 Centre Pointe Drive			
City: Roseville	State: MN	ZIP Code: 55113	
Minnesota Tax ID: 6645402		Federal Employer ID (FEIN): 84-4588611	
General Manager Name: Marcus Giese		Phone: 651-636-0680	
Email: marcus.giese@tpihospitality.com			
CORPORATE INFORMATION			
Corporation/Owner Name: RIRV LLC			
Contact Name: Marlene Kubasch		Phone: 320-235-7207	
Contact Address: 103 15th Ave NW #200		Contact E-mail: marlene@tpihospitality.com	
City: Willmar	State: MN	ZIP Code: 56201	
OPERATOR/MANAGER INFORMATION			
Name of Hotel/Motel Operator/Manager (local contact): Marcus Giese			
Address: 2985 Centre Pointe Drive		Phone: 651-636-0680	
City: Roseville	State: MN	ZIP Code: 55113	
Email: marcus.giese@tpihospitality.com			
DESIGNATED CONTACT INFORMATION			
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances			
Name: Marlene Kubasch			
Address: 103 15th Ave NW #200		City: Willmar	State: MN
Title: Sr Director of Admin/Acct		ZIP code: 56201	
Phone: 320-235-7207		E-mail: marlene@tpihospitality.com	
SIGNATURES			
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.			
Applicant printed name: Thomas R. Torgerson			
Signature of applicant:		Date: 10/24/24	



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1		
Role: ☒ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name: Thomas R Torgerson		
Address: 301 Palermo Cir		Phone: 612-747-3770
City: Fort Myers Beach	State: FL	ZIP Code: 33931
Email: tom@tpihospitality.com		

INTERESTED PERSON #2		
Role: ☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____		
Name: Marcus Giese		
Address: 759 Belland Ave		Phone: 541-401-5889
City: Vadnais Heights	State: MN	ZIP Code: 55127
Email: marcus.giese@tpihospitality.com		

INTERESTED PERSON #3		
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:		
Address:		Phone:
City:	State:	ZIP Code:
Email:		

INTERESTED PERSON #4		
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____		
Name:		
Address:		Phone:
City:	State:	ZIP Code:
Email:		



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Residence Inn

BUILDING ADDRESS: 2985 Centre Pointe Dr.
PIN: 052923140023
LICENSING PERIOD: 04/01/2025 – 03/31/2026
MANAGER/OPERATOR: Joel Danko, TPI Hospitality
OWNER: Rirv. LLC
Number of guest rooms: 108

David Englund
 David Englund, Building Official

02/25/2025
 Date

Neil Spitzer
 Fire Inspector

02-25-2025
 Date

Initial Inspection Date: 11/06/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Dates: 11/25/2024 and 2/05/2025

COMMENTS: All corrections completed, except exterior concrete repairs to be completed summer 2025.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: February 26, 2025
Re: Hotel License for the Residence Inn

The Residence Inn does not have unpaid utility, taxes, or other city charges as of February 26, 2025. The Finance Department does not object to the granting of the hotel license for the Residence Inn.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Residence Inn

The Roseville Police Department has responded to 70 calls to the Residence Inn from January 1, 2024 to February 19, 2025. Management of the Residence Inn have cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Residence Inn.

**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 3rd day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR RIRV LLC DOING BUSINESS AS RESIDENCE INN ROSEVILLE.**

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, RIRV LLC doing business as Residence Inn Roseville (the “Applicant”), has applied for a license to operate a hotel at 2985 Center Pointe Drive in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for RIRV LLC, doing business as Residence Inn Roseville, 2985 Center Pointe Drive Roseville, MN;

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

WHEREUPON said resolution was declared duly passed and adopted.

77 STATE OF MINNESOTA)
78) SS
79 COUNTY OF RAMSEY)

80
81
82 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of
83 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
84 foregoing extract of minutes of a regular meeting of said City Council held on the day of,
85 , 20 with the original thereof on file in my office.

86
87 WITNESS MY HAND officially as such Manager this day of , 20
88
89
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91 SEAL
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Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.h.

Department Approval

City Manager Approval



Item Description: Consider Approval of Hotel License for Country Inn and Suites, 2740 Snelling Ave.

Background

On April 8, 2024, the Roseville City Council passed an ordinance creating Chapter 317, which requires all hotels operating in Roseville to obtain a license granted by the City. On December 2, 2024, the Roseville City Council amended the hotel licensing ordinance to change the timing of the annual license period to be effective between April 1 to March 31.

Country Inn and Suites has applied for a hotel license and has submitted all necessary information to be considered for the granting of a hotel license. All Interested Persons associated with the hotel have passed background checks. The application is included in Attachment 1.

Country Inn and Suites has been inspected by the City's Community Development and Fire Department and has completed all necessary corrections and does not have any outstanding building or fire code issues (Attachment 2).

Country Inn and Suites does not have any outstanding utility bills, taxes, or other charges with the City (Attachment 3).

Country Inn and Suites has had 30 reactive police calls (which excludes proactive visits, community engagement events, and case follow-up) since January 1, 2024 and no overdose deaths at their hotel. The Police Department has reviewed the calls for service and do not have concerns about granting the hotel license (Attachment 4).

Policy Objectives

The hotel licensing requirements ensure that lodging establishments are maintained and are safe for visitors to Roseville and are consistent with the following City Aspirations:

- Be a community that is welcoming and inclusive
- Be a community that is safe and secure
- Be a community that has thriving and diverse neighborhoods and businesses
- Be a community that is economically prosperous

Equity Impact Summary

Securing the safety and quality of hotel accommodations in Roseville is a fundamental consideration with respect to the hotel licensing ordinance. The equity analysis that was previously conducted indicates potential disparities in public safety concerns, building code issues, and health violations

among different hotels, which may have varying impacts on historically underrepresented communities. While the ordinance aims to address regulatory gaps and enforce consistent safety standards, staff recognizes the importance of impartially acknowledging both positive and negative impacts.

Positive impacts include enhanced safety measures, improved quality standards, and potential economic growth resulting from a well-regulated hotel industry. However, staff also acknowledge potential negative impacts, such as financial barriers for smaller hotels and unintended consequences for vulnerable populations, including those experiencing homelessness. The ordinance may inadvertently lead to affordability challenges, impacting low-income individuals seeking temporary lodging. Through ongoing monitoring and data tracking, staff intends to evaluate the ordinance's impact on historically underrepresented communities, ensuring that the decision-making process remains informed, balanced, and responsive to the diverse needs of the community. This approach aligns with Roseville's commitment to fostering a safe, inclusive, and economically vibrant community for all residents.

Budget Implications

Applicants for an annual hotel license pay a \$150 fee to the City.

Staff Recommendations

Staff recommends approval of the hotel license to Country Inn and Suites, 2740 Snelling Ave., Roseville.

Requested Council Action

Motion to adopt resolution to grant a hotel license to Country Inn and Suites, 2740 Snelling Ave., Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Country Inn and Suites Application
2. Certificate Inspection 2025 Country Inn & Suites
3. Finance Memo
4. Police Department Memo
5. Resolution



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
651-792-7023

SELECT ONE: ☐ NEW ☒ RENEWAL

HOTEL/MOTEL LICENSE APPLICATION		
BUSINESS INFORMATION		
Name of Business: COUNTRY INN & SUITES ROSEVILLE		
Phone Number: 651-628-3500	# of Guest Rooms: 91	
Hotel/Motel Address: 2740 N. SNELLING AVE.		
City: ROSEVILLE	State: MN	ZIP Code: 55113
Minnesota Tax ID: 3492724	Federal Employer ID (FEIN): 46-2447885	
General Manager Name: KATHRYN HUSTON	Phone: 612-431-4232	
Email: KLHUSTON@SANDCOMPANIES.COM		
CORPORATE INFORMATION		
Corporation/Owner Name: ROSEVILLE HOSPITALITY LLC		
Contact Name: SCOTT KRAUSE	Phone: 320-202-3100	
Contact Address: 366 10th AVE. S.	Contact E-mail: SAKRAUSE@SANDCOMPANIES.COM	
City: WAITE PARK	State: MN	ZIP Code: 56387
OPERATOR/MANAGER INFORMATION		
Name of Hotel/Motel Operator/Manager (local contact): KATHRYN HUSTON		
Address: 15156 DAVENPORT ST. NE		Phone:
City: HAM LAKE	State: MN	ZIP Code: 55304
Email:		
DESIGNATED CONTACT INFORMATION		
Authorized person(s) name and contact information to provide official notices under the City of Roseville Hotel Ordinances		
Name:		
Address:	City:	State:
Title:	ZIP code:	
Phone:	E-mail:	
SIGNATURES		
I certify that all information provided on this form is true and complete. I understand that any false statements on this form shall be sufficient cause for rejection of my application for a license.		
Applicant printed name: KATHRYN HUSTON		
Signature of applicant: Kathryn Huston		Date: 10/29/24



LISTING OF INTERESTED PERSONS

Under City Code Chapter 317.02C, at the time of a hotel license application, the applicant shall furnish the City with a list of all Interested Persons as defined by Chapter 317 of the Roseville City Code. Interested Persons will be subject to a criminal background check and payment of the investigation fee.

An Interested Person is defined in City Code as follows: All persons who will be on-site managers of the Hotel, are Owners or Operators, or that have an interest of five percent or more in the entity applying for or holding the license.

INTERESTED PERSON #1			
Role: ☐ Owner ☐ Operator ☒ On-Site Manager ☐ Other _____			
Name: KATHRYN L. HUSTON			
Address: 15156 DAVENPORT ST. NE		Phone: 612-431-4232	
City: HAM LAKE	State: MN	ZIP Code: 55304	
Email: KLHUSTON@SANDCOMPANIES.COM			

INTERESTED PERSON #2			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #3			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			

INTERESTED PERSON #4			
Role: ☐ Owner ☐ Operator ☐ On-Site Manager ☐ Other _____			
Name:			
Address:		Phone:	
City:	State:	ZIP Code:	
Email:			



Certification of Hotel Inspection

This structure and property have been inspected pursuant to the requirements of City Code Title 3, Chapter 317.02.E (Ordinance 1674).

For the following Hotel:

Country Inn & Suites

BUILDING ADDRESS:	2740 Snelling Av N.
PIN:	032923330012
LICENSING PERIOD:	04/01/2025 – 03/31/2026
MANAGER/OPERATOR:	Kathy Huston, Radisson
OWNER:	Roseville Hospitality
Number of guest rooms:	91

David Englund
David Englund, Building Official

2/25/2025
Date

Neil Spitzer
Fire Inspector

02-02-2025
Date

Initial Inspection Date: 10/09/2024

COMMENTS: Inspection report provided; corrections required.

Re-inspection Date: 11/18/2024

COMMENTS: Corrections completed.

Please note: Roseville City Code requires an annual inspection of all guest rooms, common areas, mechanical rooms, exterior surfaces and entire property. All inspection reports are public data and available for viewing at Roseville City Hall.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Michelle Pietrick, Finance Director
Date: February 26, 2025
Re: Hotel License for the Country Inn and Suites

The Country Inn and Suites does not have unpaid utility, taxes, or other city charges as of February 26, 2025. The Finance Department does not object to the granting of the hotel license for the Country Inn and Suites.



Memo

To: Roseville City Council
cc: Patrick Trudgeon, City Manager
From: Police Chief Erika Scheider
Date: February 26, 2025
Re: Hotel License for Country Inn and Suites

The Roseville Police Department has responded to 30 calls to the Country Inn and Suites from January 1, 2024 to February 19, 2025. The management of the Country Inn and Suites has cooperated with the Roseville Police Department during public safety responses and follow-up investigations. Based on the call volume and cooperation of hotel ownership and management, the Roseville Police Department does not object to the granting of a hotel license for Country Inn and Suites.

**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 3rd day of March 2025, at 6:00 p.m.

The following members were present:, Schroeder, Groff, Bauer, Strahan, and Mayor Roe. and the following were absent: None.

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

A RESOLUTION APPROVING THE APPLICATION FOR ISSUANCE OF A HOTEL
LICENSE FOR ROSEVILLE HOSPITALITY LLC DOING BUSINESS AS COUNTRY INN
AND SUITES ROSEVILLE.

WHEREAS, Minnesota Statute Section 471.585 authorizes a city to require hotels operating within the boundaries of the city to have a valid license issued by the city; and

WHEREAS, the City of Roseville adopted Ordinance Number 1674 (the “Ordinance”) on April 8, 2024 requiring such licenses and establishing certain regulations related to such licenses; and

WHEREAS, Roseville Hospitality LLC doing business as Country Inn and Suites Roseville (the “Applicant”), has applied for a license to operate a hotel at 2740 Snelling Ave. in the City of Roseville (the “Premises”); and

WHEREAS, the Ordinance requires that, prior to issuance of any license, all premises where the Hotel is located must comply with all relevant health and safety codes; and

WHEREAS, the City has conducted inspections of the Premises and has now verified that it is in compliance with all relevant health and safety codes;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a repeat nuisance service call fee imposed; and

WHEREAS, the City has determined that there have been no repeat nuisance service call fees imposed against the Owner, Operator, or manager;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have had a similar license suspended or revoked by the City or a similar jurisdiction; and

WHEREAS, the City has not discovered a prior license suspension or revocation;

WHEREAS, the Ordinance also requires that any Owner, Operator, or manager of a Hotel may not have an Interested Person with input into the day-to-day operations of the establishment that has one or more criminal conviction that relate to the licensed activity; and

WHEREAS, the Applicant has provided a list of all Interested Persons for a background investigation, and the City has completed the investigation and it has not revealed any information that would disqualify the Applicant obtaining a license; and

WHEREAS, the Ordinance requires that the Premises may not be delinquent to the City of Roseville, for taxes, assessment, or other financial claims; and

WHEREAS, City staff have verified that the Premises is not delinquent on any taxes, assessments or other charges; and

WHEREAS, on the basis of the above, City staff have recommended approval of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Roseville approves the Hotel license for Roseville Hospitality LLC, doing business as Country Inn and Suites Roseville, 2740 Snelling Ave. Roseville, MN;

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

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the day of, , 20 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.i.

Department Approval



City Manager Approval



Item Description: Receive the 2024 Cash Reserve Fund Report and consider transfers

Background

The Operating Fund Reserve Policy, as revised on September 20, 2021, (*Attachment 1*) states that excess reserves above the maximum reserve level for that specific fund (less funds needed for capital expenditures and funds received as donations) shall be placed into the Cash Reserve Fund.

Identifying Excess Cash Reserves

Attachment 2 shows the cash reserve levels along with the targets for each fund. In accordance with the cash reserve policy, the following amounts have been identified to be in excess of the high target reserve level for each fund. Therefore, these amounts should be transferred to and (from) the cash reserve fund.

Parks & Recreation fund	\$424,236 above the high target range of 30%
Communications Fund	(\$10,308) below the low target range of 10%

* **License Center** Fund \$153,352 above the high target range of 15%.

Parks and Recreation fund achieved higher than anticipated reserves as a result of higher participation in various programs than were anticipated during the budget preparation. In addition, expenditures came in under budget due to various costs coming in lower and staff vacancies.

License Center fund had anticipated revenues exceeding expenditures in the 2024 budget process based on estimated transactions. The License Center cash reserve range is 10%-15% and the year ended with an estimated 24% in reserves. Staff recommend leaving this excess in the License Center fund to build reserves to help pay for preliminary costs associated with a new building.

General Fund, exclusive of the cash reserve fund, ended the year at a 31% cash reserve level, which is below the minimum reserve threshold for this fund. When the City's Comprehensive Annual Financial Report is prepared, the Cash Reserve Fund is rolled up with this fund, so the audit report will show a higher reserve level, currently estimated at 37%.

Communications fund ended the year with a 8% cash reserve level, which is below the minimum target range set for this fund of 10%. Franchise fees came in lower than anticipated.

Information about other city fund balances will be included as part of the audit presentation in May.

Financial Sustainability Impacts

As noted previously, the COVID-19 pandemic demonstrated why the City has reserves and the impacts that can occur from unforeseen events. The fund balance policies are set up to address such unforeseen situations. The general fund reserve is set at a higher level as this fund is primarily funded

41 through property taxes but also serves as the fund that provides financial support in the short term
42 should another fund fall below its minimum fund balance. Based on reserve fund policies and
43 operational needs, staff recommend that the following amounts should be transferred to (from) the cash
44 reserve fund, for a net of \$413,928:
45 \$424,236 from the Parks & Recreation fund to the cash reserve fund
46 (\$10,308) to the Communications fund from the cash reserve fund
47

48 **Policy Objectives**

49 It is recommended that the City adhere to its established fund reserve policies both in the movement of
50 excess cash reserves and in the maintenance of minimum balances.
51

52 **Equity Impact Summary**

53 There is no direct equity impact to the fund transfers recommended in this staff report.
54

55 **Budget Implications**

56 See above.
57

58 **Staff Recommendations**

59 Staff recommends the City Council receive the 2024 Cash Reserve Fund report showing the transfer in
60 and out net of \$413,928 to the Cash Reserve Fund and make a motion authorizing those transfers from
61 the Parks & Recreation fund and to the Communications fund. Staff further recommend leaving the
62 \$153,352 excess in the License Center fund to assist in paying preliminary costs associated with a new
63 building.
64

65 **Requested Council Action**

66 Motion to receive the 2024 Cash Reserve Fund report showing the transfer of \$424,236 from the Parks
67 & Recreation fund and \$10,308 to the Communications fund for a net transfer to the Cash Reserve
68 Fund of \$413,928 and to leave the excess cash reserves in the License Center fund of \$153,352 to pay
69 for preliminary costs associated with a new building.
70
71

Prepared by: Michelle Pietrick, Finance Director

Attachments: 1. Operating Reserve Policy
2. 2024 Estimated Cash Reserves

72

Operating Fund Reserve Policy

Revised September 20, 2021

Purpose

- To provide a cushion against unexpected revenue and income interruptions
- To provide working capital by ensuring sufficient cash flow to meet the City's needs throughout the year
- To provide funds to address unexpected or unplanned events

Policy

- The City will maintain a general fund reserve of 35-50% of the general fund's total annual operating budget. This ensures that the City has adequate funds on hand to provide for operations between bi-annual property tax collection periods. Any surplus beyond the required general fund reserve may be transferred to another reserve fund with a funding shortfall.
- The City will strive to create a reserve in the Recreation Fund of 20-30% of the annual recreation budget. This reserve will provide a cash flow cushion to cover operations between bi-annual property tax collections and the fluctuation in charges for services revenues during the year. Because of more frequent cash inflows during the year, a 20-30% reserve will be adequate to support the daily cash needs of the fund.
- The Community Development Fund is supported solely by building permit fees and charges. Because the economic environment has a major effect on this Fund, a fund balance of 25-50 % of the annual budget is a reasonable target. It is expected that as economic downturns take place, this reserve will provide for a transition period during which the Council will be able to assess and to better match operations with the economic need.
- City enterprise funds shall have operating cash reserves sufficient to provide for monthly cash flow, and for a reasonable level of equipment and infrastructure replacement. Major reconstruction or system upgrades, may need to be funded from enterprise revenue bonds. Annual utility rate reviews will be made in regard to projected operating expenses and capital improvements. The Council will, on an annual basis, establish rates in accordance to operating cost recovery and the projected capital improvements. Based on consulting other cities, a minimum cash reserve level of 25% of the operating budget is a target that the City of Roseville will strive to maintain, though major capital projects may cause periodic deviations from this reserve level.
- The Communications Fund had greater cash flow variability in prior years and now receives a small amount of property tax levy support. It is expected to operate with reserve balances of 10-30% of the annual operating budget.
- The License Center fund has consistently demonstrated strong cash flows which allowed for a lower overall reserve level. Based on the experiences of 2020, these fund reserves may need to be increased in the future. At this time the License Center fund will operate with balances of 10-15% of the annual operating budget.

Operating Fund Reserve Policy

Revised September 20, 2021

- The Information Technology fund will operate with positive reserve balances of 10-15% which will eventually be eliminated once Metro Inet is fully established at which time, the IT function will simply be a division of the General Fund.
- Capital Project funds are identified in the Capital investment policy. Annual property tax levies supply funding for the various projects and fund balances increase over time to pay for equipment and infrastructure projects, the balances then drop and rebuild over time to cover the next projects.
- For the EDA, its General Operating Fund should maintain a reserve level of 35% of the annual budget to ensure that it has sufficient funds to provide for operations in-between property tax collection periods.
- In the event the minimum fund balance drops below prescribed levels, the City shall dedicate new incoming property tax or program revenues (where applicable) in an amount sufficient to bring fund balance levels back into compliance within three fiscal years.
- Unless otherwise directed by the City Council, monies held in individual Funds shall be expended first from restricted fund balances, second from committed fund balances, then from assigned fund balances, before using unassigned fund balance.

Implementation

All fund reserves shall be reviewed each year at the time of the annual budget preparation and at the annual audit for the purpose of complying with this policy. Budgets shall be prepared on an "All Resources" basis, so that the City Council and Community can readily discern the current and projected management of all reserves.

If aggregate unrestricted reserves in the tax-supported operating funds are outside of targeted goals, the Council is advised to create a plan to get reserves into targeted goal ranges by committing reserve funds, using aggregate excess reserves to reduce the levy, or making appropriate budget or tax levy adjustments. With the creation of the Cash Reserve Fund, certain funds will have their reserves swept if they exceed the high target range, see the next section.

Cash Reserve Fund

The City has established a Cash Reserve Fund that will take the excess cash reserves from selected funds that are over the maximum reserve levels as defined under this policy, less funds needed for capital expenditures or funds donated to the City. The following funds are subject to the Cash Reserve Fund policy:

- General Fund (unrestricted portion)
- Parks and Recreation Fund
- Communication Fund
- Information Technology Fund
- License Center

Operating Fund Reserve Policy

Revised September 20, 2021

As part of the annual audit, the excess funds above the maximum reserve level at December 31 of the previous year (less funds needed for capital expenditures and funds donated to these accounts) shall be transferred to the Cash Reserve Fund before the books are closed for that particular year. The funds transferred to the Cash Reserve Fund shall be tracked on an annual basis and reported to the Finance Commission and approved by the City Council by April of the subsequent year.

Any expenditures from the Cash Reserve Fund must be authorized by the City Council.

City of RosevilleCash Reserve Levels: Unrestricted Operating Funds

12/31/24 Cash Reserves Updated 3/3/2025

Cash Reserve Levels: *Unrestricted* Operating Funds

	12/31/2024	Less	12/31/2024	12/31/2024	2025			12/31/2024	12/31/2024		
	Cash	From	<i>Available</i>	Reserve	Operating	Target	Target	Low Target	High Target	Variance from	Variance from
<u>Operating Fund</u>	<u>Reserves</u>	<u>Donations</u>	<u>Reserves</u>	<u>Level</u>	<u>Budget</u>	<u>Low</u>	<u>High</u>	<u>Level</u>	<u>Level</u>	<u>Low Target</u>	<u>High Target</u>
General: Primary	\$ 7,512,707	\$ (92,673)	\$ 7,420,034	31%	\$23,637,883	35%	50%	\$ 8,273,259	\$ 11,818,942	\$ (853,225)	\$ (4,398,908)
(1) General: Cash Reserve Fund	994,959	-	994,959								
Parks & Recreation	2,467,184	(208,370)	2,258,814	37%	6,115,259	20%	30%	1,223,051	1,834,578	1,035,763	424,236
Communications	52,818	-	52,818	8%	631,260	10%	30%	63,126	189,378	(10,308)	(136,560)
License Center	491,883	-	491,883	22%	2,256,876	10%	15%	225,688	338,531	266,195	153,352

(1) See analysis below

City of Roseville

Cash Reserve Levels: Cash Reserve Fund

Unaudited 12/31/23 Cash Reserves Updated 3/12/2024

	Year	Funding Sources (Uses)						Excess Cash Reserve Fund
		General	Information Technology	Parks & Recreation	License Center	Communi-cations	Use of Funds	
Cash Balance: January 1	2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions	2018	-	170,000	635,000	81,000	-	-	886,000
Cash Balance December 31	2018	-	170,000	635,000	81,000	-	-	886,000
Contributions	2019	-	234,924	169,985	249,140	124,947	-	778,996
Interest Revenue	2019	10,084	-	-	-	-	-	10,084
Tranfer to Gen Fd-min. balance	2019	-	-	-	-	-	(918,583)	(918,583)
Cash Balance December 31	2019	10,084	404,924	804,985	330,140	124,947	(918,583)	756,497
Contributions	2020	-	193,990	-	-	-	-	193,990
Interest Revenue	2020	6,323	-	-	-	-	-	6,323
Equity Consultant	2020	-	-	-	-	-	(100,000)	(100,000)
Trf to Parks & Recreation	2020	-	-	-	-	-	(235,798)	(235,798)
Trf to License Center	2020	-	-	-	-	-	(354,958)	(354,958)
Cash Balance December 31	2020	16,407	598,914	804,985	330,140	124,947	(1,609,339)	266,054
Contributions	2021	-	360,160	79,662	-	-	-	439,822
Interest Revenue	2021	1,070	-	-	-	-	-	1,070
Cash Balance December 31	2021	17,477	959,074	884,647	330,140	124,947	(1,609,339)	706,946
Contributions	2022			20,317				20,317
Trf to Communications	2022						(31,436)	(31,436)
Interest Revenue	2022	(66,079)						(66,079)
Cash Balance December 31	2022	(48,602)	959,074	904,964	330,140	124,947	(1,640,775)	629,748
Trf to Parks & Rec Vehicle & Equip	2023						(200,000)	(200,000)
Contributions	2023			162,207	327,318			489,525
Interest Revenue	2023	53,076						53,076
Cash Balance December 31	2023	4,474	959,074	1,067,171	657,458	124,947	(1,840,775)	972,349
Interest Revenue	2024	22,610						22,610
Trf to Communications	2024						(10,308)	(10,308)
Contributions	2024			424,236				424,236
Cash Balance December 31	2024	27,084	959,074	1,491,407	657,458	124,947	(1,851,083)	1,408,887
Transfer to CIP funds	2025						(525,000)	(525,000)
		27,084	959,074	1,491,407	657,458	124,947	(2,376,083)	883,887

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.j.

Department Approval



City Manager Approval



Item Description: Establishing the 2026 Budget Process Calendar

Background

In the last several budget cycles, the City Council established a general process and timeline (calendar) for setting the following year's budget, property tax levy, utility rates, and fee schedule. Given the significance of the budget process and the substantial amount of time and resources it commands, the Council is encouraged to establish a calendar early in the process to demonstrate a commitment to:

- Defining program and service outcomes
- Identifying the associated property taxes & fees necessary to achieve those outcomes
- Providing opportunities for public participation

While the discussion of these and other key elements of the budget process may require some scheduling flexibility, there are a few statutory dates that the Council will need to adhere to, including the setting of a preliminary (September 30) and final property tax levy (December 31) as well as holding a final budget hearing (after November 24). Historically the city has held a final budget hearing at one meeting and then adopted the budget at the next scheduled meeting.

With these statutory dates in mind and inconsideration of the steps used in last year's process, Staff are tentatively suggesting the following budget calendar:

2026 Budget Process Timeline	Date
Establish 2025 Budget Process Calendar	3/3/2025
Discussion on <i>Preliminary</i> Cash Reserve Levels	3/3/2025
Discussion on 2025 Legislative Impacts & City Council Priorities	6/16/2025
Presentation of the 2026-2045 Capital Improvement Plan	7/14/2025
EDA Budget & Tax Levy Discussion	7/14/2025
Receive the 2025 City Manager Recommended Budget	8/25/2025
Receive Budget Recommendations from the Finance Commission	9/15/2025
Adopt Preliminary 2025 Budget, Tax Levy, & EDA Levy	9/22/2025
Review 2025 Proposed Utility Rates	11/10/2025
Review 2025 Fee Schedule	11/10/2025
Final Budget Hearing (Truth-in-Taxation Hearing)	12/1/2025
Adopt Final 2025 EDA Tax Levy	12/1 or 12/8/2025
Adopt Final 2025 Budget, Tax Levy, Utility Rates, & Fee Schedule	12/1 or 12/8/2025

In conjunction with this same calendar, the Finance Commission has several budget-related discussions tentatively scheduled on their upcoming 2025 Workplan. They include:

- July 8, August 27: Review Proposed 2026-2045 CIP
- August 27: Review 2026 City Manager Recommended Budget & Tax Levy
- September 9: Establish Recommendation on 2026 City Manager Recommended Budget & Tax Levy and recommendation on 2026-2045 CIP
- October 14: Review Proposed 2026 Utility Rates

Policy Objectives

It is recommended that the City continue to adhere to budgeting best practices including a commitment to formally incorporate the public's input, understanding long-term budget impacts, and communicating the City's intentions early and throughout the budget process.

Equity Impact Summary

There is no equity impact.

Budget Implications

Not applicable.

Staff Recommendations

Not applicable.

Requested Council Action

The Council is asked to provide guidance on the 2026 Budget calendar. Specific direction is needed regarding whether the final budget hearing will be held on December 1 with the Final adoption of the levy and budget on December 8th, or do both on December 1.

52

Prepared by: Michelle Pietrick, Finance Director

Attachments: None

53

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 7.k.

Department Approval



City Manager Approval



Item Description: Consider Appointment to Various Commissions

Background

On February 19 and 20, the City Council interviewed applicants interested in appointment to the Finance, Equity and Inclusion, Parks and Recreation, Planning and Police Civil Service Commissions. The City Council will consider applicants for each of these commissions.

Equity and Inclusion Commission– three (3) vacancies

- 1 vacancy for a full term ending March 31, 2028
- 1 vacancy for a partial term ending March 31, 2026
- 1 vacancy for a partial term ending March 31, 2027

Finance – one (1) vacancy

- 1 vacancy for a full term ending March 31, 2028

Parks and Recreation – four (4) vacancies

- 3 vacancies for a full term ending March 31, 2028
- 1 vacancy for a partial term ending March 31, 2026

Planning – four (4) vacancies

- 2 vacancies for a full term ending March 31, 2028
- 1 vacancy for a partial term ending March 31, 2026
- 1 vacancy for a partial term ending March 31, 2027

Police Civil Service – one (1) vacancy

- 1 vacancy for a full term ending March 31, 2028

At the time of packet preparation, staff had not received all the City Council members' choices for commission appointments. The tally sheet will be provided to the City Council once all the information is received.

Policy Objectives

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

41 customers with excellence. The role of appointed boards, commissions, and councils is to advise the
42 Mayor and Council on city policies and practices. A governing body that mirrors our population increases
43 City government access to great ideas, strengthens innovation and problem-solving, and ensures we are
44 representing the viewpoints and considerations of all our communities.

45
46 **Budget Implications**
47 None.

48
49 **Staff Recommendations**
50 Staff recommends that the Council make appointments to the various commissions that best reflect the
51 diverse perspectives within the community, is balanced in representation, and creates a strong
52 foundational understanding of equity and inclusion principles.

53
54 **Requested Council Action**
55 Council may appoint up to thirteen (13) applicants to fill the following vacancies.

- 56
57 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2028.
58 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2026.
59 Appoint _____ to the Equity and Inclusion Commission for a term ending March 31, 2027.
60
61 Appoint _____ to the Finance Commission for a term ending March 31, 2028.
62
63 Appoint _____ to the Parks and Recreation Commission for a term ending March 31, 2028.
64 Appoint _____ to the Parks and Recreation Commission for a term ending March 31, 2028.
65 Appoint _____ to the Parks and Recreation Commission for a term ending March 31, 2028.
66 Appoint _____ to the Parks and Recreation Commission for a term ending March 31, 2026.
67
68 Appoint _____ to the Planning Commission for a term ending March 31, 2028.
69 Appoint _____ to the Planning Commission for a term ending March 31, 2028.
70 Appoint _____ to the Planning Commission for a term ending March 31, 2026.
71 Appoint _____ to the Planning Commission for a term ending March 31, 2027.
72
73 Appoint _____ to the Police Civil Service Commission for a term ending March 31, 2028.

74
75 **Prepared by:** Rachel Boggs, Volunteer Manager
Attachments: 1. Spring 2025 Tally Sheet

76

Equity and Inclusion Commission

3 Vacancies (1 Full Term 4/1/25 - 3/31/2028 and 2 partial terms 4/1/2025 - 3/31/2026 and 4/1/2025 - 3/31/2027)

Bauer	Goldberg	Singaram	Stanley			
Groff	Singaram	Stanley	Taylor			
Roe	Miller	Taylor	Yussuf			
Schroeder	Goldberg	Singaram	Stanley			
Strahan	McCabe	Singaram	Taylor			
E&I Chair						

Applicants

Goldberg	2	*second choice Parks and Recreation
McCabe	1	
Miller	1	
Singaram	4	
Stanley	3	
Taylor	3	*second choice Parks and Recreation
Yussuf	1	
Zellers	0	

Finance Commission

1 Vacancy, (1 Full term, 4/1/2025 - 3/31/2028)

Bauer	Kanzenbach	
Groff	Kanzenbach	
Roe	Abumayyaleh	Kanzenbach
Schroeder	Kanzenbach	
Strahan	Kanzenbach	
Finance Chair	Kanzenbach	

Applicants

Abumayyaleh	1
Kanzenbach	5

Parks and Recreation Commission

4 Vacancies (3 Full Terms 4/1/25 - 3/31/2028 and 1 partial term 4/1/2025 - 3/31/2026)

Bauer	Bos	Donaldson	Harris	Kroona				
Groff	Botzek	Donaldson	Goldberg	Harris				
Roe	Botzek	Donaldson	Harris	Her	E. Lynch			
Schroeder	Bos	Donaldson	Harris	Kroona				
Strahan	Botzek	Hamma	Harris	Her	Stanley			
P& R Chair	Botzek	Donaldson	Kruzel	Schmidt				

Applicants

Bos	2	*second choice Police Civil Service
Botzek	3	
Donaldson	4	
Hamma	1	
Harris	5	
Her	2	*second choice Planning
Kroona	2	
Kruzel	0	
E. Lynch	1	*second choice Police Civil Service
Schmidt	0	

Planning

4 Vacancies (2 Full Terms 4/1/25 - 3/31/2028, and 2 partial terms 4/1/2025 - 3/31/2026 and 4/1/2024 - 3/31/2027)

Bauer	Barstad	Cyra	Jensen	E. Lynch		
Groff	Barstad	Cyra	Jensen	Root		
Roe	Barstad	Cyra	Hamma	E. Lynch	Schmidt	
Schroeder	Barstad	Cyra	Jensen	E. Lynch		
Strahan	Cyra	Jensen	Schmidt	Root		
Planning Chair	Barstad	Cyra	Root			

Applicants

Barstad	4	*second choice Equity
Cyra	5	
Jensen	4	
E. Lynch	3	
Root	2	

Police Civil Service

1 Vacancy, (1 Full term, 4/1/2025 - 3/31/2028)

Bauer	Accomando	
Groff	Accomando	
Roe	Accomando	R. Lynch
Schroeder	Accomando	
Strahan	Botzek	Accomando
PCS Chair		

Applicants

Accomando	5
Botzek	1
R. Lynch	1

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

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	\$59,184.57
112049 – 112095	\$173,028.04
Total	\$232,212.61

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

Budget Implications

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

Staff Recommendations

Staff recommends approval of all payment of claims.

Requested Council Action

34 Motion to approve the payment of claims as submitted.

35

36

37

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Checks for Approval

38

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	3399
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,872.00	3399
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,481.55	3399
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	3399
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	3399
Total Department 00-00 GENERAL				10,120.55	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	212.50	3405
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	399.13	3405
100-01-00-430005	Community Grants	TUBMAN	TUBMAN SERVICES UNDER PROFESSIONAL SE	20,000.00	112094
100-01-00-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	218.90	112055
Total Department 01-00 CITY COUNCIL				20,830.53	
Department: 02-00 ADMINISTRATION					
100-02-00-430060	Wellness Plan	Harmony Valley Farm, LLC	CSA BOXES FOR 2025 WELLNESS YEAR	2,374.00	112087
Total Department 02-00 ADMINISTRATION				2,374.00	
Department: 04-00 FINANCE					
100-04-00-430000	Professional Services	Metropolitan Courier Corp.	JAN 2025 SERVICE CHARGE	776.39	112071
Total Department 04-00 FINANCE				776.39	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Erickson, Bell, Beckman &	MONTHLY RETAINER - JANUARY 2025	15,106.00	3401
Total Department 06-00 LEGAL DEPARTMENT				15,106.00	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-424000-PD0002	Operating Supplies	Bridging Inc	HOMELESS OUTREACH HOUSING ESSENTIALS	300.00	112086
100-10-00-430000	Professional Services	Martin McAllister, Inc.	PUBLIC SAFETY ASSESSMENT WIETHORN, NI	2,600.00	112057
100-10-00-430001	Dispatching Services	Ramsey County	CAD SERVICES JAN	5,196.13	112067
100-10-00-430001	Dispatching Services	Ramsey County	DISPATCH SERVICES JAN	34,581.63	112067
100-10-00-437000	Contract Maint. - Vehicles	Ramsey County	FLEET SUPPORT JAN	514.80	112067
100-10-00-439000	CONTRACT MAINTENANCE	Axon Enterprise, Inc.	ANNUAL BWC LICENSES (3)	513.00	112078
100-10-00-439000	CONTRACT MAINTENANCE	Axon Enterprise, Inc.	ANNUAL BWC LICENSES (4)	707.65	112078
100-10-00-439000	CONTRACT MAINTENANCE	Axon Enterprise, Inc.	BWC ANNUAL LICENSES (1)	201.63	112078
100-10-00-439000	CONTRACT MAINTENANCE	Ramsey County	ANNUAL SWAT CONTRIBUTION - INCL TRAIN	12,000.00	112067
Total Department 10-00 POLICE DEPARTMENT				56,614.84	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-422000	Clothing	Aspen Mills Inc.	ERICKSON	399.95	112049
100-13-00-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	585.62	112061
100-13-00-439000	CONTRACT MAINTENANCE	MNSPECT, LLC	INSPECTION	247.20	112090
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	HVAC	103.16	3404
100-13-00-441000	Training	Daniel Concha	TRAINING REIMBURSEMENT	288.80	3409
100-13-00-441000	Training	Henderson, Jarod	TRAINING REIMBURSEMENT	288.80	3412
100-13-00-441000	Training	Kopietz, Karli	TRAINING REIMBURSEMENT	288.80	3411
Total Department 13-00 FIRE DEPARTMENT				2,202.33	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-439000	CONTRACT MAINTENANCE	Ready Watt Electric, Inc.	SIREN	2,150.00	3403
Total Department 13-18 EMERGENCY SERVICES				2,150.00	
Department: 20-21 STREET DEPARTMENT					
100-20-21-424000	Operating Supplies	K-Tech Specialty Coating,	BEET HEET	1,928.61	112080

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-21 STREET DEPARTMENT					
			Total Department 20-21 STREET DEPARTMENT	1,928.61	
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	499.63	112089
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	UNLEADED FUEL	1,829.84	112089
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112066
100-20-30-422000	Clothing	Cintas Corporation	UNIFORM	45.14	112066
100-20-30-423000	Vehicle Supplies & Mainten	FACTORY MOTOR PARTS CO.	BATTERY	100.92	3397
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	STUD-HUB	19.42	112082
100-20-30-423000	Vehicle Supplies & Mainten	Jeff Belzers Roseville Chr	RADIATOR	240.00	112082
100-20-30-423000	Vehicle Supplies & Mainten	Rosedale Chevrolet	SENSOR	78.31	112053
100-20-30-437000	Contract Maint. - Vehicles	Goodyear Tire & Rubber Com	TIRES	3,209.59	112075
			Total Department 20-30 VEHICLE MAINTENANCE	6,067.99	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-430000	Professional Services	Zayo Group LLC	FIBER	4,421.02	112073
100-23-00-436001	Utilities-City Hall	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - DEC 2024	743.56	3410
100-23-00-439001	CONTRACT MAINTENANCE - CIT	API Garage Door	12/13/25: POLICE SALLY PORT DOOR 3	386.50	112085
100-23-00-439001	CONTRACT MAINTENANCE - CIT	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	8,052.23	112061
100-23-00-439010	Contract Maniit. - HVAC	Yale Mechanical	ROLLCALL ROOM COLD. PD	902.00	3404
100-23-00-439010	Contract Maniit. - HVAC	Yale Mechanical	FOUND PUMP 2 NOT WORKING, CONTINUALLY	715.75	3404
			Total Department 23-00 BUILDING MAINTENANCE	15,221.06	
			Total Fund 100 General Fund	133,392.30	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-442000	Memberships & Subscription	North Suburban Comm Commis	QUARTER 1 OF 4 - NSCC CITY CONTRIBUTI	24,508.51	112059
			Total Department 09-00 COMMUNICATIONS	24,508.51	
			Total Fund 110 Telecommunications	24,508.51	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-442000	Memberships & Subscription	MRPA	MRPA MEMBERSHIP RENEWAL 2025	1,925.00	112051
			Total Department 40-40 RECREATION ADMINISTRATION	1,925.00	
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEREE PAYMEN	1,580.00	3406
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL LEAGUE REFEREE	1,580.00	3406
200-40-41-430000-PR0210	Professional Services	AARP DRIVER SAFETY PROGRAM	SMART DRIVER PAYMENT - FEB 11	130.00	112088
200-40-41-430000-PR0220	Professional Services	Metro Volleyball Officials	ADULT WINTER VOLLEYBALL REFEREE PAYME	4,998.00	3400
200-40-41-430000-PR0290	Professional Services	Fulton Productions	DJ RUN FOR THE ROSES	700.00	112084
			Total Department 40-41 RECREATION FEE PROGRAMS	8,988.00	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-438000	Rental	On Site Companies-OSSTC	PORTABLE PAYMENT	814.00	112052
			Total Department 40-42 RECREATION NON FEE PROGRAMS	814.00	
Department: 40-50 NATURE CENTER					
200-40-50-439000-PR0119	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,171.23	112061
			Total Department 40-50 NATURE CENTER	1,171.23	
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	GRAINGER	BROOMS	51.08	112050

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-53 SKATING CENTER					
200-40-53-424000	Operating Supplies	TradeTools, Inc.	HSB	45.98	112081
200-40-53-424000	Operating Supplies	TradeTools, Inc.	WASHERS	67.41	112081
200-40-53-424000	Operating Supplies	Twin City Filter Service,	FREIGHT CHARGE LEFT OFF ORIGINAL PAYM	25.00	112064
200-40-53-424000-PR5507	Operating Supplies	Ice Sports Industry-ISI	SKATE SCHOOL BADGES	9.00	112054
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSIONS SUPPLIES	999.69	112069
200-40-53-430000	Professional Services	MR Cutting Edge	ZAM BLADE SHARPENING	742.00	112079
200-40-53-430000-PR5504	Professional Services	Kelli McClellan	MUSIC SERVICES FOR ICE SHOW	1,050.00	112063
200-40-53-436000	Utilities	DG Minnesota CS 2021, LLC	SOLAR PRODUCTION - DEC 2024	171.58	3410
200-40-53-439000	CONTRACT MAINTENANCE	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	3,394.88	112061
200-40-53-442000	Memberships & Subscription	MRPA	MRPA MEMBERSHIP RENEWAL 2025	360.00	112051
Total Department 40-53 SKATING CENTER				6,916.62	
Total Fund 200 Recreation Fund				19,814.85	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112066
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112066
204-40-43-422000	Clothing	Cintas Corporation	CLASSIC COVERALL / NAVY	2.80	112066
204-40-43-424000	Operating Supplies	E&T Plastics Manufacturing	CLEAR POLYCARBONATE PALRAM NO UV	292.11	112076
204-40-43-424000	Operating Supplies	Fastenal Company Inc.	AA BATTERIES - 216	63.50	3402
204-40-43-424000	Operating Supplies	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	578.19	112061
204-40-43-430000	Professional Services	Killmer Electric Co., Inc.	LABOR AND MATERIALS TO TROUBLESHOOT T	650.00	112056
204-40-43-430000	Professional Services	Killmer Electric Co., Inc.	LABOR AND MATERIALS TO REPAIR TENNIS	322.60	112056
204-40-43-430000	Professional Services	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVALS - CENTRAL PAR	1,207.75	112060
204-40-43-430000	Professional Services	Yale Mechanical	INSTALL 9 WIRELESS THERMOSTAT SYSTEMS	9,944.00	3404
204-40-43-430000-PR0400	Professional Services	PRECISION LANDSCAPE & TREE	TREE AND STUMP REMOVAL CO RD C AND GA	3,750.00	112060
204-40-43-430000-PR0400	Professional Services	Three Trees Horticulture,	MULCH OAK TREES - AUTUMN GROVE; SOIL	2,980.00	112077
204-40-43-442000	Memberships & Subscription	MRPA	MRPA MEMBERSHIP RENEWAL 2025	180.00	112051
Total Department 40-43 RECREATION MAINTENANCE				19,976.55	
Total Fund 204 PARK MAINTENANCE				19,976.55	
Fund: 260 Community Development					
Department: 56-57 PLANNING DEPARTMENT					
260-56-57-433000	Advertising	St. Paul Pioneer Press	ADVERTISING	26.40	112055
Total Department 56-57 PLANNING DEPARTMENT				26.40	
Total Fund 260 Community Development				26.40	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-430000	Professional Services	LINN BUILDING MAINTENANCE	MONTHLY CLEANING	1,464.04	112061
Total Department 05-00 DEPUTY REGISTER				1,464.04	
Total Fund 265 License Center				1,464.04	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	EMERGENCY AUTOMOTIVE TECH	STRIP 2018 SQUAD OUTFIT 2024 DURANGO	5,489.22	3396
Total Department 10-00 POLICE DEPARTMENT				5,489.22	
Total Fund 400 Equipment Revolving				5,489.22	
Fund: 409 CENTRAL SERVICES FUND					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 409 CENTRAL SERVICES FUND					
Department: 08-00 CENTRAL SERVICES					
409-08-00-438101	Postage Meter	GreatAmerica Financial Ser	COPIER RENTAL	332.00	112083
Total Department 08-00 CENTRAL SERVICES				332.00	
Total Fund 409 CENTRAL SERVICES FUND				332.00	
Fund: 411 Recreation Improvements					
Department: 40-40 RECREATION ADMINISTRATION					
411-40-40-443500-PR2324	Minor Equipment	Flagship Recreation	BLACK AND RED 6' BENCHES, DELIVERY	4,235.00	112072
411-40-40-453000-PR2334	Recreation Improvements	MINNESOTA SODDING COMPANY	SURVEY FOR 6 BASEBALL AND 2 SOCCER FI	2,472.86	112093
Total Department 40-40 RECREATION ADMINISTRATION				6,707.86	
Total Fund 411 Recreation Improvements				6,707.86	
Fund: 600 Sanitary Sewer					
Department: 50-00 SANITARY SEWER					
600-50-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS JANUARY 2025	95.87	3398
600-50-00-430000	Professional Services	InfoSend, Inc.	DEC 2024 BILLING	137.74	3408
600-50-00-431100	Postage	InfoSend, Inc.	DEC 2024 BILLING	400.88	3408
600-50-00-439000	CONTRACT MAINTENANCE	Cummins Sales and Service	FERNWOOD L/S BACK UP GENERATOR.	558.18	112068
600-50-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	CHECK HEAT AT FERNWOOD LIFT STATION./	772.34	3404
600-50-00-453000-PW2302	Other Improvements	Bolton & Menk, Inc.	DALE/OWASSO LFT STATION	1,082.50	112062
Total Department 50-00 SANITARY SEWER				3,047.51	
Total Fund 600 Sanitary Sewer				3,047.51	
Fund: 610 Water Fund					
Department: 51-00 WATER FUND					
610-51-00-424000	Operating Supplies	Cemstone Products Co, Inc.	CONCRETE	2,126.50	112058
610-51-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS JANUARY 2025	95.87	3398
610-51-00-430000	Professional Services	InfoSend, Inc.	DEC 2024 BILLING	137.75	3408
610-51-00-430000	Professional Services	Water Conservation Service	1065 SHRYER AND SHRYER AND FAIRVIEW	1,146.20	112065
610-51-00-431100	Postage	InfoSend, Inc.	DEC 2024 BILLING	400.87	3408
610-51-00-439000	CONTRACT MAINTENANCE	TONY BELDEN CO LLC	KASCO MUNICIPAL MIXER REPLACEMENT	975.00	112092
Total Department 51-00 WATER FUND				4,882.19	
Total Fund 610 Water Fund				4,882.19	
Fund: 620 Golf Course					
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-382100	Building Rental	MARY CANTWELL	CEDARHOLM ROOM RENTAL DAMAGE DEPOSIT	200.00	112095
620-52-51-424000	Operating Supplies	Shamrock Group, Inc.	CLEANING SUPPLIES	6.53	112070
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	CO2 CYLINDER SERVICE	51.00	112091
Total Department 52-51 CEDARHOLM GOLF COURSE				257.53	
Total Fund 620 Golf Course				257.53	
Fund: 640 Storm Drainage					
Department: 54-00 STORM WATER					
640-54-00-430000	Professional Services	GOPHER STATE ONE CALL	LOCATE TICKETS JANUARY 2025	95.86	3398
640-54-00-430000	Professional Services	InfoSend, Inc.	DEC 2024 BILLING	137.75	3408
640-54-00-431100	Postage	InfoSend, Inc.	DEC 2024 BILLING	400.87	3408
Total Department 54-00 STORM WATER				634.48	
Total Fund 640 Storm Drainage				634.48	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	212.50	3405
Total Department 57-00 EDA - GENERAL				212.50	
Department: 57-56 EDA - PROGRAM					
725-57-56-430000	Professional Services	Golden Shovel Agency	MONTHLY MARKETING SERVICES	1,050.00	3407
Total Department 57-56 EDA - PROGRAM				1,050.00	
Total Fund 725 EDA Operating Fund				1,262.50	
Fund: 727 South East Roseville Initiativ					
Department: 57-00 EDA - GENERAL					
727-57-00-430000	Professional Services	St. Paul Area Chamber of C	RICE AND LARPENTEUR ALLIANCE PROFESSI	10,416.67	112074
Total Department 57-00 EDA - GENERAL				10,416.67	
Total Fund 727 South East Roseville Initiativ				10,416.67	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-211100	ICMA Def Comp	9,870.55	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-01-00-430000	Professional Services	611.63	
		100-01-00-430005	Community Grants	20,000.00	
		100-01-00-433000	Advertising	218.90	
		100-02-00-430060	Wellness Plan	2,374.00	
		100-04-00-430000	Professional Services	776.39	
		100-06-00-430000	Professional Services	15,106.00	
		100-10-00-424000-PD0002	Operating Supplies	300.00	
		100-10-00-430000	Professional Services	2,600.00	
		100-10-00-430001	Dispatching Services	39,777.76	
		100-10-00-437000	Contract Maint. - Vehicles	514.80	
		100-10-00-439000	CONTRACT MAINTENANCE	13,422.28	
		100-13-00-422000	Clothing	399.95	
		100-13-00-439000	CONTRACT MAINTENANCE	935.98	
		100-13-00-441000	Training	866.40	
		100-13-18-439000	CONTRACT MAINTENANCE	2,150.00	
		100-20-21-424000	Operating Supplies	1,928.61	
		100-20-30-421000	Motor Fuel	2,329.47	
		100-20-30-422000	Clothing	90.28	
		100-20-30-423000	Vehicle Supplies & Maintenance	438.65	
		100-20-30-437000	Contract Maint. - Vehicles	3,209.59	
		100-23-00-430000	Professional Services	4,421.02	
		100-23-00-436001	Utilities-City Hall	743.56	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	8,438.73	
		100-23-00-439010	Contract Manit. - HVAC	1,617.75	
		110-09-00-442000	Memberships & Subscriptions	24,508.51	
		200-40-40-442000	Memberships & Subscriptions	1,925.00	
		200-40-41-430000-PR0202	Professional Services	3,160.00	
		200-40-41-430000-PR0210	Professional Services	130.00	
		200-40-41-430000-PR0220	Professional Services	4,998.00	
		200-40-41-430000-PR0290	Professional Services	700.00	
		200-40-42-438000	Rental	814.00	
		200-40-50-439000-PR0119	CONTRACT MAINTENANCE	1,171.23	
		200-40-53-424000	Operating Supplies	189.47	
		200-40-53-424000-PR5507	Operating Supplies	9.00	
		200-40-53-425000-PR5512	Merchandise for Sale	999.69	
		200-40-53-430000	Professional Services	742.00	
		200-40-53-430000-PR5504	Professional Services	1,050.00	
		200-40-53-436000	Utilities	171.58	
		200-40-53-439000	CONTRACT MAINTENANCE	3,394.88	
		200-40-53-442000	Memberships & Subscriptions	360.00	
		204-40-43-422000	Clothing	8.40	
		204-40-43-424000	Operating Supplies	933.80	
		204-40-43-430000	Professional Services	12,124.35	
		204-40-43-430000-PR0400	Professional Services	6,730.00	
		204-40-43-442000	Memberships & Subscriptions	180.00	
		260-56-57-433000	Advertising	26.40	
		265-05-00-430000	Professional Services	1,464.04	
		400-10-00-452000	vehicles / Equipment	5,489.22	
		409-08-00-438101	Postage Meter	332.00	
		411-40-40-443500-PR2324	Minor Equipment	4,235.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		411-40-40-453000-PR2334	Recreation Improvements	2,472.86	
		600-50-00-430000	Professional Services	233.61	
		600-50-00-431100	Postage	400.88	
		600-50-00-439000	CONTRACT MAINTENANCE	1,330.52	
		600-50-00-453000-PW2302	Other Improvements	1,082.50	
		610-51-00-424000	Operating Supplies	2,126.50	
		610-51-00-430000	Professional Services	1,379.82	
		610-51-00-431100	Postage	400.87	
		610-51-00-439000	CONTRACT MAINTENANCE	975.00	
		620-52-51-382100	Building Rental	200.00	
		620-52-51-424000	Operating Supplies	6.53	
		620-52-51-439000	CONTRACT MAINTENANCE	51.00	
		640-54-00-430000	Professional Services	233.61	
		640-54-00-431100	Postage	400.87	
		725-57-00-430000	Professional Services	212.50	
		725-57-56-430000	Professional Services	1,050.00	
		727-57-00-430000	Professional Services	10,416.67	
--- TOTALS BY FUND ---					
		100	General Fund	133,392.30	
		110	Telecommunications	24,508.51	
		200	Recreation Fund	19,814.85	
		204	PARK MAINTENANCE	19,976.55	
		260	Community Development	26.40	
		265	License Center	1,464.04	
		400	Equipment Revolving	5,489.22	
		409	CENTRAL SERVICES FUND	332.00	
		411	Recreation Improvements	6,707.86	
		600	Sanitary Sewer	3,047.51	
		610	Water Fund	4,882.19	
		620	Golf Course	257.53	
		640	Storm Drainage	634.48	
		725	EDA Operating Fund	1,262.50	
		727	South East Roseville Initiativ	10,416.67	
		Total For All Funds:		232,212.61	

REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve 1 Massage Therapy Establishment License for Yun Wellness, LLC
and Revoke the Massage Therapy Establishment License for T Massage

1
2 **Background**

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

5
6 **Massage Therapy Establishment License**

7 Yun Wellness, LLC
8 1736 Lexington Ave N
9 Roseville, MN 55113

10
11 Xiaoyun Tian has submitted an application for a new Massage Therapy Establishment located at 1736
12 Lexington Ave N.

13
14 This establishment will be replacing the current licensee at that location, T Massage. The license for T
15 Massage will be revoked in conjunction with the issuance of the license for Yun Wellness, LLC. Xiaoyun
16 Tian is a current employee at T Massage and is taking over the space under a new business name.

17
18
19 **Policy Objectives**

20 Required by City Code

21
22 **Equity Impact Summary**

23 There is no anticipated racial equity impact.

24
25 **Budget Implications**

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

27
28 **Staff Recommendations**

29 Staff has reviewed the application(s) and have determined that the applicant(s) meet all City
30 requirements. Staff recommends approval of the license for Yun Wellness, LLC and revocation of the
31 license for T Massage.

32
33 **Requested Council Action**

34 Motion to approve the Massage Therapy Establishment license for Yun Wellness, LLC and revoke the
35 Massage Therapy Establishment license of T Massage.

37

Prepared by: Allie Sertich

Attachments: 1. Yun Wellness, LLC Application_Redacted

38



Administration Department, License
Division 2660 Civic Center Drive,
Roseville, MN 55113 (651) 792-7023

Massage Therapy Establishment License Application Part I

Type of applicant (Select only one)

- ☐ Individual, you own the business and have employees
☐ Sole Proprietorship, you own the business, and you are the only employee
☐ Partnership ☒ Corporation ☐ Other Organization

Legal Name of Licensee: YUN WELLNESS, LLC

Business Name (dba) _____

Business Address 1736 LEXINGTON AVENUE NORTH, ROSEVILLE, MN 55113

Business Phone XIAOYUN TIAN 714-722-8336

Email Address YUNWELLNESSLLC@GMAIL.COM

MN Tax ID 9962492

Federal Tax ID 93-1888382

Proof of Minnesota Tax Identification form

Applicant's Social Security Number [REDACTED]

Proof of Worker's Compensation Insurance:

Insurance Company Name _____

Dates of Coverage _____

Policy Number _____

I am **not** required to have worker's compensation liability coverage because

☒ I have no employees covered by the law

☐ Other (Specify) _____

Section A: Applicant

Individual:

If applicable, complete this question and Part II Personal History form, then proceed to Section B.

Name _____

First

Last

Middle

Maiden

Residence Address _____

Street Address

City

County

State

Zip

Residence/mobile phone _____

Business Phone _____

Email address _____

Partnership:

If applicable, complete the question for general and limited partners, then proceed to section B.

Part II Personal History form is required for each general partner.

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Corporation/other organization:

If applicable, complete the questions, then proceed to Section B. Attach a copy of the Certificate of Incorporation

President **MANAGING MEMBER**

First Name XIAOYUN _____ Last Name TIAN _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone 714-722-8336

Vice President

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Secretary

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Treasurer

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Section B: Persons in charge of licensed establishment

General Manager, proprietor, managing partner or any other individual or agent in charge of the establishment.

A Part II Personal History must be completed by each person listed in this section.

First Name XIAOYUN _____ Last Name TIAN _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone 714-722-8336

First Name _____ Last Name _____ Middle Name _____

Street address _____

City, State, ZIP _____

Residence/mobile phone _____ Business phone _____

Section C: History
Complete separate form for each owner

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been engaged as an employee or operated a spa, salon or other business which offered massage? ☒ Yes ☐ No

If yes, give dates and places.

T MASSAGE, 1734 LEXINGTON AVENUE NORTH, ROSEVILLE, MN 55113 - JUNE 2023 TO PRESENT

Do you and/or your spouse have a direct or indirect interest in any other establishment in the City of Roseville to which a massage therapy establishment license has been issued? ☐ Yes ☒ No

If yes, list names and addresses of interest.

Have you, your spouse, parent, brother, sister, or the child of either you or your spouse, ever been convicted of any felony, crime or violation of any ordinance, other than traffic? ☐ Yes ☒ No

If yes, give date, place and nature of conviction.

Have you or your spouse had any interest in any previous therapeutic massage license that was revoked, or suspended or not renewed? ☐ Yes ☒ No

If yes, explain in detail providing dates of such revocation.

Have you individually, or with others, made an application for a massage license, which was denied? ☐ Yes ☒ No

If yes, state circumstances.

What is the amount and source of investments you will have in the business, buildings, premises, fixtures, furniture, stock in trade?

Buildings/Tenant Improvement: \$105,000 (budget limit); Source: United States-based business and personal banking accounts

Fixtures & Furniture: \$12,000 (budget limit); Source: Chinese-based personal banking accounts, shipped to United States

Textiles: \$3,000 (budget limit); Source: Chinese-based personal banking accounts, shipped to United States

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers and social security numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

CONSENT TO BACKGROUND CHECK I hereby consent to and authorize the Roseville Police Department or other qualified service providers in conducting and completing criminal background checks to use the information I have provided to check criminal histories, arrest and driving records, and warrant information; and for the City to consider these records to determine my eligibility for a License. I understand that the information contained in the criminal background investigation is not public, except that it may be conveyed to other law enforcement or licensing agencies.

By signing below you certify that the above information is correct. In addition, you acknowledges that you are responsible for reviewing the background and work history of all of your employees, including those that have received a massage therapist license from the City.

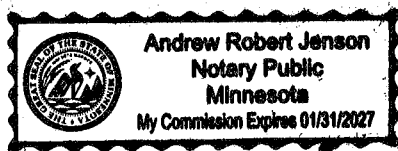
Falsification of answers given or material submitted will result in denial of application.

Applicant signature Xiao Yun Tian Title Member

Date 2/16/25

Subscribed and sworn to before me, a Notary Public, on this 16 day of FEBRUARY, 2025. My Commission expires on 01/31/2027.

[Signature]
Notary signature



Notary Stamp

Payment due at the time of application: Annual License Fee \$325

Make checks payable to: City of Roseville

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

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.

Staff Recommendations

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

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Requested Council Action

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

Prepared by: Joshua Kent - Assistant Finance Director

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

45

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Street Construction (Public Works)	Husky Construction, Inc.	Clearing and Grubbing Trees	(a)	\$ 1,920,000	\$ 150,875	2025 CIP

Key

- The Public Works Department recommends awarding a contract for tree removal and site clearing in four project areas scheduled for construction in 2025 (Twin Lakes Trail - Phase II, Dale-Owasso Compensatory Storage, Lexington Sidewalk, Tamarack Trail, Falcon Woods Pond). The City received three quotes with the lowest responsible quote from Husky Construction, Inc. at \$150,875. This work is necessary to comply with environmental regulations, including restrictions related to the Northern Long-Eared Bat, an endangered species, which require all tree removals to be completed by the end of March 2025. Approval of this contract will ensure timely tree removals in compliance with environmental regulations, allowing construction projects to proceed as scheduled
- (a)

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Engineering
Project/Initiative Title:	Pavement Rehabilitation
Total Estimated Cost:	\$1,550,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is to replace or rehab streets within the city. Many of the city streets are over 25 years old and are at the end of the expected design life. The City uses this line item to rehabilitate pavements and curbs as part of Pavement Management Program (PMP) projects and to do complete street reconstructions. The 2025 PMP includes approximately 5 miles of roadway that will be milled and overlaid. This work extends the life of the streets, lessens overall street maintenance, and provides quality surface for transportation purposes.

Location:

Various Locations in the City

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Engineering
Project/Initiative Title:	Lexington Avenue Pathway, Cty Road B to Sherren
Total Estimated Cost:	\$170,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the Municipal State Aid (MSA) portion of the Lexington Avenue Pathway project. This City-led joint project with Ramsey County will use MSA funds to fund the new pathway. The new pathway will complete a missing segment on the City's Pathway Master Plan.

Location:

Lexington Avenue Pathway, County Road B to Sherren

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Engineering
Project/Initiative Title:	Rice, Larpenteur – County Road B
Total Estimated Cost:	\$50,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the City's portion of the Ramsey County-led Rice Street Reconstruction Project. It is our intent to use Municipal State Aid (MSA) funds to fund the City's portion. The project is a complete reconstruction of Rice Street, between Larpenteur Avenue and County Road B. This 2025 funding is for engineering and planning. The construction is planned for 2027.

Location:

Rice St, Larpenteur - County Road B

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works/Engineering
Project/Initiative Title:	County Road C, Lexington – Rice
Total Estimated Cost:	\$150,000
Funding Source:	Street Replacement Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

This line item is related to the City's Municipal State Aid (MSA) portion of the Ramsey County-led County Road C Project. The project is a resurfacing and 4:3 lane conversion project on County Road C, between Lexington Avenue and Rice Street. This 2025 funding is for engineering and planning. The construction is planned for 2026.

Location:

County Road C, Lexington - Rice

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Renewal of Ramsey County GIS Users Group Joint Powers Agreement

1
2 **Background**

3 The Ramsey County Users Group is an alliance formed in 1995 between public agencies
4 interested in utilizing geographic information systems (GIS) data that has been created by
5 the agencies and maintained by Ramsey County. The Ramsey County GIS Users Group is
6 seeking the renewal of its Joint Powers Agreement for the five-year period 2026-2030. The
7 original agreement was approved by Council on July 28, 1997. The agreement has been
8 updated numerous times throughout the years with the most recent approval by Council on
9 September 19, 2020. The new agreement is the same as previous agreements other than
10 the dates and minor language changes.

11
12 **Policy Objectives**

13 The joint powers agreement allows each member organization to add its own unique data
14 to the County data provided in this agreement, to create a rich and powerful tool to assist in
15 organizational decision-making and day-to-day operations. The Users Group is seen as a
16 model in the metropolitan area in how units of government can work in collaboration to
17 effectively exchange and utilize GIS data, services and knowledge.

18
19 **Equity Impact Summary**

20 There should be no equity impacts associated with this JPA.

21
22 **Budget Implications**

23 The annual fee for the Ramsey County GIS Users Group membership for Roseville since
24 2012 has been approximately \$3,900, and for the five years prior to that the annual fees
25 were approximately \$3,400. The annual fees are determined on a factor of the population
26 served based on the Census. There is no expected significant change to the current fee in
27 2025 and will be paid out of the Community Development fund. As a member of the Users
28 Group, Roseville has access to Ramsey County GIS data and is provided physical features
29 and aerial photography updates. Working together through the Users Group allows the
30 Ramsey County city members significant cost savings in maintaining and purchasing of
31 essential GIS data.

33 **Staff Recommendations**

34 The City Attorney has reviewed the agreement. Staff recommends the Joint Powers
35 Agreement be approved to enable the City to continue to participate as a member of the
36 Ramsey County GIS Users Group.

37
38 **Requested Council Action**

39 Motion approving the revised Ramsey County GIS Users Group Joint Powers Agreement.
40

41 **Prepared by:** Jesse Freihammer, Public Works Director

Attachments: 1. GIS Users Group Joint Powers Agreement

JOINT POWERS AGREEMENT
AMONG
MEMBERS OF THE RAMSEY COUNTY GEOGRAPHIC INFORMATION SYSTEMS USERS GROUP

This JOINT POWERS AGREEMENT ("Agreement") is entered into pursuant to the provisions of Minn. Stat. §471.59 among Governmental Units for the purposes of forming the Ramsey County Geographic Information System Users Group ("Users Group").

ARTICLE I. INTENT OF THIS AGREEMENT

In 1995, an informal alliance, known as the Ramsey County Geographic Information System Users Group ("Users Group"), was formed among Governmental Units interested in using Geographic Information Systems (GIS) and data created and maintained by Ramsey County. This agreement is intended to establish and enable the Users Group to represent the parties to this Agreement for the purposes of undertaking negotiations and transactions.

ARTICLE II. DEFINITIONS

Section 1. **Members** means those Governmental Units that have executed this Joint Powers Agreement and have paid the annual membership dues as provided in Article X.

Section 2. **Governmental Unit** has the meaning set forth in Minnesota Statutes §471.59.

Section 3. **Users Group** means a group made up of one representative of each Member with the powers and responsibilities described in this Agreement.

ARTICLE III. GIS BOARD OF DIRECTORS STRUCTURE

Section 1. There is hereby created a GIS Board of Directors (Board).

Section 2. Each Member shall appoint one person to serve as a Director. Each Member may also appoint a person to serve as an Alternate Director. Members shall notify the Board in writing if the Director or Alternate Director changes.

Section 3. The Board shall have the following officers: a Chair, Vice Chair, Secretary, and Treasurer (Officers).

Section 4. All Officers will be elected by the Board in the first meeting of the agreement's term as identified in Article X.

Section 1. The Chair will be elected to a one-year term. The Vice-chair will be elected as Vice-chair in year one and Chair in year two. The Secretary will be elected annually for a three year term in which they will serve as Secretary in year one, Vice-chair in year two, and Chair in year three. The Treasurer will be elected by the Board for a five year term coinciding with the term of this agreement. Any Officer vacancies will be elected by the Board as-needed.

Section 5. The Officers shall serve on a voluntary basis without pay.

Section 6. A quorum will consist of at least 40% of the full membership of the Board, whether or not all vacancies have been filled.

Section 7. Decisions of the Board will be made by a majority of the quorum. Directors may vote and participate in all meeting proceedings from a remote site pursuant to Minnesota Statute 13D.02.

ARTICLE IV. DUTIES OF THE GIS BOARD OF DIRECTORS

Section 1. The Board shall meet at least two times per year.

Section 2. The Board shall approve and adopt the formula for the Users Group member dues annually by December 31 for the following year.

Section 3. The Board shall arrange for and facilitate regular meetings of the Users Group and for Users Group activities. Meetings shall be held in accordance with Minnesota Statute 13D.01 .

Section 4. The Chair presides at Users Group meetings. The Vice Chair will preside in the absence of the Chair. The Secretary is responsible for recording the proceedings of the Board and communicating these proceedings to all Member organizations. The Treasurer is responsible for the funds and financial records of the Board.

Section 5. The Chair and the Treasurer must sign vouchers or orders disbursing funds of the Users Group. Disbursement will be made in the method prescribed by law for statutory cities.

Section 6. The Board may take such actions as it deems necessary and convenient to accomplish the general purposes of this Agreement.

Section 7. The Board shall purchase liability insurance on behalf of the Users Group to insure against liability of the Users Group and its constituent Members.

Section 8. The Board may:

- (i) Enter into contracts to carry out its powers and duties, in full compliance with any competitive bidding requirements imposed by State or local law;
- (ii) Provide for the prosecution, defense, or other participation in proceedings at law or in equity in which it may have an interest;
- (iii) Employ such persons as it deems necessary on a part-time, full-time, or consultancy basis;
- (iv) Purchase, hold, or dispose of real and personal property;
- (v) Contract for space, commodities or personal services with a Member or group of Members;
- (vi) Accept gifts, apply for and use grants or loans of money or other property from the state, the United States of America, and from other government units and may enter into agreements in connection therewith and hold, use and dispose of such money or property in accordance with the terms of the gift, grant, loan or agreement relating thereto;
- (vii) Appoint a fiscal agent.

ARTICLE V. NEW MEMBERS

Section 1. Any Governmental Unit that is not a party to the initial Agreement may join as a Member at any time.

Section 2. To become a Member, a local unit of government shall adopt a resolution and shall sign this Joint Powers Agreement.

Section 3. New Members will pay the annual membership dues for the year in which the new Member is joining, as set by the Board pursuant to Article IV, Section 2, as calculated by the current formula. Fees will not be pro-rated for new Members who join after January 1 of each year.

ARTICLE VI. GIS DATA TO BE EXCHANGED AS PART OF THIS AGREEMENT

Section 1. Members agree to exchange any GIS data with Ramsey County and with any requesting Member for the requesting party's own use where that GIS data has been in some way derived and/or developed from the County GIS Data accessed through this Agreement or future agreements between the Users Group and Ramsey County. Members agree to exchange with Ramsey County and with any other Member any attribute data that it has created and maintained where that data can be associated to a parcel using a parcel identifier. Members also agree to exchange any building permit data requested by Ramsey County for the identification of future physical feature data base updates.

Section 2. The Board will negotiate with Ramsey County on behalf of the Members in all matters deemed necessary relating to supply of GIS data generated by a Member.

ARTICLE VII. DATA ACCESS AND USAGE

Section 1. All Members shall have equal rights to access Ramsey County GIS Data.

Section 2. Data generated by Ramsey County and provided to Members may not be sold in its original form to third party agencies. However, a Member may allow use of the original data by a third party for specific contracted purposes.

Section 3. Data which results from enhancement of Ramsey County GIS Data by a Member, received pursuant to this Agreement, may be made available to a third party.

Section 4. All Members will adhere to future Users Group license agreements for County or other agency GIS data.

ARTICLE VIII. DATA SECURITY

All Members agree to abide by the data privacy and data security standards of the Member when using Ramsey County GIS Data or any derivative or enhancement of the data.

ARTICLE IX. FINANCIAL MATTERS

Section 1. The fiscal year of the Users Group is the calendar year.

Section 2. The Board shall adopt an annual budget prior to December 31 of each year for each succeeding year. The Board will give an opportunity to each Member to comment or object to the proposed budget before adoption. Notice of the adopted budget must be distributed promptly thereafter to the appointed Director of each Member.

Section 3. Operational costs shall be shared according to a method agreed upon by majority decision of the Board of Directors. The costs could be met by membership dues. These costs could include Users Group administrative costs, purchase of liability insurance, and others as appropriate.

Section 4. Annual Membership Dues: Members shall commit to payment of Annual Membership Dues, except where limited by State Statutes.

Section 5. Billings to the Members are due and payable no later than 60 days after the receipt of the invoice. In the event of a dispute as to the amount of a billing, a Member must nevertheless make payment as billed to preserve membership status. The Member may make payment subject to its right to dispute the bill and exercise any remedies available to it. Failure to pay a billing within 60 days results in suspension of voting privileges of the Member Director. Failure to pay a billing within 120 days is grounds for termination of membership, but the Users Group's right to receive payment survives termination of membership.

ARTICLE X. TERM

Section 1. The Term of this Agreement is January 1, 2026, through December 31, 2030.

Section 2. Based on the annual review of the operating procedures within the Agreement conducted by the Board, a new Agreement will be developed and circulated at least three months prior to December 31, 2030 and be agreed upon and signed on or before December 31, 2030.

ARTICLE XI. TERMINATION

Each Member shall have the right to terminate its membership and participation in the Users Group by formal resolution of the Member's organization and communicated to the Board in writing. However, the Member is still obligated to its financial commitments for the year during which termination of membership occurs.

These commitments include:

- (i) Any balance of the Annual Membership Dues. This commitment applies to all Members;
- (ii) Any balance owing on Special Projects Assessments. This commitment applies to Members which have entered into any special project agreement(s).

ARTICLE XII. DISSOLUTION

Section 1. The Users Group may be dissolved by a two-thirds vote of its Members in good standing. Dissolution is mandatory when the Secretary has received certified copies of resolutions adopted by the governing bodies of the required number of Members requesting dissolution.

Section 2. In the event of a dissolution, the Board must determine the measures necessary to effect the dissolution and must provide for the taking of such measures as promptly as circumstances permit, subject to the provisions of this Agreement and law.

Section 3. In the event of dissolution, following the payment of all outstanding obligations, assets of the Users Group will be distributed among the then existing Members in direct proportion to their cumulative annual contributions. If those obligations exceed the assets of the Users Group, the net deficit of the Users Group will be charged to and paid by the then existing Members in direct proportion to their cumulative annual contributions.

ARTICLE XIII. ACCESS TO DOCUMENTS

Until the expiration of six years after this Agreement terminates, the Users Group shall make available to the Member organizations and to the State Auditor, a copy of this Agreement and books, documents, accounting procedures and practices of the Users Group relating to this Agreement.

ARTICLE XIV. HOLD HARMLESS

Section 1. Each Member agrees to defend, indemnify, and hold the other Members harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees, against or incurred by such other Members, for injury to, death of, or damage to the property of any third person or persons, arising out of any act or omission on the part of the indemnifying Member or any of its agents, servants or employees in the performance of or with relation to any of the work or services provided by Members under the terms of this Agreement.

Section 2. Nothing in this Agreement shall constitute a waiver by any Member, the Users Group of any limitation of liability under Minnesota Statutes Chapter 466, or other statutory or common law immunities, limits, or exceptions on liability.

Section 3. Under no circumstances, however, shall a Member be required to pay on behalf of itself and other Members, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one Member. The limits of liability for some or all of the Members may not be added together to determine the maximum amount of liability for any Member.

ARTICLE XV. EQUAL EMPLOYMENT OPPORTUNITY

The Members and the Users Group agree to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual preference, marital status, status with regard to public assistance, disability, or age.

ARTICLE XVI. DATA PRACTICES

Section 1. All data collected, created, received, maintained, or disseminated for any purpose in the course of either the Member's or the Users Group's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and rules adopted to implement the Act.

Section 2. The Members and the Users Group agree to abide strictly by these statutes, rules, and regulations.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on this ____ day of _____,
2025.

ORGANIZATION _____

Approved:

By: _____

(Name, Title) (Mayor/Board of Managers President)

By: _____

(Name, Title) (City Manager/Administrator)

DESIGNATED DIRECTOR TO REPRESENT ORGANIZATION:

Name: Jolinda Stapleton

Phone: 651-792-7044

Email: jolinda.stapleton@cityofroseville.com

ALTERNATE DIRECTOR (IF APPLICABLE):

Name: Joel Koepp

Phone: 651-792-7085

Email: joel.koepp@cityofroseville.com

By: _____

(Chris Kucek, Chair of Users Group)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/3/2025

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Approve LanguageLine Agreement for Interpretation Services

Background

City staff always strive to serve residents to the best of their abilities in every interaction. At times, residents may benefit from a better communication solution than what a staff member can provide on their own. This could be a resident that communicates using American Sign Language (ASL), or a resident that speaks English as a second language. To better support staff and improve resident experiences with the city, staff are seeking to create a predictable process to allow staff to access on-demand language interpreting services.

To highlight the benefit that arises from utilizing a service to assist with communication, recently staff were able to provide onsite American Sign language interpreting services for a family to participate in a multi-week program led by the city's Parks and Recreation department. Another example was utilizing this service offering to enable a resident to communicate effectively with council during an interview for a commission. Staff anticipates this will greatly improve the resident experience and improve staff satisfaction as well. With internal infrastructure established and implemented, any city staff person will be able to access this service anytime, anywhere.

The City Attorney has reviewed the attached contract. (It should be noted that the contract will be updated to reflect the correct name and title of the authorized signer once approved as the company utilizes an electronic processing system to approve contracts.)

Policy Objectives

This agreement supports the strategic plan and the strategic directions that include responsive services, city operations, engagement, and our city values.

Equity Impact Summary

Having a predictable language access plan for city staff to better serve residents advances our equity and inclusion work but, more importantly, significantly improves the lives of residents. For residents to be able to fully communicate with city staff when engaging in our services will enhance their individual experiences and allows us to create welcoming environments that encourage interconnectedness for residents of Roseville. This aligns fully with the values of the city's Strategic Plan.

Budget Implications

This agreement is billed at a usage rate. The city only pays for usage as described in the agreement. There is no fee outside of usage.

Staff Recommendations

Authorize the City Manager to enter into a contract with Language Line Services, Inc. to provide on-demand language services.

Requested Council Action

Authorize City Manager to enter into LanguageLine agreement.

Prepared by: Antonio Montez, Equity and Inclusion Manager

Attachments: 1. Please_Sign_LanguageLines_MSA_with_State_of (1) (1)

Master Service Agreement

Client Name ("Customer"): **City of Roseville - OPI**

Client # (if applicable):

Language Line Services, Inc. ("LanguageLine") and Customer (together, the "Parties" and each a "Party") agree that the terms and conditions below apply to the Services selected by Customer under this Agreement.

TERMS OF SERVICE

- 1. TERM OF AGREEMENT.** This Agreement is the Master Services Agreement for all the services currently offered by LanguageLine as individually identified below (the "Services"). This Master Services Agreement will apply to Services requested now or in the future by Customer. For each Service requested now or in the future by Customer, the fees and additional terms and conditions for the Service are set out in the applicable Statement of Work for the Service, which, when fully executed, is made a part of this Agreement. If Customer continues to request and receive Services after this Agreement has expired or has been terminated for any reason, this Agreement and the applicable Statement(s) of Work will continue in full force and effect until terminated as provided in Section 12 of this Agreement.

Available LanguageLine Services:

On-demand interpretation 240+ languages 24/7/365, in seconds Via phone, video and mobile Click for On Demand Interpreting Services	LanguageLine InSight Video Interpreting® LanguageLine Phone SM Interpreting LanguageLine Mobile SM LanguageLine Direct Response Telehealth and Virtual Meetings
Face-to-face interpretation 130+ languages via onsite or video Click for Onsite Interpreting Services	Onsite Interpreting Virtual Onsite Interpreting
Translation and Localization 380+ languages Via human, machine translation, automation and other technologies Click for Translation Services	Translation Localization Transcription Clarity®
Testing and Training 57 languages Click for Testing & Training	Testing Training

Please note that by signing this Agreement, Customer is not agreeing to receive all of the above Service(s), but is only agreeing to receive the specific Service(s) that have been requested from its LanguageLine account executive and made a part of this Agreement in an applicable Statement of Work.

- 2. PAYMENT TERMS.** Customer agrees to pay all undisputed invoiced charges for Services in full within thirty (30) days of the invoice date. Payment can be made by check, ACH, wire, debit card or credit card. Any fees charged by a credit card provider for use of the card will be paid for by Customer. Any disputed charges in an invoice must be identified to LanguageLine within thirty (30) days of the invoice issue date or the right to dispute will be waived by customer. Amounts subject to dispute once resolved will be (i) credited to Customer on the next invoice (if resolved in favor of Customer) or added to the next invoice (if resolved in favor of LanguageLine) or (ii) as otherwise mutually agreed upon. Invoices will be sent to the most current address or e-mail provided by Customer to LanguageLine, which may be updated by Customer upon written request to CustomerCare@languageinc.com.
- 3. USE OF SERVICES.** Customer warrants that it will **not** (i) resell the Services to any third Parties; however, Customer may charge its own customers, clients or patients for the Services; or (ii) use the Services in any manner that may violate any applicable law, rule or regulation. Customer and each

Master Service Agreement

affiliate will be assigned a Client Identification Number ("CID") for use in ordering Services. Customer shall be solely and fully responsible for charges resulting from the use of these CIDs, whether or not such use is authorized by Customer.

4. **CONFIDENTIALITY AND PRIVACY.** The Parties agree that during the term of this Agreement and thereafter, neither Party will disclose any of the other's Confidential Information to any third Party and each Party will use the other's Confidential Information only for purposes specifically contemplated by this Agreement. These obligations do not apply to information that is expressly identified by a Party as not being confidential, that is in the public domain, or that is otherwise deemed public by the Minnesota Data Practices Act. If either Party has been requested to disclose, or is required by discovery request in a litigation, subpoena, civil investigative demand or similar process to disclose any such information, the compelled Party may disclose such information without liability after promptly giving reasonable notice to the other Party so they may assert whatever objections as they desire to prevent such disclosure within any deadlines required by governing statutes, rules, or regulations. For purpose of this Agreement, the term "**Confidential Information**" includes (a) information (including data) identified by a Party as being Confidential Information, (b) personally identifiable personal, financial, health or other personal information protected under a law or regulation, including without limitation HIPAA, Gramm-Leach-Bliley, US federal and state privacy laws, the General Data Protection Regulation (EU) 2016/679 (the "GDPR"), and the UK Data Protection Act, (c) the terms and conditions of this Agreement, (d) LanguageLine pricing for its Services, and (e) all of the information provided in any invoices or other non-public documents or in oral communications between the Parties relating to the Services. LanguageLine will not record any interpretation calls except that some calls may be monitored for training and quality assurance purposes.
5. **LANGUAGELINE PERSONNEL.** Customer understands and acknowledges that in providing the Services, LanguageLine's linguist workforce consists of its own employees, individual independent contractor linguists, and linguists provided through trusted professional linguist staffing agencies, which are located within and outside of the United States unless Customer requires US domestic only personnel (collectively, "LanguageLine Personnel"). All LanguageLine Personnel are subject to LanguageLine's stringent quality control standards, confidentiality and privacy obligations and certification criteria, and LanguageLine is solely responsible for ensuring that the terms and conditions of this Agreement are met by LanguageLine Personnel. Customer hereby consents to the use of all LanguageLine Personnel by LanguageLine.
6. **RELATIONSHIP OF PARTIES.** The Parties are independent contractors, and nothing in this Agreement will be deemed to place the Parties in the relationship of employer-employee, principal-agent, partners or joint venturers. Each Party will be responsible for paying its own payroll taxes, disability insurance payments, unemployment taxes, employee benefits (if applicable), and other similar taxes, benefits, or charges.
7. **LIMITED WARRANTIES AND LIABILITY.** (a) LANGUAGELINE WILL PERFORM ALL OF THE SERVICES IN A PROFESSIONAL MANNER CONSISTENT WITH INDUSTRY STANDARDS. LANGUAGELINE MAKES NO OTHER REPRESENTATION, WARRANTY OR GUARANTEE, EXPRESS OR IMPLIED, OF ANY KIND, AND LANGUAGELINE SPECIFICALLY DISCLAIMS ANY WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER ACKNOWLEDGES THAT INTERPRETATIONS, TRANSLATIONS, AND LOCALIZATIONS MAY NOT BE ENTIRELY ACCURATE IN ALL CASES AND THAT EVENTS OUTSIDE OF THE CONTROL OF LANGUAGE LINE MAY RESULT IN UNCOMPLETED OR INTERRUPTED SERVICE.
8. **INDEMNIFICATION.** The Parties each agree to hold harmless and indemnify the other Party and their respective officers, directors, employees, affiliates and agents from and against any claims, causes of action, damages, costs, fees, expenses, settlement or any other form of damage or expense relating to actions taken as a result of this agreement. LanguageLine will not be liable for intellectual property infringement arising merely from LanguageLine's interpretation or translation of Customer communications or documents, respectively. LanguageLine maintains extensive global insurance coverage for all its Services and all of its personnel. A copy of the Certificate of Insurance will be supplied to Customer upon request.

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9. **PUBLICITY.** Customer agrees that LanguageLine may use Customer's name and/or corporate logo on LanguageLine's website and marketing materials and upon LanguageLine's reasonable request will provide a testimonial regarding LanguageLine's Services for use in LanguageLine's marketing of its Services.
10. **ASSIGNMENT.** Neither Party may assign this Agreement without the prior written consent of the other Party, except that LanguageLine may assign its right to payment to an affiliated company.
11. **ACQUISITION OR MERGER OF CUSTOMER.** If Customer is (a) acquired by or merged into or with an existing LanguageLine customer, or (b) acquires an existing LanguageLine customer, the terms and conditions of this Agreement and that of the other LanguageLine customer, including pricing as set out in the applicable Statements of Work, shall remain unaffected unless the Parties otherwise agree in a signed, written amendment to this Agreement.
12. **TERMINATION.** Either Party may terminate this Agreement (a) on sixty (60) days' notice for any reason, or (b)(i) on thirty (30) days' written notice of breach if the other Party has not cured the breach in thirty (30) days from receipt of the notice of breach, or (ii) if the breach cannot be cured in thirty (30) days, on the date agreed to by the Parties for cure to be completed. Upon termination of this Agreement for any reason, Customer shall pay the final invoice from LanguageLine within thirty (30) days of its receipt of the final invoice (the "30-day period"). Any disputed charges must be identified by Customer within the 30-day period and the Parties shall use good faith efforts to resolve any disputed charges within the 30-day period and any adjustment paid or credited will be made within thirty (30) days after the dispute has been resolved.
13. **ADDITIONAL TERMS.**
 - (a) **WAIVER OR DELAY.** Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement.
 - (b) **SURVIVAL OF OBLIGATIONS.** The obligations of the Party under this Agreement which by their nature should continue beyond the termination or expiration of this Agreement will remain in effect after termination or expiration.
 - (c) **NO THIRD-PARTY BENEFICIARIES.** Neither this Agreement nor the provision of Services shall be construed to create any duty or obligation on the part of LanguageLine to any third parties, including, without limitation, any persons participating in or the subject of communications for which Services are provided, and except as provided by law, does not provide any third party with any right, privilege, remedy, claim or cause of action against LanguageLine, its affiliates or their respective successors.
 - (d) **CHOICE OF LAW.** Any action arising out of this Agreement, as well as the validity, construction and interpretation of this Agreement, will be governed by California law relating to contracts made in the State of Minnesota and controlling U.S. federal law. No choice of law rules of any jurisdiction will apply.
 - (e) **BINDING EFFECT.** This Agreement shall be binding upon the Parties hereto, their successors, or assigns, and upon any and all others acting by or through them, or in privity with them, or under their direction.
 - (f) **CONSTRUCTION.** This Agreement is deemed to have been drafted jointly by the Parties. Any uncertainty or ambiguity shall not be construed against either Party based on the attribution of drafting by either Party.
 - (g) **COUNTERPARTS; HEADINGS.** This Agreement may be executed in counterparts and as so executed shall constitute one agreement, binding on all Parties. The Headings have no substantive effect and are used merely for convenience.
 - (h) **FORCE MAJEURE.** A Party is not liable under this Agreement for non-performance or delayed or interrupted performance caused by events or conditions beyond that Party's control if the Party makes reasonable efforts to perform. This provision does not relieve Customer of its obligation to make all payments when due.
 - (i) **NOTICES.** All notices to be given under this Agreement must be in writing and addressed as follows: (a) to LanguageLine at One Lower Ragsdale Drive, Bldg. 2, Monterey, CA 94930 Attn: Contract Administration, or by e-mail to CustomerCare@languageline.com with a copy to Contracts@languageline.com, and (b) to Customer at the most current address or e-mail provided by Customer to LanguageLine. Any notices sent by overnight courier (such as FedEx, DHL, USPS, etc.), or by first class mail, postage prepaid, is effective upon deposit with the post office or the overnight



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courier and any notice sent by e-mail shall be effective on the date the e-mail is sent except that any e-mail sent on a weekend or holiday shall be effective on the next business day.

(j) **COMPLIANCE.** Language Line Services, Inc. is an equal opportunity employer and federal contractor. Consequently, as and if applicable, the Parties will abide by the requirements of Title 41 of the United States Code of Federal Regulations (CFR) §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a), which are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, creed, sex, sexual orientation, gender identity, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. If and as applicable, the Parties will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

14. ENTIRE AGREEMENT. This Agreement, including all addenda, Schedules and Statements of Work, constitute the Parties' entire agreement relating to its subject matter. It supersedes all prior or contemporaneous oral or written communications, proposals, conditions, representations and warranties and prevails over any conflicting or additional terms of any quote, order, acknowledgment, or other communication between the Parties relating to its subject matter during the term of this Agreement. No modification to this Agreement will be binding unless in writing and signed by an authorized representative of each Party. If any provision, or part thereof, in this Agreement is held to be invalid, void or illegal, it shall be severed from this Agreement and shall not affect, impair, or invalidate any other provision, or part thereof, and it shall be replaced by a provision which comes closest to the severed provision, or part thereof, in language and intent, without being invalid, void, or illegal.

15. DATA PRACTICES ACT. Data provided, produced, or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Customer will immediately report to LanguageLine any requests from third parties for information relating to this Agreement. LanguageLine agrees to promptly respond to inquiries from the Customer concerning data requests.

The person signing this Agreement on behalf of Customer certifies that such person has read, acknowledges, and understands all of the terms and conditions, and is fully authorized to execute this Agreement on behalf of and bind the Customer to all its terms and conditions. Both Parties agree the delivery of the signed Agreement by facsimile or e-mail or use of a facsimile signature or electronic signature or other similar electronic reproduction of a signature shall have the same force and effect of execution and delivery as the original signature, and in the absence of an original signature, shall constitute the original signature.

Customer	LanguageLine
Date:	Date:
Signature:	Signature:
Name: Antonio Montez	Name: Bonaventura A. Cavaliere
Title: Mayor	Title: CFO
Date:	
Signature:	



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Name: Antonio Montez	
Title: City Clerk	

FUTURE MEETING AGENDA HIGHLIGHTS

March 3, 2025

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
- Consider Water Meter/Radio Replacements
- Discuss Massage Therapy Establishment Cap
- Receive Update on Strategic Plan
- Consider Hotel Licenses
- Adopt Ordinance to Implement Sales Tax
- Approve Recycling Agreement

March 24, 2025 – City Council Meeting

- Consider Liquor License for Lunds and Byerly's
- Consider Hotel Licenses

April City Council/EDA Meetings

- 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	